Highland Prep West

A STEM College Preparatory Campus

Student and Parent Handbook

2026-2027

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Dear Parent/guardians:

On behalf of Highland Prep West, I welcome you and your children. Highland Prep West faculty and staff take the responsibility of educating your student very seriously. We acknowledge that we are best able to serve all students when we establish a strong working relationship with parent/guardians.

This HPW Student and Parent Handbook is provided to inform parent/guardians and students about HPW's expectations for students in our school so that all students have an excellent learning experience. Parent/guardians should also use this handbook as a framework for discussing our expectations with your student, so each student is well prepared for a successful school year. You will also find that this publication includes information that you may need throughout the school year, including contact numbers and other resources.

The current version of this HPW Student & Parent Handbook can be found online at https://highlandprepwest.com/forms-docs/. It will be updated during the year, if necessary. You will also find the 2026-27 school calendar on page 86.

Thank you for working with us to create a learning environment where everyone is treated with respect and is free to learn and explore new ideas and interests. Please contact an administrator should you have questions about this handbook. We look forward to working together with you to prepare your student for an extraordinary year of learning.

Sincerely,

Sharon Pozzi
Principal

Addendums to this handbook may be made throughout the year

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MISSION

Highland Prep West (HPW) is a Science, Technology, Engineering, and Math (STEM) college-preparatory high school. Highland Prep West features a rigorous academic program with an emphasis on 21st century preparation defined by critical thinking and inquiry learning. HPW believes in tying course content to interrelated themes to increase relevance and application in the interest of preparing students to succeed in the future global arena.

VISION

Highland Prep West will create opportunities for students and families to develop critical thinking skills that will ensure that they become successful members of an increasingly innovation-driven society and global marketplace.

GUIDING PRINCIPLES

Highland Prep West's guiding principles are founded on the belief that:

1) Students must develop critical thinking skills and become college ready to succeed in the global marketplace.
2) Exposing our students to Science, Technology, Engineering, and Math (STEM) and Advanced Placement (AP) programming will increase their college and career readiness.
3) Personalizing education for each student and providing high quality formative instruction and assessment will lead to higher growth and greater academic success for our students.

HPW will measure its college readiness by the rigor of its academic program and by the percentage of students who:

- participate in Honors classes
- participate in the Advanced Placement curriculum
- meet 4-year college prerequisites
- enter college
- complete a college degree

CURRICULUM PROGRAM

Highland Prep West's curriculum program is dynamic, rigorous, and relevant to students who are preparing to compete with students from around the world in a new and increasingly innovative global arena. HPW ensures that its curriculum and instruction is strategically designed to ensure that each student receives individual attention to their personal goals with innovative pathways. HPW understands that it is the education team's responsibility to prepare students to be creative, adaptive, and innovative in their thinking.

Highland Prep West's curriculum program is based on Arizona Common Core Standards, as well as other rigorous state and national standards. HPW ensures standards are implemented with fidelity to ensure that a consistent set of English Language Arts (ELA) and Mathematics expectations are established that result in a high-quality preparation of all students for college and career.

The Highland Prep West education team is committed to providing its students with:

- A clear articulation of the standards to ensure students understand what is expected of them with every lesson.
- Consistent expectations that ensure HPW students are both nationally and internationally competitive.
- Interesting and relevant content that supports the development of higher-order thinking skills.

ADMISSION TO HIGHLAND PREP WEST

Highland Prep West is open to all students, on a space available basis within each grade level. Our school does not discriminate based on intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English or any other basis prohibited by law. Admission procedures follow the requirements and guidelines set forth in A.R.S. 15-184.

There are no admission requirements for ninth through twelfth grades and no tests of any sort are given to determine whether admission is granted. Applicants are placed on a wait list in the order that the application was selected from the lottery. An applicant will be offered a spot only after an opening occurs in the respective grade and after meeting the eligibility requirements of the school. Once all available slots are filled, applicants will be placed on a wait list. Students will be admitted from the waitlist as spaces become available in each grade. Preference is given to siblings of admitted students. Students transferring from an Arizona school will not be allowed to begin attendance without an official withdrawal slip from the previous school.

Admission to Highland Prep West is open to all students aged thirteen through twenty-one with documentation that they have completed the eighth grade. Students unable to provide eighth grade promotion documentation shall be referred to administration for consideration.

ARIZONA RESIDENCY GUIDELINES

INTRODUCTION

Local educational agencies are required to provide all children who reside within the school district with equal access to public education at the elementary and secondary level. The U.S. Supreme Court held in Plyer v. Doe, 457 U.S. 202 (1982), that the undocumented or non-citizen status of a student (or his or her parent/guardian) is irrelevant to that student's entitlement to an elementary and secondary public education. However, pursuant to A.R.S. § 15-823, a school district or charter school may not include non-Arizona-resident pupils in their student count and may not obtain state aid for those pupils.

In Arizona, the "district of residence" of a student is determined by the residency of the parent or guardian with whom the student lives. In some cases, the district of residence may also be determined by the residency of a relative who is seeking legal guardianship or custody of a student. A.R.S. § 15-821(D). In addition, if a school district governing board determines that a student's "physical, mental, moral or emotional health is best served by placement with a grandparent/guardian, brother, sister, stepbrother, stepsister, aunt or uncle who is a resident within the school district," and the placement with that relative is not "solely for the purpose of obtaining an education in this state without payment of tuition," the student is considered a resident of the district. A.R.S. § 15-823(C).

Accordingly, it is the responsibility of the school districts and charter schools that receive state aid to ensure that student and parent/guardian residency information is accurate and verifiable. While a district may restrict attendance to district residents based on available classroom space, inquiring into students' citizenship or immigration status, or that of their parents or guardians, is not relevant to establishing residency within the district. A school district or charter school may not bar a student from enrolling because he or she lacks a birth certificate or has records indicating a foreign place of birth, such as a foreign birth certificate.

VERIFIABLE DOCUMENTATION

A.R.S. § 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. The documentation required by A.R.S. § 15-802 must be provided at initial enrollment of a student in a school district or charter school in this state and reaffirmed, although not necessarily recollected, during the district or charter's annual registration process.

For members of the armed services, a school may enroll a student if the parent/guardian provides a hard-copy or electronic document of their transfer or pending transfer to a military installation within the state. The parent/guardian must provide official documentation of residency within ten days after the arrival date which may include a temporary on-base billeting facility as their address. Proof of Residency is not required for homeless students. 42 U.S.C.§ 11 432(g)(3)(C)(i).

A parent or legal guardian that does not maintain his or her own residence MUST have an affidavit of shared residency form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit for the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list bearing the name and address of the person who maintains the residence. A model Affidavit of Shared Residence form is available from the HPW office by request.

USE OF AND RETENTION OF DOCUMENTS BY SCHOOLS

School officials must retain a copy of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indication of residency; however, documentation is subject to audit by the ADE.

Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing. Most information provided by parents and guardians to Arizona public schools is an educational record made confidential under the Federal Educational Rights and Privacy Act (FERPA) and Arizona law unless designated by the school as directory information. A parent or guardian will be notified by the school if directory information is requested for their student. Otherwise, educational records are only used for legitimate educational purposes.

ENROLLMENT PROCESS

Students who wish to enroll in Highland Prep West may visit the office Monday through Friday, between the hours of 7:30 a.m. and 3:30 p.m. to obtain an Enrollment Application.

The following documents are required to Enroll:

- Enrollment Application
- Military Service Indicator (if applicable)
- Arizona Residency Form and Documentation

Enrollment procedures will only be considered complete when the Enrollment Application is completed and received in a timely manner as defined by the school's open enrollment period.

The following documents are required after enrollment:

- 8th Grade Diploma
- Withdrawal Slip
- Most Recent Report Card
- Unofficial Transcripts
- Immunization Records (or exemption)
- Attendance History **(from previous school)**[1]
- Discipline Records **(from previous school)** [1]
- Custody Paperwork **(if applicable)**
- Current IEP **(if applicable)**[2]
- Completed enrollment packet
- Proof of Residency
- Birth Certificate (*other reliable proof of the pupil's identity and age as allowed by A.R.S. §15-828)*

When the Registration Packet is completed, the student and the parent/guardian need to schedule an appointment to take the school's benchmark assessment and meet with an administrator. Placement testing is NOT a condition of enrollment. The purpose of the meeting is to acquaint the student and the parent/guardian with the policies and expectations set forth for Highland Prep West students.

Highland Prep West has the right to refuse admission to any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution in accordance with A.R.S. 15-184(I).

It is the responsibility of the parent/guardian to keep the school informed of their current address and phone number. If you change your address or phone number at any time during the year, please notify the school.

Students may be recommended to enroll in a summer school program to prepare them for the rigors of the intense college preparatory curriculum of the school or to make up deficiencies that prevent them from meeting graduation requirements at Highland Prep West.

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[1] The school will request this information from the student's previous school. Parents/guardians are requested to provide this information if they have it in their possession to avoid delays in the receipt of such information.

[2] If the student is eligible for special education and has a current IEP, it is important that the parents/guardians notify the school and that the school receives it as soon as possible to ensure that the student is provided all necessary special education, related services, and/or accommodations. Highland Prep West will request this information from the student's previous school but cannot provide what is required until it receives a copy of the current IEP.

IMMUNIZATIONS & EXEMPTIONS (ARS 15-872)

All students entering Arizona public schools are required by law to be immunized. If the student has a medical condition or personal belief that conflicts with this law, a waiver may be signed and presented prior to the student's first day of school. Immunization records (or exemption documentation) are required to attend school but are not a requirement for enrollment.

CLASSIFICATION OF STUDENT

Students in grades 9-12 shall be classified as freshmen, sophomore, juniors, or seniors depending upon the year they entered 9th grade:

2026-2027	Freshman
2025-2026	Sophomore
2024-2025	Junior
2023-2024	Senior

STUDENT PLACEMENT AND CLASS SELECTION

Upon enrollment, incoming freshmen will take the school's benchmark assessment in reading and math. Transfer students' most recent transcript will be evaluated to determine credits and courses that are still needed for graduation. Once the transcript and/or exam are evaluated, the student will be enrolled in the classes best suited to meet his or her individual needs. Students may request honors courses or specialized electives upon meeting eligibility.

FOSTER CARE STUDENT TRANSFERS

In compliance with A.R.S. § 15-701.04, HPW ensures academic continuity for transferring students in foster care. The school will accept all full or partial core and elective credits earned at the student's previous school to the maximum extent possible. Administration will evaluate records and update graduation plans to meet the individual placement needs of each foster student.

NON-DISCRIMINATORY POLICY

Highland Prep West is mindful of its purpose and admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Highland Prep West does not discriminate based on race, color, and national and/or ethnic origin in administration of its education policies, admission policies, athletic and other school-administered programs. Highland Prep West does not discriminate against any applicant for employment based on race, color, sex (including gender identity, sexual orientation, and pregnancy), age (40 or older), religion, national origin, disability, marital status, veteran status, or genetic information.

RE-ENROLLMENT PROCESS

To secure your student's place at Highland Prep West for the next school year, you must officially complete the re-enrollment process. A re-enrollment survey will take place during spring ECAP meetings to confirm enrollment for the next school year. If there are more applicants than openings, all applicants are subject to a lottery.

STUDENT RECORDS

A student's education records are located in the student file, which consists of two major areas: (a) permanent records, such as grade and attendance reports and health records, and (b) discipline records.

Highland Prep West complies with all Federal and State laws concerning student records. Information regarding a student's progress will be shared only with parents or guardians, appropriate members of school faculty and staff and any professional consultants retained for the purpose of measuring or improving instructional quality.

WITHDRAWALS

Parent/guardians requesting to withdraw their student are asked to complete an official withdrawal form, an exit meeting, and arrange the return of all schoolbooks, materials, and technology. All accounts must be paid in full before completion of withdrawal. Highland Prep West requires a minimum of two school days to process withdrawals for all students, from the date the school registrar is notified. Depending on the nature of the request, the school may notify you that more time or additional documentation is required. This may include official written documentation such as a request for student records; or if parent/guardians choose to home school their student, documentation may include written confirmation (i.e., email), or the affidavit filed with the county superintendent.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parent/guardians and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parent/guardian or eligible students should submit to the school administrator a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent/guardians or eligible student believes is inaccurate or misleading. Parent/guardians or eligible students may ask Highland Prep West to amend a record that they believe is inaccurate or misleading. They should write to the school administrator, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If Highland Prep West decides not to amend the record as requested by the parent/guardian or eligible student, we will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the school board, or a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

Non-custodial and divorced parent/guardians have equal rights relating to student records unless the school has been provided with a court order to the contrary. Certain student education records are considered "directory information", including the following: student's name, mailing address, e-mail address and telephone number; names of the parent/guardian; address and telephone number of the parent/guardian, date and place of student's birth, class designation (grade level, etc.), extra-curricular participation, weight and height (if a member of an athletic team), enrollment dates, awards received, and photograph. Directory information may be released to the public unless the parent/guardian or eligible student gives written notice to Highland Prep West that any or all such information should not be made public without prior consent.

United States Military branches (Army, Air Force, Navy, Marines, and Coast Guard) are allowed to access public school directory information for military recruitment purposes. Parent/guardians or students may deny access to personal directory information by submitting their request in writing.

TRANSFER OF RIGHTS UNDER FERPA

When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parents/guardians to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment gives parent/guardian and eligible students (emancipated minors or students who are 18 years of age or older) certain rights regarding protected personal information, instructional materials, physical exams and health screenings.

These include the right to:

1. Provide written consent before a student participates in any survey funded by the U.S. Department of Education that requests protected information: political affiliations; family mental or psychological problems; sexual behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of family members; privileged relationships recognized by law such as with attorneys, doctors and ministers; family religious practices, affiliations or beliefs; and income, unless required by law to determine program eligibility.

2. Be notified and choose to opt out of certain activities, surveys and exams including: activities involving collection, disclosure or use of personal information obtained from students to market, sell or otherwise distribute information to others; surveys requesting protected information, regardless of funding; and any non-emergency, invasive physical exam or screening required for attendance, administered by the school and not necessary to protect students' health and safety – except for hearing, vision, or scoliosis screenings, or any exam or screening permitted or required by state law.

3. Inspect the following material, upon request, before the district administers or uses: surveys and instructional material involving protected information; documents to collect students' personal information for marketing, sales or other distribution purposes; and instructional material in educational curriculum.

4. Receive notification at the start of each school year, and after substantive changes are made, about the district's policy for complying with the Protection of Pupil Rights Amendment.

5. Report any violation of rights by filing a claim with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave S.W., Washington, DC 20202-4605.

CONFIDENTIALITY AND CHILD FIND

ANNUAL NOTIFICATION TO PARENTS/GUARDIANS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records. FERPA gives parent/guardian certain rights with respect to their student's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parent/guardian or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parent/guardian or eligible students to review the records without copies. Schools may charge a fee for copies. Parent/guardian or eligible students have the right to request in writing that a school corrects records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

1. School officials with legitimate educational interest

   A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent/guardian or student serving on an official committee or assisting another school official in performing his or her tasks;

   A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;

2. Other schools to which a student is seeking to enroll;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parent/guardian or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for students with disabilities' education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parent/guardian and staff of the school of attendance. Also, with parent/guardian permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the student is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must ensure that at all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any educational records of a student with a disability must be in accordance with IDEA regulatory requirements.

Child Find Information. Highland Prep West actively seeks students, birth through age 21, that may benefit from special education services. We use this notice as one means of annually informing our school staff, the public, and all parent/guardian within the school's boundaries of our responsibility to make a free, appropriate public education (FAPE) available to all high school age students with disabilities.

In order to provide FAPE:

- Screening for possible disabilities will be completed within 45 calendar days after notification to the responsible public agency by the parent/guardians of the student, or after any student enrolls in our school without appropriate records of screening, evaluation, and progress in school. The Child Study Team (CST) will look at the student's ability in the areas of academics, vision, hearing, adaptive living, communication, social/emotional, and motor skills.
- For students who have not received Special Education services previously, this Child Study Team may then suggest modifications and accommodations to be implemented in the general education setting for a period of time. The CST will reconvene after these pre-referral interventions have been in use to determine their effectiveness.
- If, after consultation with the parent/guardian, the school determines that a full and individual evaluation is warranted, the school will provide required notices to the parent/guardians within 60 calendar days.
- An initial, comprehensive evaluation of a student being considered for special education will be completed, at no cost to the parent/guardian, as soon as possible, but time may not exceed 60 calendar days from receipt of informed written parent/guardian consent.
- In the case of a student who is identified with a special education need, a reevaluation of that need is conducted every 3 years, or more frequently if requested by the student's parent/guardian or teacher. The re-evaluation process need not include formal assessments.
- Some students who are not eligible for special education services may be eligible for support under Section 504 of the Rehabilitation Act of 1973. If eligible, District staff and the parent/guardian may develop a written plan to assist the student.

If you have knowledge of a student, birth through 21 years of age - including those attending private schools and home schools - who may require special education services, please contact the school.

SPECIAL EDUCATION

The Individuals with Disabilities Education Act Amendment of 1997 (IDEA) is a federal special education law that requires school districts, charter schools and other public education agencies (hereafter referred to as the "school") to provide a free, appropriate public education to eligible children with disabilities.

This free, appropriate public education refers to special education and related services described in an Individualized Education Program and provided to the child in the least restrictive environment.

Children with disabilities and their parent/guardian are guaranteed certain educational rights, known as procedural safeguards, from birth through age 21. IDEA and its implementing regulations also provide methods to help you assure that your input is considered. If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed. If the interventions are unsuccessful, a referral for special education evaluation may be necessary. You may contact the school administrator if you wish to make a referral personally.
If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has any disabilities that affect his or her learning and, if so, to determine what special education and related services are required. The evaluation will be done only after we have explained what we plan to do during the evaluation. We will use tests and procedures selected specifically for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school. This evaluation will be conducted according to federal and state requirements and will include the information you provide. Following the evaluation, we will provide you with the complete results within 60 calendar days of your written consent.

Parent/guardians have the right to inspect and review all education records and are entitled to all other rights guaranteed by the Family Educational Rights and Privacy Act. The school holds all psychological and special education records of students in permanent storage after those students have been removed from special education, have been withdrawn from the district, or have graduated.

CHRONIC ILLNESS

Parents/guardians are responsible for informing the school of any chronic health condition that may affect their child's attendance, academic performance, or participation in school activities. Timely communication and appropriate medical documentation are essential to ensure the student receives the necessary support. Once the school is notified, steps can be taken to consider reasonable accommodations based on the student's individual needs.

ENGLISH LANGUAGE DEVELOPMENT PROGRAM

English Language Development is a program designated to provide support for English Language Learner (ELL/EL) students. ELD is required under federal law. Arizona uses information from the Home Language Survey form, included in student's registration paperwork, to determine if a student is eligible for ELD services. Arizona law requires that students with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Language and other countries of origin questions are only used by HPW to determine eligibility of student services. Based on the results of the assessment, students may be placed in the English Language Development program designed to aid them in acquiring English.

WAIVER/REFUSAL OF ELD SERVICES

Parent/guardians may refuse ELD services by waiving their student from the program. If the student is not waived, the student will be placed in an ELD program appropriate to their needs.

AZELLA

The Arizona English Language Learner Assessment (AZELLA) is a standards-based assessment that meets both state and federal requirements to measure students' English language proficiency. AZELLA is used for both placement and reassessment purposes. Students who have been identified as second language learners on the Home Language Survey take the AZELLA placement test, and the students' proficiency scores determine appropriate placement for instruction. Students who have been placed into an English Language Learner program will also take the AZELLA reassessment once per year until they achieve proficiency. Students who scored proficient on the AZELLA are then monitored for two years to help ensure success.

PARENT/GUARDIANS RIGHT TO KNOW

Every Student Succeeds Act (ESSA), signed by President Obama on December 10, 2015, began the process to replace the ***No Child Left Behind Act***, which was implemented in 2002 to improve educational opportunities for all children. Many parts of the law, including professional development for teachers and extended learning opportunities for children, such as after-school tutoring, have been common practices in Highland Prep West. The law affects parent/guardians and students in several ways. One part of the law is highlighted below.

Teacher Qualifications

The federal government provides assistance to schools serving students from high-poverty backgrounds through the Title I program. Parent/guardians of students attending Title I schools may request information about the professional qualifications of their child's classroom teacher. Specifically, parent/guardians may request information about:

- Whether the teacher has met criteria for the grade levels and subject areas taught;
- Whether the teacher is teaching under an emergency credential or license, or other provisional status;
- The baccalaureate degree major of the teacher and any graduate degree held by the teacher, and the field of discipline of that degree; and
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to know the qualifications of your child's teacher or paraprofessional, please contact the Principal at **602-745-3800.**

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

Highland Prep West provides a nondiscriminatory learning environment, ensuring that all students and staff are free from discrimination regarding race, color, ethnicity, national origin, gender, religion, disability, or any other characteristics. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. In the event a student experienced discrimination, the student should report the incident to the school administration immediately. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret the non-English speakers' concerns will be taken. Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, or disability. If an alleged incident is not resolved at the school level the complainant may contact the school's compliance officer. The compliance officer handles all complaints under Title IX, Title VI, Section 504 and the ADA.

SCHEDULE AND ATTENDANCE POLICY

EXPLANATION OF THE SCHEDULE

Highland Prep West operates on a 4 class by 4 quarter schedules. Core classes are scheduled for two quarters, whereas elective classes may be one or two quarters in duration depending on the elective. Each quarter consists of approximately 45 class days. Highland Prep West believes that attendance and participation are integral to success at Highland Prep West, therefore students who miss more than three (3) days per quarter, may receive a letter grade of an 'F' in each respective class. Exceptions to this rule will require advanced notice, appropriate documentation, and will be solely determined by school administration.

	Daily Class Schedule	Early Release Class Schedule*
Breakfast	7:30 a.m. -7:55 a.m.	7:30 a.m. -7:55 a.m.
Period 1	8:00 a.m. - 9:28 a.m.	8:00 a.m. - 9:14 a.m.
Period 2	9:31 a.m. - 11:00 a.m.	9:17 a.m. - 10:30 a.m.
Lunch	11:00 a.m. - 11:30 a.m.	10:30 a.m. - 11:00 a.m.
Period 3	11:30 a.m. - 12:58 p.m.	11:00 a.m. - 12:14 p.m.
Period 4	1:01 p.m. - 2:30 p.m	12:17 p.m. - 1:30 p.m.

**Students will be released at 1:30 p.m. on Early Release Days for teachers to pursue professional development opportunities. (See School Calendar).*

ARIZONA STATE ATTENDANCE POLICIES

Title 15 - Education

15-802. School instruction; exceptions; violations; classification; definitions

A. Every child between the ages of six and sixteen years shall attend a school and shall be provided with instruction in at least the subjects of reading, grammar, mathematics, social studies and science. The person who has custody of the child shall choose a public, private or charter school or a homeschool as defined in this section to provide instruction or shall sign a contract to participate in an Arizona empowerment scholarship account pursuant to section 15-2402.

D. Notwithstanding anything else in this section, a person is excused from the duties prescribed by subsection A or B of this section if any of the following is shown to the satisfaction of the school principal or the school principal's designee:

2. The child has completed the high school course of study necessary for completion of grade ten as prescribed by the state board of education.

E. Unless otherwise exempted in this section or section 15-803, a parent of a child between six and sixteen years of age or a person who has custody of a child, who does not provide instruction in a homeschool and who fails to enroll or fails to ensure that the child attends a public, private or charter school pursuant to this section or fails to sign a contract to participate in an empowerment scholarship account pursuant to section 15-2402 is guilty of a class 3 misdemeanor. A parent who fails to comply with the duty to file an affidavit of intent to provide instruction in a homeschool is guilty of a petty offense.

15-803. School attendance; exemptions; definitions

A. It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:

1. The child is excused pursuant to section 15-802, subsection D or section 15-901; subsection A, Paragraph 5, subdivision (c).
2. The child is accompanied by a parent/guardian, or a person authorized by a parent/guardian.
3. The child is provided with instruction in a home school.

B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
C. For the purposes of this section:
   1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
   2. "Truant" means an unexcused absence for at least one class period during the day.
   3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

15-805. Attendance Officer; powers and duties

A. The attendance officer may enforce the law relating to:
   1. School attendance of children between the ages of six and sixteen years.
   2. The provisions of section 15-802, subsection E, and section 15-803.
   3. Employment of children between the ages of six and sixteen years.
B. The attendance officer may:
   1. Issue a citation to an adult or child who is alleged to be in violation of laws specified in subsection A of this section to appear before a court of competent jurisdiction and shall advise the person to whom the citation is issued that failure to appear at the time and place specified in the citation may result in the issuance of a warrant for the person's arrest. A citation that is issued to a child under eighteen years of age shall require the child's parent/guardian or person having custody to appear with the child at the time and place specified in the citation. The attendance Officer shall notify the child's parent/guardian or person having custody that the citation was issued and that the parent/guardian or person having custody is required to appear in court with the child and shall give proof of the notice to the court.
   2. Issue a citation on an Arizona traffic ticket and complaint form for any violation of laws specified in subsection A of this section.
   3. Report a violation of a law specified in subsection A of this section to the local law enforcement
   4. Agency and request an investigation of the violation. The law enforcement agency shall, when sufficient cause exists, refer the matter for prosecution. Enter all places where children may be employed to investigate and enforce the law.

15-841. Responsibilities of Pupils

B. A pupil may be expelled for excessive absenteeism if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in section 15-802. A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.

STUDENT ATTENDANCE POLICY

The right and privilege of attending public school carries with it certain responsibilities on the part of parent/guardians and students. High school attendance is ultimately the responsibility of the student and their family. It is important that parents/guardians and students recognize the direct relationship that exists between academic success and regular school attendance. Students should remain out of school only when absolutely necessary. Much classroom activity cannot be replicated; class discussion and participation is lost forever to those who are absent.

Highland Prep West's program uses a unique 4 class by 4 quarter schedule system. During the regular school year, we offer four quarters as reflected on the school calendar. During each quarter, the student is enrolled in four courses. Each course meets five days a week (Monday through Friday) for 90 minutes (75 minutes on Early Release Days). At the end of each quarter, earned credits for core and elective courses are applied to the transcript.

Attendance is mandatory. **During a Quarter, a student may not accumulate more than 3 absences**. Once a student has 4 absences in a class during a Quarter, a final grade of "F" may be issued for that class. If a student misses more than ten consecutive, unexcused days of school, then the student will be withdrawn from school. Eligible students who are withdrawn from the school may re-enroll through the enrollment process. If the school is at full enrollment capacity, students who have withdrawn will be placed on a waiting list for available spots.

All absences MUST be reported to the Office by a parent/guardian on the day of the absence. Highland Prep West will call home for all absences – regardless of the reason. If an illness or emergency occurs that keeps the student from attending school, the parent/guardian must contact the school and explain the reason for missing classes. Although not required, an original, signed, doctor's note is requested to be submitted for any absence or tardy as a result of a doctor's visit due to illness or necessary appointment. If an extended absence should occur, due to a medical reason, the student and/or parent/guardian must arrange a meeting with administration to discuss the coursework and class time missed prior to returning to school. In the event of doctor's appointment or hospitalization, although not required, **Highland Prep West requests an original signed note from the healthcare provider.**

Except in cases of an emergency, students may not be signed out early during the last week of a quarter. **The last week of every quarter is considered a blackout week.** This is the time when final exams and projects are distributed and completed. Missing class or leaving early will jeopardize a student's ability to receive a passing grade in a course. **Finals will not be administered early or rescheduled to accommodate an absence** unless approved by administration. **Vacations will not be honored as excusable absences.** All vacations should be scheduled during the break times designated on the HPW school calendar.

For additional information regarding the attendance policy refer to the Discipline Matrix on page 41.

BLACKOUT/MANDATORY ATTENDANCE DAYS FOR 2026-2027

September 28th – October 2nd, 2026
December 14th – 18th, 2026
March 1st – 5th, 2027
May 24th – 28th, 2027

REPORTING STUDENT ATTENDANCE

State law requires that you authorize your student's absence and notify the school at the time or in advance of the absence. Please contact the School Office to report any absence issues. If the school does not hear from you a call will be placed to the home. If there is no answer the absence will be deemed an "Unexcused" absence. Highland Prep West requests that within 24 hours from the time your student returns to school, you provide documentation as to the reason for the absence, such as a doctor's note, medical release, hospital discharge, etc. If the School Office does not receive communication from you, your student's attendance will remain "Unexcused". We encourage you to bring any documentation to the Office and to not send notices of attendance to your student's teachers. This will avoid any delay in receipt to the appropriate party.

MAKE-UP WORK

In order to receive credit for a course, the student must attend class and complete all work required at a level that is acceptable by the teacher. The schedule for make-up work is as follows:

a) Missed Assignments: Student has 2 days from each absence to complete missed assignments. Make-up privileges shall not exceed one (1) week without written approval from administration.
b) Missed Tests: Missed tests will be administered on the day specified by the teacher.
c) Missed Quizzes: Missed quizzes will be administered at the teacher's discretion.

TARDY POLICY

Being late to school is a disruption to the learning environment for both the teacher and the students. It also puts the student who is tardy at a disadvantage in that they do not receive the maximum benefit of all the instruction that goes on in the classroom. Students arriving after the start of class must sign in and will not be permitted to class without a late pass from the Office. Additionally, students who arrive late will be asked to assist with campus clean-up, which is a form of community service codified under A.R.S. 15-841 (I*)* prior to reporting to class.

A student will be assigned detention for every 3 tardies accumulated. Students arriving 20 or more minutes late at school will not be permitted to class and will be marked absent. Admittance to class due to extenuating circumstances will be based on the discretion of administration. Only students with an original, signed, doctor's note indicating the student had an appointment will be permitted to class after the 20-minute period. Excessive tardiness will be referred to administration and disciplinary action may be taken pursuant to A.R.S. 15-802.

STUDENT EARLY RELEASE FROM SCHOOL

Early release from school is only approved in the event of student illness, a medical appointment or a family emergency. To ensure the safety and accountability of all students, parents/guardians needing to sign their student out of school prior to regular dismissal must do so in person at the front office. Valid government issued photo ID, such as a driver's license, state ID card, military ID, or a passport, is required for verification.

If a student must leave school before the end of the day, a parent/guardian must contact the Office by phone or verified email. All emailed requests for early departure will be reviewed and approved by the Principal. Handwritten notes will not be accepted as permission to release a student from school.

It is essential that parents and guardians keep their contact information, including phone numbers, home and mailing addresses, email addresses, and emergency contacts, up to date with the school. Students will not be released from school to unauthorized individuals.

To be eligible for participation in athletics or extracurricular activities, students must be in attendance for at least two full class periods that day. Failure to follow these procedures may result in an unexcused absence and possible disciplinary action. Please refer to the discipline matrix on page 41 for further guidance.

HPW's school administration will follow up and investigate all unexcused absences, including late arrivals and early dismissals. A student who skips class or leaves the campus without written permission from school administration will be considered truant and will result in an unexcused absence and disciplinary action.

HPW VISITOR POLICY

This policy explains the conditions in which HPW permits visitors on the school campus in accordance with A.R.S § 15-184. In addition to the direction stated in this policy, compliance with state and federal law is required. Under no circumstances may any individual who does not possess an IVP Fingerprint Clearance Card be permitted to be alone with a student unless the visitor is the parent or legal guardian of the student.

All approved visitors are required to: (1) Sign in at the front office; (2) Present a photo ID, (3) Wear a visitor's guest pass; (4) Visit only those rooms/areas approved by School Administration, (5) Sign out at the front office when leaving the campus.

Parents of Enrolled Students: Parents of students enrolled at Highland Prep West may request to visit, tour, or observe their child's classroom (a "campus visit"), subject to the following parameters:

- All campus visit requests must be received by the school at least 2 academic days in advance of the proposed visit, provided that the school, in its sole discretion, may waive the 2 academic day advance notice requirement on a case-by-case basis.
- Campus visit requests will be reviewed and approved by School Administration, provided the visit will not threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.
- Visitors are not permitted to tour or observe classrooms during designated blackout dates which include but are not limited to: state and national assessment testing, beginning or end of course testing periods, mid-terms, and final exams.

All visitors are expected to be respectful of the learning environment and shall avoid interacting with students or staff during classroom observations. Visitors are prohibited from assisting students with their work. During any approved campus visit, parent/guardians will be subject to all policies applicable to campus visitors generally, including safety requirements for providing identification, signing in and out of the campus, and if applicable, being accompanied by school staff.

Parents of Potential Students. Parent/guardians who wish to enroll their children at HPW are encouraged and permitted to visit, tour, and observe HPW classrooms; subject to the same parameters set forth above for parents of enrolled students. In addition, parents of potential students will be required to be accompanied at all times during any campus visit by School Administration.

Guest Presenters/Instructors. School Administration may approve, as appropriate, guests to visit the classroom to support relevant student learning objectives. Presenters should stay on topic and avoid controversial and/or unrelated topics and material.

Other Individuals. Other individuals wishing to visit a classroom must demonstrate an appropriate objective and be approved by School Administration. Individuals must be accompanied by School Administration at all times during their visit.

Scheduling. Approved campus visits will be scheduled at a mutually convenient time for the school and the parents, and may be limited to a specific time frame, at the school's discretion.

Health and Safety Parameters. Tours, visits, and observations shall not be permitted when a visit, tour, or observation threatens the health and safety of HPW pupils and staff.

Parent Behavioral Expectations. HPW is committed to creating and maintaining a learning atmosphere where children feel safe and are free from outside distractions. During any campus visit, visitors should dress conservatively, avoid profanity, and conduct themselves in a professional and collaborative manner with HPW staff and students. Disruptive behavior will not be permitted.

Consistent with this expectation, parent/guardians/visitors that fail to meet these standards will be asked to leave the campus. Those who consistently interfere with the learning environment may be banned from visiting the campus pursuant to A.R.S. §13-2911. Visitors will not be permitted to take pictures, record video, or record audio unless they have written permission from the School Principal.

SCHOOL INFORMATION

BREAKFAST/LUNCH

The cafeteria at HPW is open before school for breakfast and during school for lunch. Highland Prep West provides a variety of nutritious breakfast and lunch options. Breakfast and lunch menus are available on the **HPW website**.

The cost for school meals for the 2026-2027 school year are:

- $0.30 for reduced breakfast
- $0.40 for reduced lunch
- $2.45 for paid breakfast
- $3.70 for paid lunch

Cafeteria policy requires students to show their ID when purchasing breakfast and/or lunch. Students who do not have their ID will be required to go to the end of the line so as not to slow down the line. Breakfast and lunch payments must be made before 8:00am in the Front Office. Failure to make payment in the morning may result in not being able to purchase lunch that day. Cafeteria policy prohibits students making payments during lunch.

Free and reduced meal applications are available in the front office at the beginning of the school year. Household Applications and meal account payments should be submitted online through https://hpacademies.infinitecampus.org.

MEAL CHARGE POLICY

Parents/guardians are responsible for any meal debt that is accrued. A negative meal account balance may result in the student being ineligible from participating in extra-curricular activities, including athletics, and school related trips.

Please note that free breakfast and lunch is available to all students who qualify for free and reduced meals. Should you have difficulty paying for your child's meals, we encourage you to fill out an application for free or reduced-priced meals to see if you qualify for federal assistance. Applications can be found online through Infinite Campus, or the front office.

SOLICITATION

Solicitation of or by any student, parent/guardian, staff member, or school visitor on school property for any cause except those authorized by the administration is strictly prohibited.

CLOSED CAMPUS

Students at Highland Prep West should take pride in their clean campus and are urged in every way possible to help keep the cafeteria area clean. Highland Prep West is closed campus. Students may NOT leave campus during the school day for any reason including lunch.

EXTERNAL VENDORS

The delivery of food from external vendors or third-party delivery services onto school grounds is strictly prohibited. Students who violate this policy by arranging for such deliveries will be subject to disciplinary action. Any food products delivered in breach of this policy will be held in the main office until the end of the school day.

COMMUNICATION WITH THE SCHOOL

Parents/guardians may contact teachers and school administrators through the office or by email. Parents/guardians can expect a return call within 24 hours (excluding holidays and weekends). If you do not receive a response back by the end of the following school day from the teacher, please contact school administration. Parents/guardians arriving for 'scheduled meetings' are required to sign in and out at the Office when they arrive, where a guest badge, and follow the HPW Visitor Policy. Meeting arrangements should be made directly with the classroom teacher prior to classroom visits. Parents/guardians need not wait for a formal conference to talk to teachers. In resolving disputes that stem from activities in the classroom, parents/guardians should first contact the teacher to discuss the matter. If that does not resolve the issue, please request a meeting with school administration.

MEDICINE AT SCHOOL

All medication, including prescription or over-the-counter medications, will only be administered by the Health Associate with a completed **Parent/Guardian Physician Request for Medication form**. If the student is required to take prescription medicine at school, parent/guardian must provide written instructions and the medicine in its original container to the Health Associate's office. Any medications not picked up at the end of the school year will be destroyed.

All medications will be secured in the Health Associate's office and administered by the Health Associate or designated personnel. Students may not carry any medication or keep medicine in their vehicle or backpack. Inhalers and/or an Epi-pen may be carried once a completed **Parent/guardian Physician Request for Medication form** has been approved. Students may not share medications with other students for any reason. All medications supplied from home on a temporary or long-term basis must be sent to school in the original container, or it may not be administered by any staff. If it is not in the original container the parent/guardian will need to come to school and administer the medication if absolutely necessary for the health of the student.

A **Parent/Guardian Physician Request for Medication form** must be completed each school year.

ILLNESS AND ACCIDENTS AT SCHOOL

Parent/guardian will be notified if their student becomes ill, sustains more than a minor injury, or has an emergency and must be sent home. It is the parent's/guardian's responsibility to make arrangements to pick up their ill or injured child as promptly as possible.

School administration or a designated staff member will administer initial treatments for minor injuries. The student's emergency contact will be notified by phone whenever medical treatment is administered to a student. In such cases, it is especially crucial that the school has working telephone numbers for the students' parent/guardian and alternate contacts in the event the parent/guardian is not available. In the event of an emergency, the student will be transported to the nearest hospital. The school offers information regarding the purchase of student accident insurance. The school is not responsible for reimbursement of medical expenses.

COMMUNICATION ON SAFETY ISSUES

If a significant safety issue arises on the school campus, administration will determine the best way to provide information to parent/guardian. Parents/guardians are expected to keep the school apprised of their current contact information (see also: Student Attendance, Communication with the School, Enrollment Process, and Parent/guardian Expectations). Events that are practiced throughout the year include fire drills, lock down drills, and bus evacuation drills. Families may be contacted about practice events. The school will have one fire drill per month during school hours. Lockdown drills will be held quarterly. The school has a specific set of safety protocols in place for a variety of safety threats and safety areas have been designated. Teachers and staff are trained in these safety protocols and drills are practiced with students regularly.

If a parent/guardian is on school grounds during a practice event the parent/guardian is also expected to participate in the drill. If a parent/guardian should arrive during a practice event, they will not be permitted on school grounds until the drill is complete.

CHILD CUSTODY RECORDS

In cases where custody/visitation affects the student, the school will follow the most recent court order on file. It is the responsibility of the custodial parent/guardian, or of parent/guardian having joint custody, to provide the school with the most recent court order. We are required by law to follow the most current court documents in our files. If parent/guardian do not provide the school with applicable court orders, both parent/guardian will be given equal access. The school is not permitted to limit access without a court order authorizing such limitation.

CHILD ABUSE REPORTING (A.R.S 13-3620)

State law requires school employees to report reasonably suspected cases of neglect, non-accidental injury or sexual offenses against children to the Department of Child Safety or local law enforcement agencies. State law from civil or criminal liability protects people who are required to report reasonably suspected abuse. Each school site has a child abuse team for processing suspected cases of child abuse. Reports of child abuse are confidential records.

LAW ENFORCEMENT/CHILD PROTECTIVE SERVICES

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parent/guardian will be contacted by telephone or certified letter. Any action taken by law enforcement officers will be separate from disciplinary action taken by the school.

If a student is arrested or taken into temporary custody on school property during the school day, the school no longer has jurisdiction over the student. The school will make a reasonable effort to notify the parent/guardian when an arrest is made or a student is taken into temporary custody, unless lawfully directed not to make such contact.

Interviews by Department of Child Safety workers and law enforcement officers may be conducted at Highland Prep West. Except under certain circumstances related to child abuse allegations, the school administrator will make a reasonable effort to notify the student's parent/guardian of the interview.

MEDIA RELEASE POLICY

Highland Prep West is frequently approached with requests for interviews and pictures by print and broadcast media outlets. Highland Prep West reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, Web site, videotape, photograph, and print student's **first name only**, grade, voice, picture, likeness, and actions as an individual in connection with school activities**.**

When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific individual students. People and groups interested in our program may visit the school. If for any reason, you do not wish to have your student photographed, videotaped, or otherwise contacted by the media, **please indicate in the Permission to Release News Information section of the Consent for Off Campus Activities Form in the Office.**

COMPLIANCE WITH REQUIRED INSURANCE

For the protection of the student and his/her family, we strongly suggest that some type of accident insurance cover every student.

USE OF HPW ELECTRONIC INFORMATION SYSTEM

To meet the needs of our students, increase student achievement, and ensure Highland Prep West students are college and career ready, students will be required to use, an HPW issued Chromebook for school related purposes. This process provides enhanced network security and ensures seamless access to all necessary academic resources. Issuance of an HPW device is a privilege which comes with responsibilities on both the students and parent/guardian's part. **Downloading unauthorized software, programs, or addons to a Chromebook or any school device is strictly prohibited.**

Highland Prep West provides access to its school computer systems, computer networks, school-adopted tools and devices, software applications, email and the Internet for educational purposes only, including accessing and sharing information with teachers and other students, storing files, conducting research, and collaborating on projects with others.

A user who violates this policy shall, at a minimum, have access to the network and Internet terminated and is subject to additional disciplinary action based on the severity of the violation. All users are bound by the Highland Prep West's Code of Conduct and the terms and conditions outlined in Internet Acceptable Usage policy and the Chromebook Acceptable Usage policy.

In addition to usage of HPW networks and the internet, students will need access to a public or private network outside of school in order to access textbooks, conduct research, and complete homework, among other tasks. Securing a public or private network for internet use outside of school is the responsibility of the student and parent/guardian. The following expectations must be followed. Violation of the expectations outlined below and in HPW's Internet Acceptable Usage policy and Chromebook Acceptable Usage policy may be subject to revocation of the student's ability to use an HPW issued Chromebook or any school device, and/or networks and internet. The student will be subject to school disciplinary action.

Access to student Wi-Fi is restricted. Requests for access to student Wi-Fi must be made to the School Principal.

STUDENT SAFETY/EDUCATION

Cyber-bullying: Cyber-bullying means any intentional, electronically transmitted (including the use of text messaging, instant messaging, AI messaging, Deepfake media, or the posting of text or images) verbal or graphic act that a student or group of students repeatedly exhibit toward another student(s) and the behavior causes mental harm (including humiliation and embarrassment) and is sufficiently severe, persistent or pervasive.

Any cyber-bullying, harassment or intimidation is strictly prohibited. If a student is found to have engaged in cyber-bullying, disciplinary action will be recommended. If a student thinks that he or she is the victim of cyber-bullying, the situation should be immediately reported to the administration. Additionally, students are encouraged to notify administration if they suspect another student is being cyber-bullied.

Sexting: Sexting is the sending of sexually explicit images through any electronic media, including but not limited to text messaging, instant messaging, or email. Sexting is strictly prohibited and is considered a Category III misdemeanor offense. Sexting should be immediately reported to the administration.

Depictions of Prohibited Conduct: Never make, reproduce or distribute videos, images, sound recording, or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices. Never post depictions of prohibited behavior on social networking sites such as Facebook, Google Plus, YouTube, Instagram, Snapchat or any other similar websites. Any depictions of prohibited behavior must be immediately turned over to administration.

Social Networks/Chat Rooms: Never post personal information, such as full name, Social Security number, address, telephone number, bank or credit card numbers, etc. Consider not posting photographs of yourself. Never post sensitive or inappropriate photos. If you do post a photo, consider whether it is a photo that your mother would display in the living room. Assume that everything you post is on the Internet permanently. Do not agree to meet in person someone you know only from a social networking site or chat room.

Highland Prep West's policies on "Plagiarism/Cheating," "Bullying and Other Forms of Aggressive Behavior," and "Bullying – Harassment – Intimidation — Sexting" **apply to Internet/network conduct.**

Do not use network or Internet access to make, distribute or redistribute jokes, stories or other material based on slurs or stereotypes relating to race, sex, gender, ethnicity, nationality, religion or sexual orientation.

Do not use the network or Internet for any illegal activity, including (a) tampering with computer hardware, software or data, (b) unauthorized entry into computers and files (hacking/cracking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under both state and federal laws and will be disciplined accordingly.

Do not use the network or Internet to send messages relating to or in any way supporting illegal activities such as the sale or use of drugs or alcohol; support of criminal or gang activity; threats, intimidation or harassment of any other person.

ARTIFICIAL INTELLIGENCE (AI)

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

DEEPFAKE TECHNOLOGY

Students are prohibited from creating or distributing deepfake videos, images, or audio; which includes any media manipulated by artificial intelligence to overlay images and/or augmented audio on others' bodies.

Privacy: Network and Internet access is provided as a tool for your education. Highland Prep West reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

Copyright: All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Do not download copyrighted material or software without the permission of the owner.

Using any device to access HPW networks, software, or hardware to modify, decompile, disassemble, decrypt, or perform any action that would alter or damage HPW software or hardware, whether intentional or unknowingly, will result in revocation of my student's ability to use HPW technology, networks and internet. In addition, the student will be subject to school disciplinary action.

Transportation

Students are responsible for transportation to and from school. Highland Prep West does not provide a bus service. Occasionally, school vehicles will be utilized to transport students to and from events.

Students who ride in Highland Prep West vehicles are required to abide by the following expectations:

- Respect the driver, other passengers, and their property.
- Follow all directions.
- Seats are assigned by the vehicle driver.
- Seatbelts are required to be work at all times.
- Keep all parts of the body inside the vehicle at all times.
- Students should talk quietly and keep their hands to themselves.
- All students should be courteous of those around them. No profanity, vulgar language, or obscene gestures allowed.
- No eating, chewing gum, or drinking. (Except water.)
- Students are to remain in their seats until the bus comes to a complete stop.
- Students will only be allowed to exit the vehicle at the assigned destination.
- No littering or destruction of the vehicle.
- Personal belongings are the responsibility of the student that they belong to and shall be under the passengers control at all times.
- No hats or hoods are allowed to be worn inside the vehicle.
- Student ID's are required to board the vehicle.

All Highland Prep West rules apply while riding in HPW vehicles. Failure to follow rules or the expectations outlined above may result in lost privileges to utilize the Highland Prep West transportation system.

STUDENT PARKING POLICY

Driving on the Highland Prep West campus is a privilege. Parking privileges are reserved for seniors first. Parking permits are issued on a first-come, first-serve basis. Any parking on campus without permission will be subject to school disciplinary action. Any unregistered and unauthorized cars may be towed away at the owner's expense. By entering school property, the person in charge of any vehicle consents to a search of the vehicle, with or without cause by school officials or the police. The search may include the passenger compartment, engine compartment, trunk and all containers locked or unlocked in or on the vehicle.

Students applying for a parking permit must be in good academic, attendance, and behavioral standing. All requests will be carefully screened, and only valid applications will be approved due to the limited number of available parking spaces. Students with a history of attendance problems (including excessive tardiness and unexcused absences) or disciplinary problems may not be issued a permit. Complete compliance with the school rules is expected. Failure to abide by the following regulations may result in the loss of the parking permit.

The Parking Permit Application Form needs to be completed and returned. Forms are available in the office. This must be signed by the parent/guardian and student and returned when purchasing the permit. The following regulations must be followed:

1. Before a permit will be issued, a student must produce the following:
   A) Documentation of valid driver's license
   B) Current vehicle registration
   C) Current proof of insurance
2. All cars must be registered with the HPW office and bear a parking permit.
3. Parking is first come, first served. Approved students may only park in approved spaces.
4. Parking permits are issued with the understanding that parking space is limited and not guaranteed on a daily basis. Certain events or arriving late to school will present parking challenges. Parking permits must be visible in the front window of any vehicle parked on campus. If a car does not have the proper permit, it will be towed at the owner's expense.
5. All cars must be parked on school grounds, in the designated student parking lot.
6. When students arrive, they are to park their car, lock it and immediately go into the building. They are not to return to their car until the end of their school day, except by special permission by the school administration.
7. Parking permits will be issued and/or revoked by administration. (Students with a history of attendance or disciplinary problems may not be issued a permit.) There is no guarantee that students who apply for a permit will be issued one.
8. Students must always have their car under control. Speed limit is not to exceed 5 mph in the parking lot. Careless and reckless driving is prohibited. Student drivers may not interact with pedestrians while their car is in transit. Excess noise will not be tolerated. Student drivers may not enter the parking lot through the exit.
9. Any driving without permission will be subject to school disciplinary action. Any unregistered and unauthorized cars may be towed away at the owner's expense.
10. Driving students who leave or transport other students away from the building during school hours will be faced with disciplinary action, which may include revocation of driving permit and suspension from school.
11. By entering school property, the person in charge of any vehicle consents to a search of vehicle with or without cause by school officials or the police. The search may include the passenger compartment, engine compartment, trunk and all containers locked or unlocked in or on the vehicle.
12. Although the parking lot is supervised, Highland Prep West will not cover loss or damage to any vehicle and is in no way responsible for such.
13. Permits will cost $55.00 per year. When you must drive a different vehicle than the one that has a permit issued to it, you must notify the school Office first thing that day.
14. Any student who purchases a replacement permit will have to show proof of ownership of that vehicle before a replacement permit is issued. Any student who purchases a replacement permit and gives the permit to another student will have both permits REVOKED and other disciplinary action may be taken.
15. Parking will be allowed only in spaces that have been marked as parking spaces. Cars parked in other areas will be ticketed and/or towed away at the owner's expense.

16. Parking Permits will not be issued to any student who owes Highland Prep West any monies for prior fees.
17. Student drivers needing to leave school early for any reason (doctor/dentist appointment, etc.) must be signed out by a parent/guardian in the Office.
18. Parking permits must be returned at the end of the school year. Failure to return permit will result in revocation of future parking privileges.
19. There is a $10.00 replacement fee for lost or stolen permits.

Failure to follow the policies outlined and/or changes in academic, attendance, or behavior may result in revocation of a student's parking permit. On campus parking privileges may be revoked at the sole discretion of the school administration.

SCHOOL PROPERTY

Highland Prep West is the owner of and has control over all school property. School officials may inspect school property for cleanliness and order without notice and without consent, whenever reasonable suspicion exists that the student has violated a school rule and/or the law, or that the health, safety, or welfare of students or staff may be in danger.

Additionally, students who deface or damage any school property may be suspended or expelled from school. Under Arizona law, parent/guardians are liable for damage done to school property by their children.

ASSESSMENT OF LEARNING

In order to ensure that Highland Prep West students are being challenged academically, their performance in reading, writing, and mathematics is assessed continuously throughout the school year using a variety of measures.

Arizona's statewide high school assessment is the ACT exam. This exam is administered to all Grade 11 students and ACT Aspire exam, administered to all Grade 9 students. Additionally, all Arizona high schools must administer the AzSCI exam, the statewide assessment in science, to Grade 11 students.

The school-day SAT is offered to HPW seniors in the fall and HPW juniors in the spring. All students in grade 9-11 will take the PSAT/NMSQT in the fall at no cost to our families.

In partnership with the College Board, HPW provides high school instruction in English Language Arts and Mathematics using the rigorous Pre-AP Springboard curriculum. As such, the annual assessment of students in English Language Arts and Mathematics, as required by state and federal statute, will now align with classroom instruction in these content areas.

ACADEMIC EXPECTATIONS & POLICIES

STUDENT CALCULATORS

Students are required to have a calculator for use in all math courses. Highland Prep West recommends that students have a Texas Instrument TI-84 graphing calculator or the equivalent. Highland Prep West has TI-84 calculators available for check out. A TI-84 Checkout Agreement must be filled out by the student and parent/guardian and deposit paid for a calculator to be checked out. Checking out or purchasing calculators is the responsibility of all students enrolled in high school math courses.

CHROMEBOOKS

Students are required to have an HPW Chromebook. Highland Prep West has Chromebooks available for checkout. A Chromebook/Internet Agreement must be filled out by the student and parent/guardian and damage deposit paid for a Chromebook to be checked out. Checking out a Chromebook is the responsibility of all students enrolled in high school courses at HPW. The deposit will be waived in the event of economic hardship to the pupil. Any student who needs such waiver must contact the school Principal to receive the fee waiver consent form required.

UNINTERRUPTED INSTRUCTIONAL TIME

We believe in providing the student the gift of uninterrupted learning time. Class time is a period of 90 minutes, Monday, Tuesday, Thursday, and Friday and 75 minutes on early release Wednesdays. During this time Highland Prep West requires the student to concentrate on academics and not be distracted. When you have messages, materials, lunch money, etc., for a student, please bring them to the school Office and school personnel will deliver these to the student. **Please schedule any appointments outside of the instructional day. HPW encourages parents and guardians to make appointments after 3:00 pm. Removing students from class early will result in an absence for missed periods.**

ACADEMIC SUPPORT FOR MANDATORY TUTORING

Students with grades that fall below 70% will be assigned mandatory tutoring by their teacher on the first school day of each week. In doing so, teachers will provide students with additional instruction and opportunities to correct assigned work or complete additional work until such a time the student's grade is above 70%.

The procedure for Academic Support for After-School Detention is as follows:

1. The teacher will complete the Mandatory Tutoring Contract identifying when the student should report for mandatory tutoring. The contract must be signed by the student and parents/guardians and returned to the teacher the following day.
2. Teachers should input student in the Mandatory Tutoring Contract Form in Google Forms.
3. If a contract is not returned, the teacher should follow up with the parent/guardian to ensure the parent/guardian is aware of the tutoring contract.
4. Assistant Principal will document attendance and any follow-up with the teacher on the Mandatory Tutoring Contract Log in Google Forms.
5. Teacher will forward the Mandatory Tutoring Contract with the current student grade to Assistant Principal when tutoring has been completed.
6. Assistant Principal will forward Mandatory Tutoring Contract Log to the Principal for additional student intervention on a weekly basis.

HOMEWORK

Homework is assigned to aid each student in time management, personal responsibility, strengthening of basic skills, practicing of skills for concepts taught in class, developing initiative, and fostering independent learning. Homework will also keep parent/guardians involved in their student's daily work, academic progress, and the curriculum at Highland Prep West. Daily homework will be assigned for each class in accordance with the following guidelines:

Grade Level	**Minutes per Class**
Freshman courses	20 minutes
Sophomore courses	25minutes
Junior courses	30 minutes
Senior courses	30 minutes
AP courses	60 minutes

ACADEMIC SUPPORT FOR NO HOMEWORK

Students that do not complete their daily homework assignment will be referred by their teacher to after-school homework support on the day of the occurrence. In doing so, teachers endeavor to reduce the student failure rate in their classes which in turn effectively reduces mandatory student tutoring due to missed or incomplete assignments.

The procedure for Academic Support for No Homework is as follows:

1. Teacher will complete the Homework Support Form in Google Forms.
2. Teacher will have students notify parent/guardians of after school homework support.
3. Assistant Principal will assign students to after-school homework support classroom prior to dismissal as indicated on the Homework Support Log in Google Forms.
4. Assistant Principal will document attendance and any follow-up on the Homework Support Log in Google Forms.
5. Assistant Principal will forward Homework Support Log to the Principal for additional student intervention on a weekly basis.

GRADING SCALE

The following grading scale has been established:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
0 – 59	=	F

GRADE POINT AVERAGE (GPA)

Unweighted GPA: The cumulative unweighted grade point average includes all general courses taken for credit. It is calculated for high school graduation purposes.

A = 4.00 grade points
B = 3.00 grade points
C = 2.00 grade points
D = 1.00 grade points
F = 0.00 grade points

Weighted GPA: The cumulative weighted grade point average includes additional weight for Honors, Pre-AP, Advanced Placement (AP), and Dual Enrollment courses taken for credit. It is calculated for high school graduation purposes.

A = 5.00 grade points
B = 4.00 grade points
C = 3.00 grade points
D = 1.00 grade points
F = 0.00 grade points

PROGRESS REPORTS

The primary function of a progress report is to communicate information to parent/guardians about their student's current achievement status in regard to specific learning objectives in each curriculum area. Each student's progress is reported to parent/guardians four times a year. These dates can be found on the school calendar. It is the belief of Highland Prep West that an open line of communication between home and school should be always maintained to increase the likelihood of student growth and success. Parent/guardians may request a conference with their child's teacher at any time. Parent/guardians may email their child's teacher to request a conference.

GRADE REPORTS

A grade report is provided electronically four times throughout the school year at the end of each quarter. This grade report will reflect the grade and credits earned for the courses that the student completed in the quarter.

Students and family members have the right to question grades and grading procedures. The student should first consult with his or her teacher and attempt to resolve the matter. If a resolution is not made, the student should address the matter with administration. Issuance of grades and grading procedures are local school matters, and every attempt to remedy the situation at the school level should be made.

PRINCIPAL'S LIST AND HONOR ROLL

All students who meet the high academic standards described below will be eligible for academic recognition.

Principal's List:	4.00 or higher GPA (weighted)
Honor Roll:	3.50 to 3.99 GPA (weighted)

Additionally, students must meet the following high academic and citizenship standards described below to be eligible for the recognition.

1. May not have any D's or F's on grade reports.
2. Incomplete grades must be cleared from the record in order to qualify for academic recognition.
3. May not have any in-school or out of school suspensions.

Awards will be presented at the end of each quarter of each school year.

CANVAS

Parent/guardians and students have the capability of viewing their student's assignments and agenda through Canvas. The School Office will provide parent/guardians/student username and passwords at the beginning of the school year.

ACADEMIC CREDITS

Any student who earns a "D" in a core academic course will receive elective credit for the course. The student must then retake the class to earn core credit. Any student who earns an "F" in a core academic course will not earn credit for that class. The class must be retaken for credit.

ACADEMIC PROBATION POLICY

Highland Prep West strives to create a strong foundation for its learners by challenging their aptitude and developing their character. We believe that both components must be developed for a student to become successful in college, a career and life. All students of Highland Prep West are required to meet certain academic standards.

It is our hope that Highland Prep West graduates will model high standards and become positive contributors within their own communities. Highland Prep West is open to all types of learners, and we recognize that not all students learn at the same pace and in the same manner. We do believe that students placed in a structured environment with high standards, a system of accountability, and parent/guardian support will succeed regardless of their background.

To uphold the ideals of the school, student academic achievement is closely monitored. Regulations regarding academic probation, suspension, and withdrawal are designed to provide close supervision of the student's progress and their program of study. The minimum satisfactory standard of achievement is a grade point average of 2.00 (unweighted). Failure to meet standards will place students on academic probation or suspension.

If a student is placed on Academic Probation, the student will be monitored and evaluated when both progress reports and grade reports are distributed. Failure to meet the academic standards of Highland Prep West and failure to meet all the requirements of academic probation established in one quarter constitutes noncompliance of the academic policies of Highland Prep West which may result in progressive disciplinary action in accordance with Highland Prep West's discipline matrix. A student who is on academic probation for two or more quarters within an academic school year may be considered for progressive disciplinary action, including suspension, in accordance with Highland Prep West's, discipline matrix for noncompliance of the academic policies of Highland Prep West, or expulsion if the pupil has reached the age or completed the grade after which school attendance is not required pursuant to A.R.S. 15-802.

Issuance of academic probation:
Students are placed on academic probation for the following reasons:
a. Student grades fall below a 2.0 GPA for any marking period.
b. Student has a "D" or a failing grade of "F" in two or more subjects for any quarter.
c. Student is failing one subject and receiving two or more D's in other subjects for any quarter.
d. Student is exhibiting a serious deterioration in academic performance as evidenced by falling grades, failure to complete homework assignments, negligence in seeking extra help, or a general indifferent attitude toward academics.

Consequences of academic probation:
Students on probation are required to participate in all of the following as part of his/her probation:
a. Increased levels of intervention and accommodation from school staff.
b. Higher learning levels of accountability at school and at home.
c. Removal from extracurricular activities.
d. Required remediation (before and after school) as determined by school administration and faculty.

Removal from academic probation:
The student is removed from academic probation when he or she is making satisfactory progress at the end of a probationary marking period. Removal from academic probation requires the following:
a. Student G.P.A. for the marking period is at or above 2.0.
b. Student has a passing grade of "C" or better in all subjects for any quarter.
c. Student has demonstrated improvement in academic performance as evidenced by passing grades, completing homework assignments, seeking extra help, and displaying a positive attitude towards academics.

STUDENT CODE OF CONDUCT

DISCIPLINE PHILOSOPHY

Respect and mature conduct in the school is of primary importance to staff members, parent/guardians, and other students. The maintenance of orderly conduct of students is necessary in every school situation to ensure the health and safety of all and to maximize learning. Effective discipline is a necessity for quality education.

Highland Prep West's fundamental philosophical basis of effective discipline is that students are responsible for their own actions and are expected to show respect and consideration for the rights of others. In addition to appropriate behavior at the school, students are expected to exhibit proper behavior on their way to school, on their way home, and when participating in school sponsored activities.

BILL OF RIGHTS AND RESPONSIBILITIES

Everyone has the right to learn in a safe environment.
Everyone has the responsibility to be polite and respectful.
Everyone has the responsibility to be honest.
Everyone has the responsibility to be trustworthy.
Everyone has the responsibility to demonstrate integrity.

HONOR CODE

Highland Prep West maintains an Honor Code because we believe that all students should be responsible for upholding the values of the Highland Prep West community. The Honor Code is an affirmation of our commitment to high standards of conduct inside and outside the classroom.
The purpose of this Honor Code is to communicate the meaning and importance of integrity to all members of the school community and to articulate and support the interest of the community in maintaining the highest standards of conduct in student learning.

Highland Prep West embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning and represents the highest possible expression of shared values among the members of the school community.
The core values underlying and reflected in the Honor Code are:

- **Academic honesty** is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately,
- **Respect** for others and the learning process to demonstrate honesty in one's conduct,
- **Trust** in others to act with honesty as a positive community-building force in the school,
- **Responsibility** is recognized by all to demonstrate their best effort to prepare and complete academic tasks, and to behave as model members of the school community,
- **Fairness** and equity are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of dishonesty, and
- **Integrity** of all members of the school community as demonstrated by a commitment to honesty and support of our quest for authentic learning.

EXPECTED BEHAVIORS

The following student, parent/guardian, and staff expectations are set forth at Highland Prep West for the purpose of promoting a supportive and nurturing learning environment:

STUDENT EXPECTED BEHAVIORS

1) To adhere to the student honor code and code of conduct.
2) To not be disruptive in class or during school activities.
3) To attend school punctually and regularly.
4) To bring a signed note from my parent/guardian to explain any absences or tardiness from school.
5) To accept and complete school assignments neatly and on time.
6) To be courteous, obedient, and respectful to their fellow classmates and all school staff.
7) To take good care of all technology, schoolbooks, materials, and equipment and agree to pay for any lost or damaged technology, books, or equipment.
8) To accept and follow through with assigned consequences for misbehavior.
9) To not bring inappropriate items to school at any time.
10) To be trusted to maintain confidentiality about other students, parent/guardians, and staff members.
11) To speak to their teachers about academic and/or social issues any time he/she needs help.
12) To take pride in the school's appearance and help keep the classrooms, common areas, and school grounds clean.
13) To not exhibit any aggressive physical/sexual behavior toward anyone.
14) To be helpful to other students and staff members.
15) To follow Highland Prep West's dress code.

STUDENT OATH

- I promise to be honest, trustworthy, and diligent in my studies and to complete all work assignments neatly and on time.
- I promise to behave appropriately in school, respecting the rights of others, treating them with the same courtesy that I expect for myself.
- I will be respectful towards my teachers and all staff members, remembering always that they are here to assist me in becoming the best person I can be.
- I promise to give all school letters to my parent/guardian on the day that I receive them and to return them to my teacher the next school day with my parent/guardian signature.

PARENT/GUARDIAN EXPECTED BEHAVIORS

1. To assume legal responsibility for the behavior of my student(s) as determined by law and community practice and to ensure that my student(s) is familiar with the code of conduct and discipline policies.
2. To recognize and embrace my role as having primary responsibility for the education of my child.
3. To teach my student(s) self-discipline and to treat other students, parent/guardians, and staff members with respect.
4. To make sure my student(s) attends school regularly and that the school receives notification of tardiness and reasons for absences, when a child cannot attend.
5. To work to the best of her/his ability and to provide the necessary materials and a positive home learning environment for the child to succeed in school.
6. To assist my student(s) in a daily reading routine at home.
7. To read and use information sent home by the school and use the school's website to keep informed of the academic topics to be introduced and studied in the classroom.

8. To check my student(s) homework and agenda nightly on Canvas.
9. To have my student(s) prepared for school and arrive on time and picked up on time each day.
10. To make sure my student(s) is dressed in attire appropriate to the school dress code.
11. To provide a healthy lunch each school day for my student(s).
12. To be responsible for timely payment of any fees (after school programs, athletics, field trips, etc.).
13. To provide the school with a current telephone number to be reached during the school day and an email address for school communication.
14. To respond quickly to the school if contacted during the school day.
15. To contact staff or administration with any concerns of major life changes.
16. To obtain visitors pass in the school office before going to my student(s) classroom. (Visitors are required to follow the school's student dress code.)
17. To give notice of at least 24 hours for appointments with teachers.
18. To maintain confidentiality about other students, parent/guardians and staff members.
19. To show consideration for the physical property of the school.
20. To attend all conferences scheduled with teachers and staff members.
21. To advise school staff members at least 1 week in advance of any future absences of my student(s).
22. To cooperate with teachers and staff members to develop strategies to benefit my student(s).
23. To ensure my student(s) abides by the Student Expected Behaviors, Student Honor Code, and Student Code of Conduct.
24. To uphold and understanding that nobody has the right to interfere with the learning of others regardless of background, race, gender, age, national origin, or ethnicity and to uphold the understanding that nobody has the right to impose physical or mental harm on another regardless of background, race, gender, age, national origin, or ethnicity.
25. To thoroughly read the Student Handbook, Student Code of Conduct, Student Expected Behaviors, and Student Honor Code and sign the Parent/guardian School Compact.

STAFF EXPECTED BEHAVIORS

1. To ensure students are familiar with the code of conduct and discipline policies.
2. To recognize and embrace my role as having primary responsibility for the education of our students.
3. To teach the student(s) self-discipline and to treat other students, parent/guardian, and staff members with respect.
4. To model behavior in accordance with school rules and procedures.
5. To work with each student to the best of her/his ability and to provide the necessary materials and a positive learning environment for the child to succeed in school.
6. To show respect for students, parent/guardian, staff members, and school administration.
7. To send home information and use the school's website to keep parent/guardian informed of academic topics to be introduced and studied in the classroom (homework and assignments).
8. To be prepared for school and arrive on time for duty, staff meetings, and any other obligations.
9. To make sure students are dressed in accordance with the dress code.
10. To work as a team with students, parent/guardian, and staff members for the betterment of each child's education.
11. To maintain communication with school administration regarding any issues that may create difficulties whether it is personal or otherwise.
12. To communicate information about incidents on the day of the incident to the appropriate persons, be they parent/guardian, staff members, or school administration.
13. To let the school office know anytime they will be leaving campus during school hours.
14. To let the school administration, know of possible absences in writing and in a timely manner.
15. To inform at the earliest possible time any staff members that will be affected by my absence.

16. To respond to all emails and other correspondence within 24 hours.
17. To maintain strict confidentiality about students, parent/guardian, and staff members.
18. To show respect and consideration for school property.
19. To dress in an appropriate and professional manner following the facility & staff dress code.
20. To cooperate with parent/guardian, staff, and administration to develop strategies to benefit the child.
21. To ensure students abide by the Student Expected Behaviors and Student Code of Honor.
22. To uphold and understanding that nobody has the right to interfere with the learning of others
23. regardless of background, race, gender, age, national origin, or ethnicity and to uphold the understanding that nobody has the right to impose physical or mental harm on another regardless of background, race, gender, age, national origin, or ethnicity.
24. To thoroughly read the Student Handbook, Student Code of Conduct, Student Expected Behaviors, Student Honor Code, and Parent/guardian Expected Behaviors.
25. To thoroughly read the Staff Handbook and sign the Staff Compact.

SCHOOL RULES AND PROCEDURES

The following rules and procedures are enforced at Highland Prep West for the purpose of maintaining a safe and caring learning environment. Please refer to the Student Discipline Matrix on page 41 of this handbook for additional guidance and explanation.

1. **Zero Tolerance for Fighting, Harassment, Threats, and Intimidation.** Highland Prep West strictly enforces a zero-tolerance policy on any fighting, bullying, threats, or intimidation. This includes threats, intimidation, or the commission of acts of violence through any means, including online via any social media platform or through use of electronics. Highland Prep West strictly enforces a zero-tolerance policy on harassment of any kind, including harassment of a sexual nature.

2. **Zero-Tolerance for Gang Association and Gang Activity.** Highland Prep West strictly enforces a zero-tolerance policy on any type of gang association or gang activity. This includes hand gestures/signs, language, clothing, belt buckles, writing, numbers, color combinations, etc.

3. **Zero-Tolerance for Illegal Substances and Weapons.** Any involvement with the possession, use, or sale of any type of drug, alcohol, tobacco, spice, vape product, or other controlled substance will result in notification to the authorities and disciplinary action by the school. Weapons or any other dangerous items are not permitted on campus. Possession of a weapon or any other dangerous item may result in disciplinary action up to suspension and/or expulsion from the school.

4. **Zero-Tolerance for Theft**. Any kind of theft will not be tolerated on campus or in the school community. Theft is grounds for expulsion and criminal prosecution. Students should take precautions to keep their personal belongings on their person and secured, at all times, during the school day.

5. **Respect must be shown to teachers, staff members, other adults, and students at all times.** Total respect is required at all times by everyone at Highland Prep West. This includes the use of respectful language, gestures, actions, and attitude. If a student anticipates a potential problem of any type, the student is expected to seek advice from a school administrator, or appropriate school personnel. This rule prohibits fighting, threats, and other acts of violence and vandalism whether in-person or perpetuated through social media. Additionally, the student will be held responsible for any damage or destruction she or he does to school property.

6. **Abuse of Staff.** In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of verbal or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the school administration. Defamation of school faculty, staff, and/or employees via social media or other platforms may be subject to school disciplinary action.

7. **Students must attend school and arrive promptly.** When arriving on campus, students should report immediately to the school common area. Students must attend school and complete all work required at a level that is acceptable by their teacher. Excessive absences and/or tardies will result in progressive disciplinary action in accordance with Highland Prep West's discipline matrix. For more information, refer to the school attendance requirements.

8. **Telephone Calls/Wireless Communication Devices.** In accordance with House Bill 2484, school districts are required to adopt and enforce policies that limit the use of cell phones and social media during instructional time. Parent/guardians who need to communicate with their child must contact the Front Office. Students **are prohibited** from using wireless communication devices (personal or school issued) during the school day; including cell phones, headphones, AirPods/earbuds, smart watches, tablets, AI glasses/eyewear, or other any other device to listen to music, watch videos, play games, access social media platforms, etc. unless express permission is granted solely and situationally by the classroom teacher as part of the learning process. Exceptions may be provided for emergencies, medical reasons, or academic purposes at the discretion of the student's teacher. HPW is not responsible for lost, damaged, or stolen personal or school issued electronic items. Online chat, video games, videos, movies and TV programs are at all times expressly prohibited during class time.

9. **Medicine at School.** The school office will not administer medicines and prescription drugs unless given permission and instructions by the parent/guardian of the student. In such cases, families will be referred to school administration or designated personnel for receipt of medicines and prescription drugs. School administration or designated personnel will oversee the dispensing of prescriptions to students on a day-to-day basis. If the student is required to take prescription medicine at school, please provide written instructions and the medicine in its original container to the school office. Any medications not picked up at the end of the school year will be destroyed.

10. **Personal Items and Electronic Devices.** To maintain a focused and distraction-free learning environment, personal items that do not serve an academic purpose are not allowed during class time. This includes, but is not limited to, stuffed animals, blankets, and other non-instructional items. Cell phones, headphones, and personal electronics must be stored in compliance with school policy and unused during instructional time. Items that disrupt learning or are misused during the school day will be confiscated, and disciplinary consequences may apply. Highland Prep West is not responsible for any lost, stolen, or damaged personal property brought to campus.

11. **Hacking Tools and Network Disruptions.** Use of Hotspots, VPNs, and/or Hacking Tools (i.e., Flipper Zero) on campus are forbidden. Any devices or software tools used without permission to scan the school's network for vulnerability, gain access to unauthorized or personal data, gain unauthorized access to devices, circumvent security, or disrupt the School's network in any way will result in disciplinary action and notification to local law enforcement.

12. **Backpacks/Bags.** Students are expected to assume full responsibility for the contents of their backpacks/bags; students are discouraged from bringing valuables to school. Backpacks/bags may be subject to random search.

13. **Academic Honesty.** Students are expected to complete their own work on any assignment. Any instance of cheating or plagiarism; including the submission of AI generated information, will be referred to school administration and will result in disciplinary action. Violations of the above or other activities considered inappropriate will result in a failing grade on the assignment and could lead to further disciplinary action.

14. **Public Display of Affection (PDA).** The school recognizes that genuine feelings of affection may exist between students; however, students must refrain from inappropriate, intimate behaviors on campus or at school related activities. Lewd and/or inappropriate displays of Public Affection such as kissing, touching, etc. will not be tolerated and will result in disciplinary action. **Disciplinary action taken will be determined on an individual basis and the severity of the offense**. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for appropriate behavior. Being overly affectionate in school is not in good taste and will not be allowed.

15. **Anti-Bullying Policy.** Highland Prep West maintains a zero-tolerance policy towards bullying, harassment, and intimidation. All students, faculty or parent/guardians should notify school administration immediately in the event of any incident of bullying, harassment, or intimidation. Any incident of bullying, harassment, and intimidation brought to the attention of school administration will be investigated and addressed. Any student found to bully, harass, or intimidate another student from the school will face disciplinary action, up to and including suspension or expulsion from Highland Prep West. (A.R.S. 15-841) Students who intentionally make a false report of bullying, harassment, or intimidation may also face disciplinary action.

16. **Cyberbullying Policy.** Cyberbullying of any kind shall not be tolerated whether on campus or off. Cyberbullying is the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging (IM), personal websites, social medias, deepfake media, and online personal pooling web sites, whether on or off school campus, to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. This includes cyberbullying of a sexual nature.

17. **Alcohol and Drug Violations.** Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the school's "good neighbor" policy, will result in disciplinary action by school administration, notification of parent/guardians, and involvement of the authorities.

18. **Use & Possession of Tobacco on Campus.** Possession of tobacco products on the school campus, buildings, parking lots, playing fields, vehicles, and off campus school sponsored events is a petty criminal offense. Tobacco products include smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. snuff, twist), cigarette papers and pipes, and electronic cigarettes, or vaping. A person who violates this section may be (HB2701) GUILTY OF A PETTY OFFENSE AND A MAXIMUM FINE OF $300. (A.R.S. 36-798-03) Parent/guardians will be notified. Violations could result in disciplinary action up to and including expulsion.

19. **Anti-Hazing Policy.** Highland Prep West is committed to promoting healthy, safe, and balanced lifestyles. Student organizations and athletic teams can play a vital role in this process, and can provide transformative opportunities for friendship, leadership, personal growth and discovery.

Hazing of any kind is antithetical to these goals; therefore, HPW prohibits hazing activities, whether by an individual or an organization. Refer to HPW's Anti-Hazing Policy on page 57 for more information.

20. **The "Good Neighbor" Policy – Student conduct within the school community.** School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others while going to and from school. Failure to act as a good neighbor within the school community may result in disciplinary action.

21. **Field Trips.** Field trips will be planned and requested by teachers and approved by the principal. Students must meet academic and/or behavior expectations to participate in field trips. When planned, permission slips and any information pertaining to the field trip will be sent home for parent/guardian signature. To ensure student safety, verbal permission will not be accepted.

22. **Off-Campus Events.** Off-campus events, including field trips, academic competitions, interscholastic sports, etc., are considered an extension of the Highland Prep West campus and any violation at an off-campus event will be treated as if the violation occurred on campus.

23. **Student Visitors to School**. Our mission is to educate our students first and foremost. Having outside student visitors is potentially distracting to the normal operation of the classroom and poses a liability issue. Any person visiting the campus shall report to the Office. Visitor passes will be issued upon approval from the administration. The school will not be responsible for children who are not enrolled in our school and are left without parent/guardian supervision.

24. **After-School and Evening Activities.** While attending school or evening activities students will be expected to follow all school rules and regulations. A student must be in attendance at school for one-half day (2 periods) to participate in after-school and evening activities.

25. **Internet/Chromebook.** Students will adhere to the expectations and policies outlined in the *Internet and Chromebook Acceptable Use Policy*. Violation of the policy may result in disciplinary action.

26. **Internet/TI-84 Calculator.** Students will adhere to the expectations and policies outlined in the *TI-84 Calculator Agreement*. Violation of the policy may result in disciplinary action.

DRESS CODE

Appropriate attire is required. Highland Prep West students are expected to wear appropriate attire during the school day and at all school sponsored activities. Any attire that is inappropriate or distracts from the school program will not be tolerated. The following guidelines must be followed. For further guidance refer to the discipline matrix on page 41:

1. Attire that promotes gang activity or gang affiliation is not permitted.
2. Clothing that is excessively baggy or sagging is not permitted for students. It is required that pants and shorts be pulled up to the waist. Sleepwear is not appropriate school attire.
3. Profane or disrespectful writing on clothing or jewelry is not permitted.
4. HPW issued student ID badges must be presented at the request of any school official.
5. Pictures and/or words on any garment must be in good taste with nothing that is obscene, vulgar, or promotes anything that is illegal. This includes depictions of or references to: weapons, alcohol, tobacco/vaping, or drugs/drug paraphernalia.
6. There shall be adequate covering of the body at all times. Undergarments shall not be visible. Short shorts, bathing suits, bare chests, halter tops, tube tops, tank tops, undershorts, bare midriffs, mesh, or sheer garments, etc. are not considered adequate coverage.

7. On campus, protective footwear must always be worn. Footwear (such as Crocs or Birkenstocks) must be securely fastened with heel and side supports. Flip-flops, slides, or equivalent are prohibited. Crocs must always be in "sports mode", with the heel strap placed securely over the back of the ankle while students are on campus.
8. Blankets are prohibited at all times.
9. No visible tattoos, exaggerated make-up, or excessive jewelry is permitted.
10. Hats, hoods, head coverings, durags, and bandanas are not permitted to be worn in any building on campus.
11. Students taking a PE, Weight Training, and/or Strength & Conditioning class are required to adhere to the PE dress code which consists of an HPW PE uniform and closed-toe athletic shoes (no clogs). Uniforms are available for purchase at the HPW front office for $20.

Administration has the sole discretion to determine attire that is inappropriate.

ACADEMIC SUPPORT FOR AFTER-SCHOOL DETENTION

Students that do not comply with classroom protocols will be referred by their teacher to after-school detention on the day of the occurrence. In doing so, teachers are empowered to effectively manage classroom behavior and positively impact the classroom learning environment.

The procedure for Academic Support for After-School Detention is as follows:

1. Teacher will complete the After-School Detention Form in Google Forms.
2. Teacher will have students notify parents/guardians of after school detention.
3. Assistant Principal will assign students to after-school detention prior to dismissal as indicated on the After-School Detention Log in Google Forms.
4. Assistant Principal will document attendance and any follow-up on the After-School Detention Log in Google Forms.
5. Assistant Principal will forward the After-School Detention Log to the Principal for additional student intervention on a weekly basis.

STUDENT BEHAVIOR FOR DISCIPLINE

1. Teachers should refer students to administration after the student has gone through the classroom discipline steps as set forth in the classroom rules and procedures.
2. Students who behave in an extremely disruptive manner or have been observed to have violated a school policy should be sent to administration immediately.
3. Students who pose a physical threat to the school or another student should be escorted to the office by an administrator.
4. All students who are referred to administration must have a Discipline Referral Form with them unless it is necessary to send the form with another student.
5. Teachers should inform referred students to check-in at the front desk, so that the student may be directed to the appropriate administrator.
6. Students who do not have a Discipline Referral Form promptly after arriving at the office may be sent back to their classroom.

STUDENT BEHAVIOR FOR RESTROOM/OFFICE PASSES

1. Students must sign out before leaving & sign in when returning to the classroom.
2. All students must use the restroom pass or office pass to leave the classroom.
3. Only one student will be permitted out of the classroom to use the restroom or go to the office.
4. Students should return to class immediately after using the restroom or going to the office.
5. Students that abuse pass privileges will be subject to appropriate discipline, including but not limited to, suspension of pass privileges, by administration.

HIGHLAND PREP WEST DISCIPLINE MATRIX

(Notes below apply to all violations)

- Parent/guardian notification will take place for infractions receiving administrative consequences.
- Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An asterisk (*) indicates that a police report and/or DCS report may be filed.
- A double asterisk (**) indicates that a police report and ADE report must be filed.

	Violation	Definition	Consequence	
Aggression	Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.	**MINIMUM** **MAXIMUM**	Community Service Up to 10 day SUS Expulsion
	Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, *[pulling]* or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.	**MINIMUM** **MAXIMUM**	1-5 Day SUS 10 Day SUS Expulsion
	Disorderly Conduct	A.R.S. §13-2904. Disorderly conduct; classification A. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family, or person, or with knowledge of doing so, such person: 1. Engages in fighting, violent or seriously disruptive behavior; or 2. Makes unreasonable noise; or 3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or 4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or 5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard, or any other emergency; or 6. Recklessly handles displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.)	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion

	Violation	Definition	Consequence	
Aggression	Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	**MINIMUM** **MAXIMUM**	Detention 1-3 Day SUS 5 Day SUS
	*Endangerment	A.R.S. §13-1201. Endangerment; classification A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury. B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.	**MINIMUM** **MAXIMUM**	Up to 5 Day SUS 10 Day SUS Expulsion
	*Fighting	Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting.	**MINIMUM**	Expulsion
	*Assault	A.R.S. §13-1203. Assault; A person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such person.	**MINIMUM** **MAXIMUM**	10 Day SUS Expulsion
	**Aggravated Assault (Must be reported to law enforcement)	A.R.S. §13-1204. Aggravated Assault; A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person commits the assault after entering the private home of another with the intent to commit the assault, 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, 5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties, 6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.	**MINIMUM**	Expulsion

	Violation	Definition	Consequence	
Alcohol, Tobacco, and Other Drugs	*Alcohol – Possession, Sale, or Distribution, Share or Use	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion
	*Drug – Possession, Sale, or Distribution, Share or Use	The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana, or peyote (A.R.S. §13-3415).	**MINIMUM** **MAXIMUM**	10 Day SUS Expulsion
	*Drug/Tobacco/ Vaping Paraphernalia – Possession, Sale, or Distribution, Share or Use	"Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, vaping or otherwise introducing into the human body a drug or tobacco in violation of this chapter (A.R.S. §13-3415 F. 1.).	**MINIMUM** **MAXIMUM**	10 Day SUS Expulsion
	*Tobacco/Vaping – Possession, Sale, or Distribution, Share or Use	The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03) A person who knowingly sells, gives, or furnishes vape pens, cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person vape pen, cigars, cigarettes or cigarette papers, smoking or chewing tobacco.	**MINIMUM** **MAXIMUM**	10 Day SUS Expulsion

	Violation	Definition	Consequence	
Arson	*Arson of Structure or Property	A.R.S. §13-1703. Arson of a structure or property; A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.	**MINIMUM**	Expulsion Restitution
	**Arson of an Occupied Structure (Must be reported to law enforcement)	A.R.S. §13-1704 Arson of an occupied structure; A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. A.R.S. §13-1701,2. Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied, or vacant.	**MINIMUM**	Expulsion Restitution
	Combustible	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.	**MINIMUM** **MAXIMUM**	Conference Detention 5-10 Day SUS
Attendance Policy	Tardy	Arriving at school or class after the scheduled start time.	**MINIMUM** **MAXIMUM**	Late pass Tardy Notification Detention Conference ISS SUS
	Leaving School Grounds without permission	Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the school.	**MINIMUM** **MAXIMUM**	Detention Community Service Up to 3 Day SUS 5 Day SUS
	Unexcused Absence	Defined by school policy for discipline purposes. Unexcused absences are utilized in the calculation of truancy for federal reporting but are obtained from SAIS for this purpose. More than three absences in a quarter may lead to an “F” in the affected class(es).	**MINIMUM** **MAXIMUM**	Attendance Contract Failing Course grade

	Violation	Definition	Consequence	
Attendance Policy	*Truancy	The state of Arizona requirement for school attendance and definitions for truancy are as follows: <u>A.R.S. §15-803. School attendance; exemptions; definitions</u> A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either: 1. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c). 2. The child is accompanied by a parent/guardian or a person authorized by a parent/guardian. 3. The child is provided with instruction in a home school. B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1. C. As used in this section: 1. "Habitually truant" means a truant child who is truant for at least five school days within a school year. 2. "Truant" means an unexcused absence for at least one class period during the day. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section *15-841. A pupil may be expelled for excessive absenteeism if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in section 15-802. A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.	**4 Absences**	Course Failure 5-10 Day SUS *Expulsion

	Violation	Definition	Consequence	
Harassment, Threat, and Intimidation	*Harassment, Nonsexual	A.R.S. §13-2921. Harassment; classification; definition: The intentional behavior by a student or group of students that is disturbing or threatening to another individual or group of individuals. Intentional behaviors that characterize harassment include, but are not limited to stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs, graphics, and social media posts. (A.R.S. 13-2921)	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion
	*Bullying	Bullying can be a single act or repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion
	*Cyberbullying	Cyberbullying means any intentional, electronically transmitted (including the use of text messaging, instant messaging, AI messaging, Deepfake media, or the posting of text or images) verbal or graphic act that a student or group of students repeatedly exhibit toward another student(s) and the behavior causes mental harm (including humiliation and embarrassment) and is sufficiently severe, persistent or pervasive. Any cyberbullying, harassment or intimidation is strictly prohibited. If a student is found to have engaged in cyberbullying, disciplinary action will be recommended. If a student thinks that he or she is the victim of cyberbullying, the situation should be immediately reported to administration. Additionally, students are encouraged to notify administration if they suspect another student is being cyberbullied.	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion

	Violation	Definition	Consequence	
Harassment, Threat, and Intimidation	*Threat or Intimidation	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202) <u>A.R.S. §13-1202. Threatening or intimidating; definitions</u> A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct: 1. To cause physical injury to another person or serious damage to the property of another; or 2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or 3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise. B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.	**MINIMUM** **MAXIMUM**	Mediation Up to 10 Day SUS Expulsion
	Hate/Bias Related Incidents	Any written, oral, physical, or electronic communication that one could reasonably conclude was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual persona characteristics. Examples of bias/hate related inciden include age, ancestry or ethnicity, disability, economi status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation.	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion

	Violation	Definition	Consequence	
Harassment, Threat, and Intimidation	*Hazing	A.R.S. §15-2301. Hazing prevention policies; definitions A. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following: 1. Customary athletic events, contests or competitions that are sponsored by an educational institution. 2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program. B. For purposes of this section: 2. "Hazing" means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution. (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm, or personal degradation. 3. "Organization" means an athletic team, association order, society, corps, cooperative, club or other simila group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion
Lying, Cheating, Forgery or Plagiarism	Cheating (Academic Dishonesty)	Includes the act of intentionally using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal and pass off the ideas or words of another as one's own. This includes the unauthorized use of electronic devices.	**MINIMUM** **MAXIMUM**	Loss of Credit for Assignment Up to 10 Day SUS Loss of Credit for Course Expulsion
	Forgery	Falsely and fraudulently making or altering a document	**MINIMUM** **MAXIMUM**	Forfeiture of signed privilege 1-5 Day SUS 10 Day SUS

	Violation	Definition	Consequence	
Lying, Cheating, Forgery or Plagiarism	Lying	1. To make an untrue statement with intent to deceive 2. To create a false or misleading impression	**MINIMUM** **MAXIMUM**	Conference Detention 3-10 Day SUS
	Plagiarism	To steal and pass off the ideas or words of another as one's own. This includes the use of large language model Artificial Intelligence (i.e., ChatGPT).	**MINIMUM** **MAXIMUM**	Loss of Credit for Assignment Up to 3 Day SUS 5 Day SUS Loss of Credit for Class
Other Violations of School Policy	Defiance, Disrespect Towards Authority, and Non-Compliance	Intentionally resisting or disregarding the authority of School personnel, or treating School personnel or any others with contempt or rudeness. This includes, but is not limited to, the failure to respond to a reasonable request/follow directions, being requested to do so.	**MINIMUM** **MAXIMUM**	Detention Up to 10 Day SUS Expulsion
	Disruption	Creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	**MINIMUM** **MAXIMUM**	Conference Detention Up to 10 Day SUS Expulsion
	Dress Code	Student wears clothing that does not fit within the dress code guidelines stated by school or school policy.	**1st Violation** **2nd Violation** **3rd Violation** **Subsequent Violations**	Change Clothes Detention 1 Day SUS Up to 10 Day SUS Expulsion
	Gambling	To play games of chance for money or to bet a sum of money.	**MINIMUM** **MAXIMUM**	Detention 1-3 Day SUS 5 Day SUS
	Verbal Abuse/ Profanity/ Obscenity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	**MINIMUM** **MAXIMUM**	Conference Detention Up to 10 Day SUS Expulsion

	Violation	Definition	Consequence	
Other Violations of School Policy	Verbal Abuse/ Profanity/ Obscenity to staff or faculty	The use of profanity, swearing or any derogatory language written or stated publicly to an adult. (A.R.S. §15-50)	**MINIMUM** **MAXIMUM**	5-10 Day SUS Expulsion
	Public Display of Affection	Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.	**MINIMUM** **MAXIMUM**	Warning Detention Community service Up to 10 Day SUS
	Vehicle Violations	Includes improper driving or parking of a vehicle on school property without permission, parking in prohibited areas, and/or improper driving to or from campus.	**MINIMUM** **MAXIMUM**	Temporary loss of parking privileges Revocation of parking privileges
School Threats	**Bomb Threat (Must be reported to law enforcement)	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	**MINIMUM**	Expulsion
	**Chemical or Biological Threat (Must be reported to law enforcement)	Threatening to cause harm using dangerous chemicals or biological agents.	**MINIMUM**	Expulsion
	**Fire Alarm Misuse (Must be reported to law enforcement)	Intentionally ringing the fire alarm when there is no fire.	**MINIMUM**	Expulsion
	*Other School Threat	The incident cannot be coded in one of the above categories but did involve a school threat. This includes Death Threats.(A.RS. 13-2911)	**MINIMUM**	Expulsion

	Violation	Definition	Consequence	
Sexual Offenses	Sexual Materials	Includes pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment. This includes the possession or distribution of pornographic materials, which are defined as the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials. (VanDeBeer, Donald. 1992. "Pornography." *Encyclopedia of Ethics.* New York: Garland Publishing.)	**MINIMUM** **MAXIMUM**	Confiscation Detention Up to 10 Day SUS Expulsion
	Indecent Exposure or Public Sexual Indecency	Includes, but is not limited to, exposing private areas, consensual participation in any sexual act involving physical contact, touching private areas, depantsing (pulling pants down or off), pulling at another's underclothing. (A.R.S.13-1402 , A.R.S.13-1403)	**MINIMUM** **MAXIMUM**	Up to 10 Days SUS Expulsion
	*Harassment, Sexual	U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001: Sexual harassmer is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verba nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of se discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding. Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or kindergarten teacher's consoling hug for a child with skinned knee. Relevant factors in determining whether behavior rise to the level of sexual harassment include: • The degree to which the conduct affected one or more students' education • The type, frequency, and duration of the conduct • The identity of and relationship between the allege harasser and the subject or subjects of the harassmer • The number of individuals involved • The age and sex of the alleged harasser and the subject or subjects of the harassment • The size of the school, location of the incidents, and the context in which they occurred • Other incidents at the school	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion

	Violation	Definition	Consequence	
Sexual Offenses	*Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.)	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion
	Sexual Abuse or Sexual Conduct with a Minor or Child Molestation (Must be reported to law enforcement) (cont'd) Sexual Abuse or Sexual Conduct with a Minor or Child Molestation (Must be reported to law enforcement)	A.R.S. §13-1404. Sexual abuse; classifications A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast. A.R.S. §13-1405. Sexual conduct with a minor; classifications A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person wh is under eighteen years of age. A.R.S. §13-1410. Molestation of child; classification A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.	**MINIMUM**	Expulsion
	**Sexual Assault (Rape) (Must be reported to law enforcement)	A.R.S. §13-1406. Sexual assault; classification; increased punishment A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexu contact with any person without consent of such person.	**MINIMUM**	Expulsion
Improper Use of Technology	Computer	The failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any educational facility, including prox use. Computer Tampering includes, altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network, or downloading any unauthorized program, software, or addon. See Internet and Chromebook Acceptable Usage Policy. (A.R.S. 13-2316)	**MINIMUM** **MAXIMUM**	Loss of Technology Privileges Up to 10 Days SUS Restitution Loss of Technology Privileges Restitution Expulsion

	Violation	Definition	Consequence	
Improper Use of Technology	Other Technology	Improper use of technology is the failure to use hardware, software, electronic devices, web pages, and network for the intended educational use, such as but not limited to any wireless communication devices (personal or school issued) during the school day; including cell phones, headphones, AirPods/earbuds, smart watches, tablets, AI glasses/eyewear.	**MINIMUM** **MAXIMUM**	Conference Detention Up to 10 Day SUS Expulsion
	**Hacking Tools and Network Disruptions	Use of Hotspots, VPNs, and/or Hacking Tools (i.e., Flipper Zero) on campus are forbidden. Any devices or software tools used without permission to scan the school's network for vulnerability, gain access to unauthorized or personal data, gain unauthorized access to devices, circumvent security, or disrupt the School's network in any way will result in disciplinary action and notification to local law enforcement.	**MINIMUM** **MAXIMUM**	Confiscation 5 Day SUS Confiscation Expulsion
Theft	Theft	A.R.S §13-1802. Theft; classification The taking of property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: Highland Prep West is NOT responsible for the loss, theft or damage of ANY personal items brought to school, including but not limited to, musical instruments, radios, headphones, cell phones, iPods, iPads, (any and all electronic devices), bicycles, etc. Any loss, theft or damage to any personal items will not be covered by Highland Prep West liability insurance.	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Restitution Expulsion Restitution
Extortion & Robbery	*Extortion	A.R.S. §13-1804. Theft by extortion; classification A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following: 1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument. 2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection. 3. Cause damage to property. 4. Engage in other conduct constituting an offense. 5. Accuse anyone of a crime or bring criminal charges against anyone. 6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt, or ridicule or to impair the person's credit or business. 7. Take or withhold action as a public servant or cause a public servant to take or withhold action. Cause anyone to part with any property.	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion

	*Robbery	Using force or threatening to use force to commit a theft or while attempting to commit a crime. A.R.S. §13-1902 Robbery; A person commits robbery in the course of taking any property of another from his person or immediate presence and again his will, such person threatens to use force against any perso with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.	**MINIMUM**	Expulsion
	Violation	Definition	Consequence	
Extortion & Robbery	**Armed Robbery (Must be reported to law enforcement)	A.R.S. §13-1904 Armed robbery; A person commits armed robbery if, in the course of committing robber as defined in section 13-1902, such person or an accomplice: 1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a dead weapon or dangerous instrument or a simulated deadly weapon.	**MINIMUM**	Expulsion
Trespassing	Trespassing	This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus, or function.	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion

	Violation	Definition	Consequence	
Vandalism or Criminal Damage	*Vandalism or Criminal Damage	Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers). A.R.S. §13-1602. Criminal damage; A person commits criminal damage by recklessly: 1. Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water. 4. Drawing or inscribing a message, slogan, sign, or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner. Examples: Destroying school computer records, carving initials or words in desktop, spray painting on walls, or damaging vehicles. The willful act of defacing or destroying any building, fixture, vegetation, or property (personal or school) either intentionally or unintentionally.	**MINIMUM** **MAXIMUM**	Up to 10 Day SUS Expulsion
	Violation	Definition	Consequence	
Weapons and Dangerous Items	**Firearm (Including Destructive Devices) (Must be reported to law enforcement)	A.R.S. §13-3101. Definitions **Firearm:** Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, or other weapon that will expel, is designed to expel, or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition **Destructive Device:** Any category of firearm that includes an explosive, combustible, or poisonous gas. This includes bombs, grenades, mines, and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a	**MINIMUM**	Expulsion

		projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is designed or redesigned for use as a weapon.		
Weapons and Dangerous Items	**Other Weapons	Other weapons include, but are not limited to, Billy Club, Brass Knuckles, Knife with blade length at least 2.5 inches, Nunchakus.	**MINIMUM** **MAXIMUM**	10 Day SUS Expulsion
	*Dangerous Items	Dangerous items include, but are not limited to, AirSoft Gun, B.B. Gun, Knife with blade length less tha 2.5 inches, Laser Pointer, Letter Opener, Mace, Paintball Gun, Razor Blade or Box Cutter, Simulated Knife, Taser or Stun Gun, Tear Gas, Other Dangerous Item. *Weapon - Simulated (Use/Possession/distribution/Sale) possible TMT Any simulated firearm made of plastic, wood, metal, or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick o finger concealed under clothing and is being portraye as a firearm.	**MINIMUM** **MAXIMUM**	5-10 Day SUS Expulsion
Weapons and Dangerous Items	Simulated Firearm Weapons and Dangerous Items	Any simulated firearm made of plastic, wood, metal, or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	**MINIMUM** **MAXIMUM**	Confiscation 5 Day SUS Confiscation Expulsion
Gang Activity	*Gang Activity	An activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal that has a common name signs, symbols or colors, and whose members engage either individually or collectively, in negative group activity.	**MINIMUM** **MAXIMUM**	10 Day SUS Expulsion

ANTI-HAZING POLICY

I. PURPOSE

Hazing activities of any type, including initiation into an athletic team, or other school related club or organization are inconsistent with the educational goals of Highland Prep West and are prohibited at all times. Hazing is about abuse of power and violation of human dignity. Hazing is a form of abuse and victimization.

II. POLICY

A. No student, teacher, administrator, volunteer, contractor, or other employee of Highland Prep West shall plan, direct, encourage, aid or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate hazing.

C. Students or school staff/volunteers/contractors involved in hazing will be disciplined even if the student being hazed consents or appears to give permission or consent to being hazed.

D. Students or school staff/volunteers/contractors/or other employees involved in hazing will be disciplined for hazing that occurs on or off school property and during, before, or after the school day. This includes weekends and other non-school days.

E. Students or staff involved in the hazing of students will be disciplined as described in this hazing policy.

F. School administration will investigate all complaints or reports of hazing and will discipline any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have been involved in the hazing of one or more students.

III. DEFINITIONS

A. "Hazing" is defined in A.R.S 13-215 as: Intentionally, knowingly or recklessly, for the purpose of preinitiation activities, pledging, initiating, holding office, admitting or affiliating a minor or student into or with an organization or for the purpose of continuing, reinstating or enhancing a minor's or student's membership or status in an organization, causes, coerces or forces a minor or student to engage in or endure any of the following:

1. Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both.
2. Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the minor or student, including activities that are reasonably calculated to cause the minor or student to harm themselves or others.
3. The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug, or other substance that poses a substantial risk of death, physical injury, or emotional harm.
4. An act of restraint, confinement in a small space or significant sleep deprivation.
5. Conduct or conditions that violate federal or state criminal law and that pose a substantial risk of death or physical injury.
6. Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics or unhealthy exposure to the elements.

B. Hazing includes any activity that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. As set forth at www.stophazing.org, students in middle and high school are particularly vulnerable to peer pressure due to their need to belong, make friends, and find approval in a particular peer group.

C. The term "hazing" also includes but is not limited to:
   1. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. This may include verbal abuse, such as yelling, swearing, and insulting the student.
   2. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of a charter school policy or a school regulation. This includes, but is not limited to, abuse or mistreatment of animals, public nudity, and theft.

D. The hazing policy applies to hazing that occurs before, during, or after school hours and on or off school premises. This includes weekends and non-school days.

IV. REPORTING PROCEDURES

A. Any student who believes he or she has been the victim of hazing, or any student or staff person who has personally observed or has knowledge or belief that a student has been hazed, shall report the possible hazing immediately to school administration. Highland Prep West administration will investigate the report of hazing.

B. The Principal is responsible for receiving and investigating reports of hazing at the building level. The Principal may delegate the investigations to other trained administrators.

C. School staff/contractors/volunteers or other employees of the school shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the Principal immediately.

D. A student or school staff member who makes a good faith report of possible hazing will not face negative consequences, such as future employment, grades, or work assignments.

E. Hazing may be reported to local law enforcement if it is suspected that criminal activity which includes but is not limited to: sexual harassment, assault, use or distribution of illegal substance, theft, or any other activity deemed criminal, was used during the course of the hazing activity.

V. SCHOOL ACTION

A. When hazing is reported, the Principal, must either personally investigate the hazing report, or authorize a designated school administrator to investigate the hazing report. Highland Prep West will ensure that the investigation begins within 1 school day of receipt of a hazing report or complaint.

B. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of an investigation, the school will take appropriate action against students/staff that planned, directed, encouraged, aided, or engaged in hazing. School action taken for violation of this policy will be consistent with applicable statutory authority and other school policies and regulations.
   1. For students involved in hazing, discipline may include, but is not limited to, removal from the athletic team or other school club or organization, out of school suspension, or expulsion.
   2. For school staff/volunteer/contractors or other school employees involved in hazing, discipline may include, but is not limited to, written reprimand, suspension, or termination.
   3. In addition, Highland Prep West, may also offer students/staff involved in the hazing incident the opportunity to participate in a face-to-face meeting with affected parties of the hazing with the

intent to repair the harm caused by the hazing, to make amends, and to make a plan to work with athletic and extracurricular coaches to prevent future incidents of hazing and encourage a welcoming approach for incoming members to the athletic or extracurricular team/activity.

VI. RETALIATION

A. The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the district who retaliates against any person who:
   1. Makes a good faith report of alleged hazing; or
   2. Testifies, assists, or participates in an investigation or a proceeding or hearing relating to a hazing incident.

B. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. DISSEMINATION OF POLICY – HOW STUDENTS AND STAFF ARE NOTIFIED OF THE HAZING POLICY

A. As required by A.R.S. 15-2301, the school's hazing policy will be printed in the student handbook. The hazing policy will also be included in the staff handbook.

B. In addition, the policy will be published so that parents/guardians and other community members can read and be educated about the school's hazing policy. This will include communication of the hazing policy to parents/guardians and students at all student organization orientation meetings and in the written communication sent home with a student participant.

C. The athletic director will include in coaches' training a review of the hazing policy and stress that any hazing of members of an athletic team is not acceptable and will result in serious disciplinary action. The athletic director will also discuss with the coaches how to create a welcoming approach for new team members.

D. The school will ensure that all coaches or faculty advisors of other teams, clubs, and student organizations receive training on the school's hazing policy and stress that any hazing of members of teams or clubs is not acceptable and will result in serious disciplinary action.

E. At the beginning of each school year when the student handbook is provided to students, students will be informed of the hazing policy to emphasize that hazing is not allowed and will be punished severely. The oral communication will go over the definition of hazing and give examples.

F. At the end of each school year and during the initial practices prior to or at the beginning of the school year, the coach of each athletic team will review the hazing policy with the current and new team members and stress that regardless of tradition, hazing is prohibited and will lead to serious disciplinary action.

CURRICULUM

Highland Prep West's curriculum program is based on Arizona College and Career Ready Standards, as well as other rigorous state standards. HPW will ensure that all standards are implemented with fidelity to ensure that a consistent set of expectations are established that result in a high-quality preparation of all students for college and career (ADE, 2010). The Highland Prep West education team will commit to providing its students with:

- Consistent expectations ensure HPW students are both nationally and internationally competitive.
- Interesting and relevant content that supports the development of higher-order thinking skills consistent with successful post-secondary interactions, and workplace expectations.

English Curriculum

Highland Prep West's thorough understanding of the Arizona State Standards for high school resulted in HPW's selection of the College Board's SpringBoard curricular materials as the foundation for its English curriculum. The Arizona English Language Arts Standards are organized by shared bands in high school (i.e., grades 9-10 and 11-12). Each performance band contains vertically articulated "Anchor Standards" for reading, writing, speaking, and language. SpringBoard has a web link that provides highly specific examples of its ELA alignment to state standards available at: http://springboardprogram.collegeboard.org/commoncore. SpringBoard adds value to the Arizona English Language Arts Standards through its strong emphasis on reading analysis, writing in multiple modes, vocabulary acquisition, and language usage that build from basic language acquisition through effective use of rhetoric and complex syntax.

HPW students will take four years of English courses. Freshmen and sophomores will have the opportunity to take English Honors courses. Juniors and seniors will have the opportunity to take AP English courses in composition and literature.

Mathematics Curriculum

Highland Prep West's thorough understanding of the Arizona Mathematics Standards for high school resulted in HPW's selection of the College Board's SpringBoard curriculum and Pearson's enVision Mathematics curriculum materials as the foundation for its Mathematics curriculum. The Arizona Mathematics Standards are organized by the following categories: Number and Quantity, Algebra, Functions, Geometry, Modeling, Statistics, and Probability. These conceptual categories show the body of knowledge students should learn in each category to be college and career ready, and to be prepared to study more advanced mathematics.

HPW students will take four years of Mathematics courses. Freshmen will take one credit of Algebra 1 and will have the opportunity to accelerate into Geometry based on demonstrated achievement in Algebra I concepts. Sophomores will take Geometry and have an opportunity to accelerate into Algebra 2 and Probability & Statistics. Juniors and seniors will take Algebra 2, Trigonometry, and Probability & Statistics (or an AP math class). Juniors and seniors will have an opportunity to take dual enrollment courses for college credit in College Algebra, Pre-Calculus, and Calculus.

Science Curriculum

Highland Prep West's curriculum for Science will be aligned with Arizona's State Standards and literacy will be infused across the curriculum. HPW will ensure literacy and connections to the Arizona College and Career Ready Standards through secondary alignment with the Next Generation Science Standards (NGSS). The NGSS were designed to reflect the increasing need "for scientific acumen in a complex, technological world," and the "emphasis is on demonstrating the scientific process." (Schachter, 2013) The aim of the science program will be to provide students with discovery and experiential based learning, the development of background knowledge and skills, and a deep understanding of physical science. Students will use discovery and experiential based learning to discover the rules and principles that guide physical sciences. HPW will ensure that the lab component of its science curriculum supports a seamless transition to any college or university program.

HPW students will take three years of science courses, although four years is suggested. Students will take Chemistry during their freshman year, Biology during their sophomore year, and Physics in their junior year. Students will have an opportunity to take AP courses in Environmental Science, Chemistry, and Biology in their junior and senior years.

Social Studies Curriculum

Highland Prep West's curriculum for Social Studies will be aligned with Arizona's State Standards and literacy will be infused across the curriculum. The aim of the social studies program will be to promote civic proficiency; that is the knowledge, intellectual processes, and democratic perspectives required of students to be active and engaged participants in public life. Civic proficiency depends on a commitment to democratic values, and requires the abilities to use knowledge about one's community, nation, and the world to apply discovery processes, data collection and analysis, collaboration, decision-making, and problem-solving through the examination of primary source and secondary source documents. HPW will encourage its students to become educated, global citizens, with a social conscience, who will be able to serve as change agents in their local and global community.

HPW students will take three years of social studies courses. Students will take World History during their freshman year, United States History during their sophomore year, and Government and Economics during their junior and senior years. Students will have an opportunity to take AP courses in United States History in their junior year and Microeconomics in their senior year.

STEM PROGRAM

HPW integrates its Science, Technology, Engineering, and Math (STEM) curriculum program through embedded projects. In support of the STEM program, the school has partnered with Project Lead the Way (PLTW) in exposing its students to the Science, Technology, Engineering, and Mathematics (STEM) curriculum. The PLTW program engages students in activities, projects, and problem-based learning, which provides hands-on classroom experiences. HPW's students create, design, build, discover, collaborate, and solve problems while applying what they learn in math and science. They are also exposed to STEM fields through professionals from local industries who supplement the real-world aspect of the curriculum through mentorships and workplace experiences.

The PLTW curriculum is founded in the fundamental problem-solving and critical-thinking skills taught in traditional career and technical education along with national academic and technical learning standards and STEM principles, creating what U.S. Secretary of Education Arne Duncan calls one of the "great models of the new CTE succeeding all across the country." PLTW was recently cited by the Harvard Graduate School of Education as a "model for 21st century career and technical education."

- PLTW alumni are studying engineering and technology at five to ten times the average rate of all students.
- PLTW students have a higher retention rate in college engineering, science, and related programs than other students in those areas.
- 97% of PLTW seniors intend to pursue a four-year degree or higher when compared to the national average of 67%.
- 80% of PLTW seniors say they will study engineering, technology, or computer science in college; compared to the national average of 32%.
- PLTW students achieve significantly higher scores in reading, mathematics, and science than Career and Technical Education (CTE) students in the same schools in similar CTE fields.

HPW students are required to complete 3 PLTW Engineering Courses as a requirement for graduation. HPW students will have an opportunity to take more courses for elective credit:

- Introduction to Engineering & Design (IED)
- Principles of Engineering & Design (POE)
- Civil Engineering & Architecture (CEA)
- Digital Electronics (DE)
- Aerospace Engineering (AE)
- Engineering Design & Development (EDD)
- Cyber-Security (CS)
- Biomedical Sciences (BS)
- Principles of Computer Science (CSP)

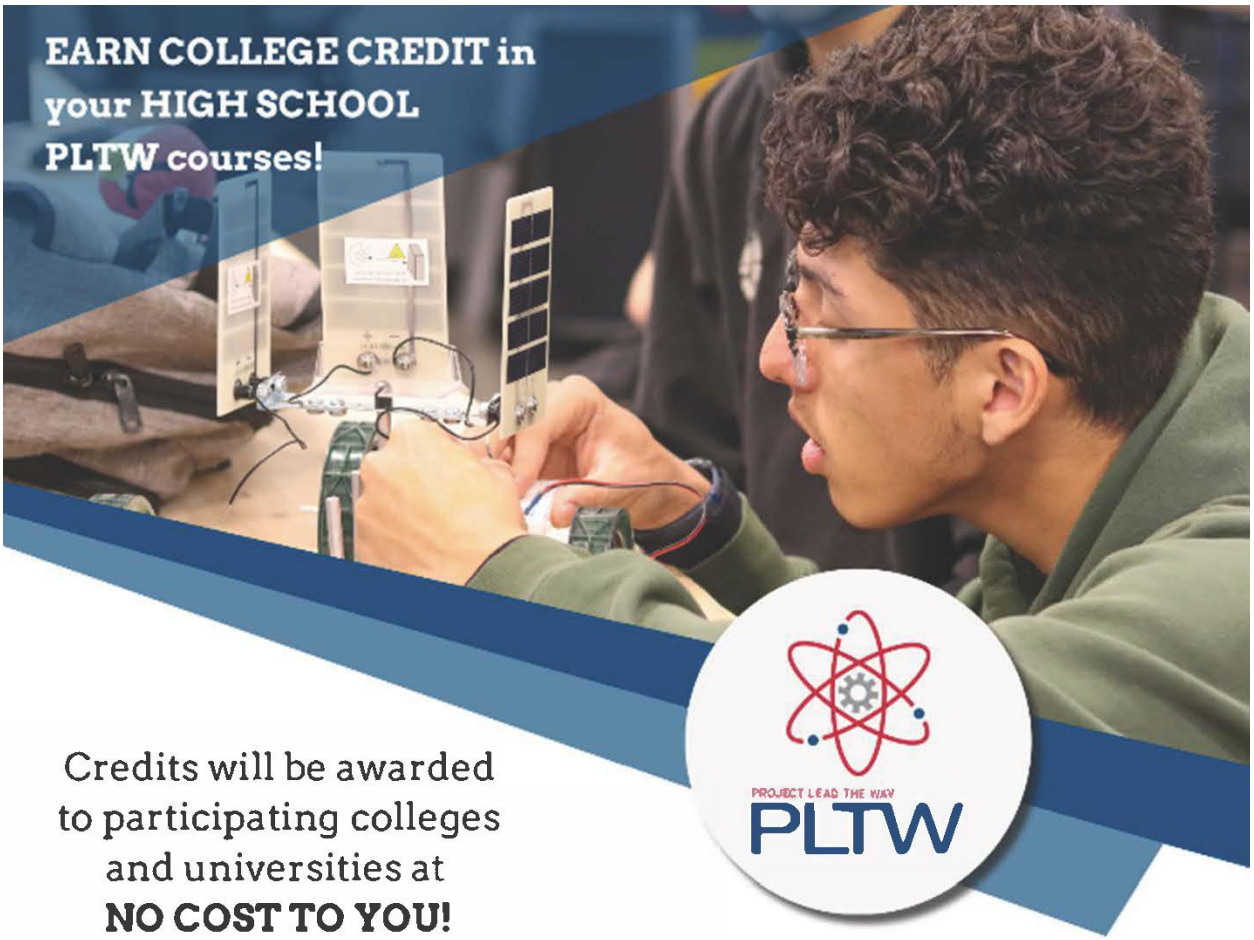
Highland Prep West recognizes the exceptional achievement of students who demonstrate mastery in Project Lead The Way (PLTW) courses. To qualify for the prestigious designation of PLTW Scholar, a student must meet the following criteria:

- Successfully complete at least three PLTW courses.
- Achieve a designation of Accomplished or better on the End-of-Course (EOC) exams for at least three PLTW courses by December of the student's senior year.

This distinction acknowledges their dedication to STEM education and their achievement in these rigorous PLTW programs.

To receive the **PLTW-RECF Pre-Engineering Industry Certification**, students must pass Fundamentals of Engineering module plus a minimum of two of the eight engineering modules listed below. The minimum passing score for Fundamentals of Engineering and each of the eight modules is 70%. No academic credit for this certification is awarded.

- Aerospace Pre-Engineering
- Chemical Pre-Engineering
- Civil Pre-Engineering
- Computer Science/Programming
- Electrical Pre-Engineering
- Engineering Technology
- Manufacturing Technology
- Mechanical Pre-Engineering



Credits will be awarded to participating colleges and universities at **NO COST TO YOU!**

HOW can I earn these credits?

- Take any PLTW class at Highland Prep West
- **Earn 80%** or better in your class
- **Accomplished Level or above** on the PLTW end-of-course assessment
- Bring your scores to the college of your choice for **BIG savings**

Complete your college program sooner **PLUS** save money

Discover more about PLTW colleges, companies, and scholarships by scanning the code.

Visit highlandprepwest.net to find out more!

ADVANCED PLACEMENT COURSES

The Advanced Placement (AP) program at Highland Prep West provides students with an opportunity to earn college credits during their high school career. Advanced Placement courses are taught at a higher and more rigorous level than their regular counterparts. Through Advanced Placement courses, students become prepared to handle coursework, reading, writing and critical thinking at a college level.

What are the advantages of my student taking an AP course?
The main advantage of taking an AP course is better preparation for college. It has been shown that students master in depth content at the college level more easily after completing AP courses in high school. Students also acquire sophisticated academic skills and increased self-confidence in preparation for college. Additionally, students who take AP exams may receive college credit while still in high school, saving both time and money. College credit on AP exams can save up to $1,500 in college tuition alone and/or count as credit for one or more courses. Some parent/guardians have saved what would be the equivalent of $18,000 for a full year of college and total living expenses for their student.

How does an AP course compare to other high school courses?
AP courses are more challenging and stimulating, but they take more time and require more work. These courses require energetic, involved, and motivated students. Students who succeed in AP courses generally do well in college as a result of the rigorous academic preparation. Highland Prep West gives extra grade point weight on the GPA for taking an AP course and exam. (A=5.0; B=4.0, C=3.0, D=1.0, F=0.0) In this way, a student's GPA is not adversely affected by taking an AP course. Colleges look favorably on students who tackle AP courses.

What background is needed in order to succeed in an AP course?
The content of an AP course is more sophisticated than that in typical high school honors courses. Students should have had practice in analyzing content, drawing comparisons, and reasoning through problems. They must be able to read perceptively and independently. Additionally, students will need to be proficient in writing clear, concise essays. Students who are not skilled in these areas must be even more highly motivated to make up for deficiencies at the same time they are taking more rigorous courses. Students that prepare for college by taking the most rigorous classes available in high school better their success. The keys to success are motivation, self-discipline, and academic preparation. Highland Prep West offers a rigorous honors program and Pre-AP program in English and Mathematics through the College Board's SpringBoard curriculum. Through exposure to this curriculum, students will be prepared and encouraged to participate in AP coursework.

How will my student receive college credit from taking an AP course?
The AP exams are given every school year in May. Scores are reported to the colleges designated by the student and range from 1 (no recommendation) to 5 (extremely qualified). Each college determines the scores to be accepted for credit, but most consider a score of at least 3. Colleges may award three and sometimes six hours of credit per test. Students should contact individual colleges to find out about their policy. Students are not required to complete an AP course to take the AP exams. However, research indicates that students who take AP courses score higher on AP exams than those students who do not take the courses.

How much does it cost for my student to enroll in an AP course and take the AP exam?
There is no cost for students to enroll in an AP course at Highland Prep West; however, students are responsible for associated exam fees. The AP exams are approximately $99 for each exam. Financial assistance for students in need can reduce the cost to approximately $62 for each exam. Students not participating in registered AP exams will be responsible for a student fee of $40 per exam.

AP exam fees are posted on student schedules which are distributed at orientation before the school year begins. Exam fees are also posted in Infinite Campus. These fees are visible under the "fees & payment" section in Infinite Campus as a reminder of the balance that is due, as well as, printed on report cards at the end of 1st and 2nd quarter for students who have an outstanding balance. AP exam fees must be paid prior to the end of the 2nd quarter. A final notice will be mailed prior to the end of 2nd quarter for any student with an outstanding balance. AP exams will not be ordered for any student who has not paid their exam fees.

HPW students will have the opportunity to take the following AP courses in their junior and senior years:

ENGLISH
AP English Language and Composition
AP English Literature and Composition
MATHEMATICS
AP Statistics
AP Calculus AB
SCIENCE
AP Environmental Science
AP Chemistry
AP Biology
AP Physics
SOCIAL STUDIES
AP Psychology
AP World History
AP United States History
LANGUAGE
AP Spanish Literature
STEM
AP Computer Science Principles
FINANCIAL LITERACY
AP Business with Personal Finance

DUAL ENROLLMENT COURSES

Dual enrollment program at Highland Prep West allows students an opportunity to enroll in college courses taught at the school. Students earn both high school credits and college credits that transfer to colleges and universities and apply towards degree programs. Through dual enrollment courses, students can transition from high school to college more easily; receive a quality college experience in a familiar and comfortable environment; and receive instruction from their high school teachers who meet community college certified requirements.

To be eligible for dual enrollment courses at HPW, students must (1) be a full-time high school student while enrolled in the dual enrollment courses, except seniors who need less than four credits to graduate; (2) meet the placement and prerequisites requirements of the offered course; and (3) assume financial responsibility for obtaining course texts and materials.

COURSE & GRADUATION REQUIREMENTS

Highland Prep West's (HPW) students must earn 28 credits to graduate from the school. Below are the course requirements in accordance with the Arizona State Graduation Requirements. HPW students will be required to take a full schedule of four classes each quarter.

Graduation Requirements		
Course Requirements	Arizona Credit Requirements (for 2025-2026 school year)	Highland Prep West Credit Requirements
Math	4	4
Science	3	3
English	4	4
Social Studies	3	3
Foreign Language	0	2
STEM/CTE Coursework	0	3
Fine Arts	1	1
Physical Education/Health	0	1
Electives	7	7
Total	22	28

COURSE REQUIREMENTS

Highland Prep West operates on a 4 class by 4 quarter schedule system. Students must be registered in a minimum of four courses during four quarters per school year. Students must complete and receive a passing grade (C or higher) in their course work to earn credit towards graduation.

COURSE CREDIT GUIDELINES

1. Any student who scores below a "C" in any core academic course will have to repeat the course. If a student receives a "D," she or he will receive elective credit for the course. HPW's commitment to minimizing course failure will be addressed with the school's Weekly Grade Check. Grade level advisors and the administrative team will review grade checks and prescribe remedial interventions that students will be required to follow per HPW's Academic Expectations and Policies.
   - One-half (.50) unit of credit is granted for work completed in a subject that meets one period daily for an academic quarter.

- One (1) unit of credit is granted for work completed in a subject that meets one period daily for two academic quarters (semester).
- Two (2) units of credit are granted for work completed in a subject that meets one period daily for a full academic year.

2. Credits applied toward high school graduation must be earned in grades 9 through 12. The only exception is Algebra I.

3. All students must be enrolled full-time at the school. Students are expected to be enrolled in four classes per quarter to be considered a full-time student and on track for graduation.

4. A student may not accumulate more than 3 absences in a class to earn credit. Failure to meet this standard may lead to withholding of credit. Cases of prolonged illness will be reviewed by school administration.

VALEDICTORIAN/SALUTATORIAN

For the determination of valedictorian and salutatorian, all high school course grades earned in grades 9-12, including those achieved in after-school academic programs (Entrepreneurship 101, Engineering Design and Development, and AP Spanish Language and Culture), will be considered. Only grades earned before the valedictorian and salutatorian selection process will be taken into consideration. The cumulative weighted grade point average, as indicated in the chart above, shall be utilized in computing the grade point average for this purpose. The local school determines policies and procedures associated with the selection of student graduation speakers and/or designation of valedictorian or salutatorian.

To maintain a fair and equitable valedictorian and salutatorian selection process, the following tiebreakers have been established: (1) Highest English Course Completed (AP English Literature and Composition, AP English Language and Composition); (2) Highest Math Course Completed (MAT 220 - Calculus I, MAT 230 - Calculus II, MAT 240 - Calculus III); (3) Total Number of Advanced Placement and Dual Enrollment Mathematics Courses Completed; (4) Total Number of High School Honors Courses Completed; and (5) Total Earned Credits.

HIGH SCHOOL GRADING SYSTEM-RANK-IN-CLASS

Rank-in-Class shall be for the purpose of college admissions and scholarship applications. The release of individual student information shall be in accordance with school policy. Rank-in-Class shall be computed on a cumulative weighted G.P.A. Upon student or parent request, for purpose of admissions to colleges and universities, the Rank-in-Class procedures utilizing only academic subjects on an unweighted basis may be used. The selection of Valedictorian and Salutatorian follows a separate procedure, as indicated above, and holds no direct connection to Rank-in-Class.

REPORTING ACADEMIC RECORD DISCREPANCIES

It is the responsibility of the student to immediately bring any discrepancies found in their Academic Record to the attention of the Registrar. While grades may appear during a grading period as they are periodically processed, course grades, G.P.A. and any completed courses will not be finalized until 14 days after the end of a Quarter. An academic discrepancy may be reported at any time. However; in order for changes to be considered for senior commencement ceremonies, including: valedictorian, salutatorian, honors, or other distinctions, academic discrepancies must be reported no later than the first Friday in April of a student's senior year.

INTERSCHOLASTIC SPORTS

Highland Prep West's athletic program is co-curricular in nature. The athletic program works cooperatively with other activities and programs to produce responsible citizens in the community.

Heat athletics provide our student-athletes with the opportunity to develop their athletic talents while pursuing academic excellence. Understanding that our student-athletes, and even our coaches occasionally, will learn lessons through mistakes, we compete with good sportsmanship and focus on character development. This means doing our best and bringing sportsmanship to athletics through modeling exemplary behaviors.

Highland Prep West offers high school athletic programs for boys and girls. HPW athletic teams participate in the Arizona Interscholastic Association (AIA).

ATHLETIC PROGRAMS AND PARTICIPATION FEES

Participation fees must be paid prior to the athlete being allowed to compete in Highland Prep West athletic events.

Fall Sports	Winter Sports	Spring Sports
Football - $250	Boys Basketball - $125/$100 (JV)	Baseball - $125
Girls Flag Football - $125	Girls Basketball - $125/$100 (JV)	Softball - $125
Boys Soccer - $125	Cheerleading - $100	Track & Field - $125
Girls Volleyball - $125/$100 (JV)	Girls Soccer - $125	
Cheerleading - $100		
Cross Country - $100		

**Participation Fees are non-refundable. Requests for a payment installment plan must be directed to the school office manager.*

STUDENT-ATHLETES POLICY

Highland Prep West adheres to the following policies for all student-athletes:

STUDENT-ATHLETE ELIGIBILITY

Due to the rigorous nature of HPW's academic program requirements, HPW has a process in place that requires students to declare their eligibility for extra-curricular or athletic participation. This process is explained to parent/guardians and students during enrollment and is acknowledged by their signature in the Athletic Packet and Parent/guardian & Student Handbook. Both of these documents are provided to parent/guardians upon registration and are available on the HPW website: www.highlandprepwest.com.

Student-athletes must complete all registration information online through **www.RegisterMyAthlete.com**. The link can be found on the HPW website. Completed registration will contain the following information:

- Athletic Handbook Acknowledgment Form
- Statement of Insurance Coverage
- Copy of Insurance Card or Proof of Insurance Information
- AIA Form 550: Transfer Student Eligibility (if applicable)
- AIA Form 157 A: Annual Pre-Participation Physical Evaluation
- AIA Form 157 B: Annual Pre-Participation Physical Examination
- AIA Form 157 C: Annual Pre-Participation Physical Acknowledgement
- AIA Form 157 D: Annual Consent to Treat Form
- AZPreps365 Brainbook Concussion and Opioid Course Certificates

When all registration documents have been filled out and submitted in the proper manner, the RegisterMyAthlete account will be set to "Complete for Tryouts."

Academic Eligibility

1. Student-athletes must maintain a 2.00 grade point average with no grades in any class below a "C" level. Student-athletes will be deemed ineligible if any course grade falls below this requirement.
2. It is the student-athlete's responsibility to maintain academic eligibility.
3. Student-athletes must turn in classwork on time and according to the due dates outlined by teachers to avoid grading delays. Submitting assignments late may result in delayed grading and affect student-athlete eligibility.
4. Teachers will not expedite grading of late-work to shorten an ineligibility period.
5. Student-athletes must attend homework support and/or academic tutoring on the day(s) it is assigned. Team practices/games do not override attending homework support or academic tutoring. Students may voluntarily attend afterschool homework-support or academic tutoring at any time with no consequence to their "active" status on a team.
6. Ineligibility is declared on Monday and in effect through that Saturday. Ineligibility notifications will be sent out each Monday by administration.
7. Academic eligibility is declared using the current term grade for each class as it appears in Infinite Campus.
8. Academic ineligibility is in effect until student is verified by administration to be passing all classes in Infinite Campus.
9. Any student-athlete who is repeatedly declared ineligible may be removed from the team.
10. Any academic eligibility questions should be directed to school administration.

Pre-Participation Screening

Highland Prep West, in accordance with AIA bylaws, recognizes that an effective pre-participation examination of all athletes is an essential component for securing the safety of our student-athletes. As such, an annual pre-participation physical examination is required for athletic participation. This requirement applies not only to "in-season" participation, but to any out-of-season (including summer) program which is organized and conducted by HPW athletic staff.

Physical Examination Screening

Pursuant to AIA bylaws, only licensed professionals may conduct sports physicals. A sports physical is valid for one school year and must be conducted after March 1 of the previous school year. Physical forms must be uploaded in their entirety to RegisterMyAthlete.

In the instance that the athlete has suffered a significant injury or illness the athlete must be cleared by a licensed physician before resuming participation. Physician's written notification of clearance must be submitted to school administration. School administration may, at their discretion, recommend to the parent/guardian that a student-athlete be re-screened.

Proof of Insurance Coverage

Highland Prep West requires proof of insurance as a condition of participation in all sports programs. This applies not only to in-season activities but to all out-of-season (including summer) activities planned and facilitated by HPW athletic staff. A "waiver" of the insurance requirement by the parent/guardian **will not** be accepted.

Highland Prep West has partnered with K&K Insurance to offer student-athletes voluntary supplemental student accident insurance. More information is available from the front office.

Student-Athlete Expectations

The Student-Athlete Commitment

1 Attendance at all meetings, practices, and games is required. Emergencies must be genuine and communicated by the student-athlete and parent to the coach at least 48 hours in advance through email.

2. Academic and behavior expectations take priority over athletic participation. Students must meet such expectations prior to participation in meetings, practices, and games. This includes attending after-school homework support, tutoring and serving any disciplinary consequences.

3. Quitting is contrary to the Highland Prep West athletic philosophy. We believe a student-athlete who has been selected to a team has made a commitment to the school, teammates, and coaches. A student-athlete who quits a team after the tryout period will be prohibited from participating in all new athletic activities until the following season of play.

Student/athletes that do not fulfill these commitments will be subject to ineligibility and/or removal from the team depending on severity from administration and will be ineligible for postseason recognition and awards.

Student-Athlete Code of Conduct

1. To commit to the Athletic Code of Ethics
2. To acknowledge that participation in athletics is a privilege that demands good sportsmanship.
3. To demonstrate self-control and respect for others (including other coaches, other athletes, and spectators and AIA Officials) at all times.
4. To treat opponents with respect, shake hands after competitions, and congratulate their performance.
5. To respect the integrity and accept the judgment of coaches, officials, and administrators.
6. To acknowledge that behavior, inside and outside of uniform, is a reflection of you, your team, your school, and your community.
7. To respect all athletic equipment (both school and opponent's) and athletic facilities (both home and away) and transportation (vans and buses, etc.).
8. To perform in accordance with all rules set forth in the student code of conduct during practices and games.

Student/athletes that do not fulfill these commitments will be subject to ineligibility and/or removal from the team depending on severity from administration and will be ineligible for postseason recognition and awards.

Injury Evaluation and Care

While Highland Prep Academy coaches are trained to administer first aid care, there are instances in which athletes and their parents/guardians need to make decisions on their own. Most commonly, this need will arise when the athlete begins experiencing symptoms at home which were not apparent during, or immediately following, the activity session. Since injuries and other adverse health conditions

are inevitable in athletics, and the severity of the problem may not be recognized immediately, it is important for athletes and parents/guardians to be continually alert to the development of symptoms.

Any progressive symptoms should be reported to the coach as soon as possible and the parent/guardian should seek professional medical consultation.

***Any injury that requires medical attention must be reported by coaches to School Administration and Director of Athletics within 24 hours of the incident**.

Return to Activity Following Injury or Illness

Student-athletes must be fully recovered and properly reconditioned before returning to the rigors of practice and competition. The following procedures must be followed during any situation requiring return to activity:

1. If the injury or illness has required advanced medical care, written clearance from the treating physician shall be required for the athlete's return to activity. This written clearance shall reference the specific injury/illness and any limitations to be imposed upon the athlete.
2. A physician's written clearance must be submitted to school administration. School administration will approve the student-athlete to begin a safe return to full participation under the observation of HPW Athletic Staff.
3. Based upon the recommendations of the student-athlete's physician and HP Athletic Staff, school administration shall notify the Athletic Director that the athlete is ready for return to full activity.

Athletic Department Policy

Highland Prep West adheres to the following Athletic Department policies.

Tryout and Playing Time Procedures

To try out for an athletic team, the student-athlete must be approved through RegisterMyAthlete. Any student who wishes to try out for an athletic team must have a grade of "C" or higher in all classes.

Highland Prep West Athletics ensure that our students have opportunities for a well-rounded high school experience that builds autonomy and character. While not everyone may be selected for a team, every student-athlete deserves to be treated with dignity and respect. Coaches will post a roster of students who make the team and encourage those who do not to meet with the coach for constructive feedback. How coaches handle these interactions plays a large role in the personal development of the student-athlete.

Criteria for a team selection include but are not limited to: attendance at tryouts, skill level, overall strength and conditioning, participation in out-of-season programs, and other sport-specific categories established by a particular head coach. Playing time factors include but are not limited to: effort, attendance at meetings and practices, academic eligibility, understanding and execution of concepts and strategies, quality of other players at the position, physical condition, ability to contribute to team success, score of the game and time remaining, and program level (JV/Varsity).

Transportation Procedures

1. When transportation is provided, the student-athlete is required to ride to and from the game with the team. Any request to alternative pickup's must be prearranged prior to the day of the competition and come directly from the parent to Administration. Student-athletes will only be

released to their legal parent/guardian. Team travel is a vital part of the overall sports experience and is conducive to team unity. **Student-athletes will be transported to and from off-site practice locations and must be picked up from the HPW campus after practice.*

2. Student-athletes are to comply with all school travel and safety policies including wearing of seat belts (if available). School vehicles should be treated with respect and kept clean.
3. Student-athletes should conduct themselves in accordance with the school's Student Code of Conduct at all times and all locations (i.e. school vehicles, restaurants, etc.). "Rough-housing" and "horseplay" are not acceptable behaviors.
4. Students must remain under the direct supervision of the head coach until picked up by parents/guardian.
5. Parent/guardian should arrive to pick up their student 15 minutes before the school vehicle arrives at the school. Repeated late pick-up can result in suspension from the team.

Communication Procedures

The following is the chain of communication for questions and concerns that may occur before, during, or after a sports season.

1. The student-athlete addresses questions or concerns with the coach.
2. If not satisfied with the outcome, the parent/guardian may meet with the coach.
3. If not satisfied with the outcome, the parent/guardian may meet with the Athletic Director.
4. If not satisfied with the outcome, the parent/guardian may meet with administration.

Coaches will not address questions or concerns immediately before, during, or after games. Please allow 24 hours before directing any questions or concerns. Administration will refer questions or concerns through the appropriate chain of communication.

Spectator Code of Conduct

Spectators include anyone in attendance at an athletic event, including but not limited to: parents, guardians, family members, friends, teachers, staff, and fans.

1. Spectators are discouraged from coaching (yelling things instructional in nature) from the stands, as well as second guessing coaching decisions. Such things may contribute to confusion and tension for the athletes and ultimately detract from their performances.
2. Spectators must remain in the stands at all times.
3. Concerns during a game should be reported to a school administrator.
4. Spectators are never allowed to approach a coach or referee during or after a game.
5. Spectators must respect home and away facilities by keeping them clean and following any posted or published rules.
6. Any involvement with the possession, use, or sale of any type of drug, alcohol, tobacco, spice, vape product, or other controlled substance will result in notification to law enforcement and action by the school.
7. Weapons or any other dangerous items are not permitted on campus. Possession of a weapon or any other dangerous item may result in notification to law enforcement and action by the school.
8. Highland Prep wishes to be known as having the character of "Good Sportsmanship" to the athletic community. This means:
    a. Encourage all participants, including players of both teams, all coaches, all officials, and all administrators.
    b. Be positive and avoid harsh words. Take care to see that your comments regarding the players on either team, coaches of either team, or officials are necessary and kind.

c. Show respect and appreciation to opponents.
d. Respect and honor decisions made by coaches and game officials.

9. Obscene cheers, taunting, foul and abusive language, and disrespectful signs have no place in interscholastic athletics. HP will maintain a zero-tolerance policy for profanity, the intent of sounding profane, heckling, derogatory or profane statements, racist remarks, offensive cheers/chants, engaging in physical conflict or other threatening or aggressive behavior towards school personnel, officials, players, coaches, and/or other spectators.
10. AIA Bylaw 16.3.4.1 requires that any adult spectator that has been removed from a contest shall be required to complete the NFHS sportsmanship course and provide a certificate of completion prior to attending future contests. Any subsequent removal of the same spectator shall result in the inability of that spectator to attend contests for the remainder of the season of sport.

In the event that anyone violates the expectations outlined above, Highland Prep West will take any and all necessary action. Violators may be temporarily or permanently prohibited from attending future campus events.

HIGHLAND PREP WEST

ENGLISH LANGUAGE ARTS AND MATHEMATICS COURSE PROFICIENCY REQUIREMENTS

Dear Parent/guardian,

Highland Prep West is proud of our student achievement in preparing all students for a successful transition from secondary to post-secondary education endeavors. Part of the preparation your student receives is through our English Language Arts and Mathematics courses.

Course proficiency requirements in English Language Arts and Mathematics are set to determine if a student has mastered the content specific standards necessary to ensure readiness for next level courses. Proficiency requirements are measured separately from student performance and achievement in the classroom. Proficiency is measured through beginning and end of course tests.

Course tests have been developed to benchmark and measure each student's growth in English Language Arts and Mathematics. Course tests are administered in the following English Language Arts courses: English 1-2, English 3-4, English 5-6, and English 7-8. Course tests are administered in the following mathematics courses: Algebra 1A-1B, Geometry 1A-1B, Algebra 2A-2B, and Pre-Calculus A-B. Course tests in English Language Arts and Mathematics are administered on the fourth day and last day of each quarter.

In accordance with our course descriptions for English Language Arts and Mathematics, a student must score a 60% or higher on the beginning of course test or the end of course test to move to the next level English Language Arts or Mathematics course. For example, a student that scores an 80% on the English 1 course test and a 90% on the English 2 course test is ready to move to English 3-4. A student that scores a 40% on the English 1 course test and a 55% on the English 2 course test is not ready to move to English 3-4. If a student does not score 60% or higher on the course tests, the student will be enrolled in a second credit of the appropriate English Language Arts or Mathematics course. The second credit course is taught using a different curriculum that focuses on instruction and practice in the needed areas of each student enrolled. Upon completion, the student will be issued two credits of the appropriate English Language Arts or Mathematics course. The second credit course does not impact a student's progress toward graduation.

Your student's final grade in English Language Arts and Mathematics courses is based on an evaluation of student work completed and teacher assessment provided in the classroom, not on the results of the course tests. As such, the course test score does not impact a student's grade point average or class rank.

Should you have any questions, please feel free to contact the Principal, Assistant Principal, or Academic Coach at the school.

Sincerely,

Education Team
Highland Prep West

COURSE OFFERINGS/DESCRIPTIONS

Highland Prep West
Course Offerings

English

English 1-2/English 1-2 Honors (1.00 Credit)
Prerequisites: None
This course examines the writing process and the reading process, including reading fluency, comprehension, and literature, informational text, grammar, vocabulary, spelling and research.

English 3-4/English 3-4 Honors (1.00 Credit)
Prerequisites: English 1-2; English 1-2 Course Test Proficiency of 60% or higher
This course integrates the principles of survey literature and composition. Course content combines the study and skill of effective writing for a variety of purposes. Writing exercises emphasize the writing process, research, critical and creative thinking, language skills; and are based on literary models. Literature study introduces literary terminology, critical and analytical reading, and appreciation of literature.

English 5-6/English 5-6 Honors (1.00 Credit)
Prerequisites: English 3-4; English 3-4 Course Test Proficiency of 60% or higher
This course integrates the modes of expository essay writing with the study of American literature. Course content combines the study of literary models of fiction and nonfiction, and the composition skills of exposition. Composition emphasis is on research skills, development of language skills, and multi-paragraph essays. Literary emphasis is on themes and literary movements in America.

English 7-8/English 7-8 Honors (1.00 Credit)
Prerequisites: English 5-6; English 5-6 Course Test Proficiency of 60% or higher
This course integrates writing for a variety of purposes and audiences with literature study. Writing includes a focus on "real world" skills, including expository, communication, research and analysis modes. Universal themes in literature are explored in a variety of fiction, non-fiction, poetry and drama selections. Readings from a broad variety of authors (western civilization, world and English literature, multicultural literature, mythology, science fiction and fantasy literature) are surveyed.

Advanced Placement (AP) English Literature and Composition (2.0 Credits)
Prerequisites: English 3-4
This AP course engages students in the careful reading and critical analysis of imaginative literature. As they read, students consider a work's structure, style, and themes, as well as specific elements such as the use of figurative language, imagery, symbolism, and tone.

Advanced Placement (AP) English Language and Composition (2.0 Credits)
Prerequisites: English 5-6 and/or AP English Literature and Composition
This AP course engages students in becoming skilled readers of prose written in a variety of rhetorical contexts, and in becoming skilled writers who compose for a variety of purposes. Both their writing and their reading should make students aware of the interactions among a writer's purposes, audience expectations, and subjects, as well as the way genre conventions and the resources of language contribute to effectiveness in writing.

Mathematics

Algebra 1/Algebra 1 Honors (1.00 Credit)
Prerequisites: None
This course includes the skills, strategies and vocabulary involved in algebraic problem solving, discrete math, functions and relationships, algebraic representations, data analysis and analysis of change.

Integrated Algebra/Geometry (1.00 Credit)
Prerequisites: None
This course includes the skills and practice of algebraic problem solving and their relationship to geometric principles with an emphasis on graphical, numerical, and symbolic representations of mathematical applications to strengthen understanding of core algebraic and geometric concepts.

Geometry/Geometry Honors (1.00 Credit)
Prerequisite: Algebra 1A-1B; Algebra 1A-1B Course Test Proficiency of 60% or higher
This course includes communicating with the vocabulary and notation of geometry, inductive and deductive reasoning, measurement, coordinate geometry, problem solving and applications of geometric theorems, properties and proofs as well as algorithmic thinking. Students will make connections between geometry, algebra, statistics and number theory.

Algebra 2/Algebra 2 Honors (1.00 Credit)
Prerequisites: Algebra 1A-1B; Geometry 1A-1B; Geometry 1A-1B Course Test Proficiency of 60% or higher
This course extends and applies the concepts of Algebra I and Geometry. The curriculum includes the study of linear and quadratic functions, complex numbers, linear systems, powers, roots and radicals, exponential functions, probability, matrices and summary statistics.

Pre-Calculus (1.00 Credit)
Prerequisite: Algebra 2A-2B; Algebra 2A-2B Course Test Proficiency of 60% or higher
The course provides an introductory understanding of convergence and divergence; contextual problem solving of polynomial, rational, logarithmic, and trigonometric functions; an intuitive understanding of limits and continuity; modeling motion using parametric equations and vectors; and using technology to explore and support conjectures. Students will develop skills to collect, analyze, and draw conclusions from data as well as justify their reasoning and understanding verbally, in writing, and with models.

AP Statistics (2.00 Credits)
Prerequisite: Algebra 2A-2B or Pre-Calculus A-B
This AP course introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. There are four themes in the course: exploring data, sampling and experimentation, anticipating patterns, and statistical inference. Students use technology, investigations, problem solving, and writing as they build conceptual understanding.

MAT 151-College Algebra (1.00 Credit)
Prerequisite: Algebra 2 or Pre-Calculus
This dual enrollment course is a detailed study of the basic concepts of algebra, including first and second degree equations and inequalities, graphs of linear and quadratic functions, conic sections, polynomial functions, exponential functions, logarithmic functions, systems of equations including Gaussian elimination.

MAT 187-Pre-Calculus (1.00 Credit)
Prerequisite: Pre-Calculus or MAT 151 College Algebra
This dual enrollment course is designed for review of those algebraic concepts needed for the study of calculus. The course includes a more thorough study of algebraic and trigonometric functions. The course emphasizes

linear and quadratic equations and inequalities, graphs of linear and quadratic functions, conic sections, polynomial functions, systems of equations, matrices and determinants mathematical induction, trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, and right and oblique triangles.

MAT 220-Caluclus I (1.00 Credit)
Prerequisite: MAT 187 Pre-Calculus
This dual enrollment course is the first of a sequence of three courses combining the subject matter of analytic geometry and calculus. Functions and their graphs are studied with special attention to differentiation, limits, rules and integration using various techniques. Applications of both differentiation and integration are covered.

Math 230-Caluclus II (1.00 Credit)
Prerequisite: MAT 220 Calculus I
This dual enrollment course is the second of a sequence of three courses combining the subject matter of analytic geometry and calculus. Functions and their graphs are studied with special attention to differentiation, limits, rules and integration using various techniques. Applications of both differentiation and integration are covered.

Math 240-Caluclus III (1.00 Credit)
Prerequisite: MAT 230 Calculus II
This dual enrollment course is the third of a sequence of three courses combining the subject matter of analytic geometry and calculus. Functions and their graphs are studied with special attention to differentiation, limits, rules and integration using various techniques. Applications of both differentiation and integration are covered.

Science

Pre-AP Chemistry 1-2 (1.00 Credit)
Prerequisites: None
This Pre-AP course examines scientific investigation through hands on laboratory experimentation and the use of conceptual models. Course topics include properties and composition of substances; qualitative and quantitative relationships and measurements of energy; and products of chemical reactions.

Pre-AP Biology 1-2 (1.00 Credit)
Prerequisite: Chemistry 1-2
The Pre-AP Biology course emphasizes the integration of content with science
practices and powerful reasoning tools that support students in analyzing the natural world around them. Course topics include ecological systems, evolution, cellular systems, and genetics.

Physics 1-2/Physics 1-2 Honors (1.00 Credit)
Prerequisite: Algebra 2
This course presents major topics within the field of mechanics in great detail. It is highly mathematical in nature and maintains a fast pace through topics. Understanding of algebraic representation and graphical analysis of relationships will be especially stressed.

Environmental Science 1-2 (1.00 Credit)
Prerequisites: Chemistry 1-2 and Biology 1-2
This course presents the scientific principles, concepts, and methodologies required to understand the inter-relationships of the natural world and to identify and analyze both natural and man-made environmental problems.

AP Biology (2.00 Credit)
Prerequisites: Biology 1-2
This AP course is a lab course for students to cultivate their understanding of biology through inquiry-based investigations as they explore the following topics: evolution, cellular processes-energy and communication, genetics, information transfer, ecology, and interactions.

AP Chemistry (2.00 Credit)
Prerequisites: Chemistry 1-2
This AP course is a lab course for students to cultivate their understanding of chemistry through inquiry-based investigations, as they explore topics such as: atomic structure, intermolecular forces and bonding, chemical reactions, kinetics, thermodynamics, and equilibrium.

AP Physics 1 (2.00 Credit)
Prerequisites: Chemistry 1-2; Biology 1-2; Algebra 2
This AP course is an algebra-based, introductory college-level physics course. Students cultivate their understanding of physics through inquiry-based investigations as they explore these topics: kinematics, dynamics, circular motion and gravitation, energy, momentum, simple harmonic motion, torque and rotational motion, electric charge and electric force, DC circuits, and mechanical waves and sound.

AP Environmental Science (2.00 Credit)
Prerequisites: Chemistry 1-2 and Biology 1-2
This AP course presents the scientific principles, concepts, and methodologies required to understand the inter-relationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them.

Social Studies

Pre-AP World History 1-2 (1.00 Credit)
Prerequisites: None
This Pre-AP course examines the major cultural, political, social, and economic developments of western cultures from the rise of civilizations to the Industrial Revolution. Primary source documents, the historical method, and research and writing in the discipline of history are emphasized.

U.S History 1-2/U.S. History 1-2 Honors (1.00 Credit)
Prerequisites: World History 1-2
This course examines American History from its pre-Columbian past until the beginning of the Industrial Revolution. Emphasis is placed on reading, writing and critical thinking as well as the differences between primary and secondary literature and how historians string facts together to compose historical narrative.

Government/Government Honors (0.50 Credit)
Prerequisites: U.S. History 1-2
This course examines the American political system, its framework, traditions and values in order for students to develop an enthusiasm for American democracy.

Economics/Economics Honors (0.50 Credit)
Prerequisite: U.S. History 1-2
This course examines the American economic system with an emphasis on micro- and macro-economic issues including the study economic principles and systems, supply and demand, price and competition, business organizations, money and banking, financial literacy and personal finance. ***Economics/Economics Honors meets the financial literacy course requirement for high school graduation.***

AP World History: Modern (2.00 credits)
Prerequisite: English 3-4 and World History 1-2
This AP course will investigate significant events, individuals, developments, and processes in six historical periods from approximately 8000 B.C.E. to the present to make connections among historical developments in different times and places: interaction between humans and the environment; development and interaction of cultures; state building, expansion, and conflict; creation, expansion, and interaction of economic systems; and development and transformation of social structures.

AP United States History (2.00 credits)
Prerequisite: English 3-4 and U.S. History 1-2
This AP course will cover extensive chronological periods and readings from American History on a broad variety of topics such as economic history, cultural and intellectual history, social history, political–constitutional history, and diplomatic history.

AP Psychology (2.00 Credits)
Prerequisites: World History 1-2; US History 1-2
This AP course introduces students to the systematic and scientific study of human behavior and mental processes. Students employ psychological research methods, including ethical considerations, as they use the scientific method, evaluate claims and evidence, and effectively communicate ideas.

AP Microeconomics (2.00 Credits)
Prerequisites: Government and Economics
This AP course provides a thorough understanding of the principles of economics that apply to the functions of individual decision makers, both consumers and producers, within the economic system. The course will emphasize the nature and functions of product markets and includes the study of factor markets and of the role of government in promoting greater efficiency and equity in the economy.

Foreign Languages

Spanish 1 (1.00 Credit)
Prerequisites: None
This course will emphasize conversational Spanish skills and provide students with the linguistic and cultural foundation.

Spanish 2 (1.00 Credit)
Prerequisites: Spanish 1
This course will be in-depth study of Spanish, requiring the student to think in the language. The course will utilize periodicals and other materials to help students become more fluent in the language with an emphasis on grammar and conversation.

Spanish 3 (1.00 Credit)
Prerequisites: Spanish 1
This course will be in-depth study of Spanish, furthering the students understanding of the language by focusing on the three modes of communication: interpretive, interpersonal, and presentational.

AP Spanish Language and Culture (1.00 Credit)
Prerequisite: Spanish 1 and Spanish 2
This AP course emphasizes communication (understanding and being understood by others) by applying interpersonal, interpretive, and presentational skills in real-life situations.

French 1 (1.00 Credit)
Prerequisites: None
This course will emphasize conversational French skills and provide students with the linguistic and cultural foundation.

French 2 (1.00 Credit)
Prerequisites: French 1
This course will be in-depth study of French, requiring the student to think in the language. The course will utilize periodicals and other materials to help students become more fluent in the language with an emphasis on grammar and conversation.

French 3 (1.00 Credit)
Prerequisites: French 1 and French 2
This course will be in-depth study of French, furthering the students understanding of the language by focusing on the three modes of communication: interpretive, interpersonal, and presentational.

German 1 (1.00 Credit)
Prerequisites: None
This course will emphasize conversational German skills and provide students with the linguistic and cultural foundation.

German 2 (1.00 Credit)
Prerequisites: German 2
This course will be in-depth study of German, requiring the student to think in the language. The course will utilize periodicals and other materials to help students become more fluent in the language with an emphasis on grammar and conversation.

Mandarin 1 (1.00 Credit)
Prerequisite: None
This course will cover the fundamentals of Mandarin Chinese, with a focus on communication. Emphasis will be placed upon learning tones, Romanization, and character formation to facilitate study. Students will also acquire a general knowledge of Chinese culture, geography, and history.

Mandarin 2 (1.00 Credit)
Prerequisite: Mandarin 1
This course will provide the opportunity for students to expand their capabilities in speaking, listening, reading, and writing in Mandarin Chinese. A continuation of cultural topics, geography, and history will also be covered.

Mandarin 3 (1.00 Credit)
Prerequisites: Mandarin 1 and Mandarin 2
This course will be in-depth study of Mandarin, furthering the students understanding of the language by focusing on the three modes of communication: interpretive, interpersonal, and presentational.

Latin 1 (1.00 Credit)
Prerequisites: None
This course will emphasize reading and comprehension skills with a focus on translating Latin for conceptual understanding as well as provide students with the linguistic foundation.

Latin 2 (1.00 Credit)
Prerequisites: Latin 1
This course will be in-depth study of Latin, focusing on contextualization and analysis of Latin texts. The course will emphasize literacy in the language.

Science, Technology, Engineering & Math (STEM)

Introduction to Engineering Design (IED) (1.00 Credit)
Prerequisite: None
This course will use 3D solid modeling design software to help them design solutions to solve proposed problems. Students will learn how to document their work and communicate solutions to peers and members of the professional community. This course will include research and analysis, teamwork, various communication methods, global and human impacts, engineering standards and technical documentation.

Principals of Engineering (POE) (1.00 Credit)
Prerequisites: IED and Algebra 2
This course will cover some of the major concepts student will encounter in a postsecondary engineering course of study. Students employ engineering and scientific concepts in the solution of engineering design problems by designing, creating and presenting solutions to various challenges.

Civil Engineering & Architecture (CEA) (1.00 Credit)
Prerequisites: None
This course will require students to complete long-term projects that involve the development of property sites. As students learn about various aspects of civil engineering and architecture, they apply what they learn to the design and development of a property. Students work in teams, exploring hands-on activities and projects to learn the characteristics of civil engineering and architecture. In addition, students use 3D design software to help them design solutions to solve major course projects.

Aerospace Engineering (AE) (1.00 Credit)
Prerequisites: None
This course will explore the fundamentals of atmospheric and space flight, learning the physics of flight and basic orbital mechanics using industry-standard software. Students will learn by designing airfoils, propulsion systems, rockets and robotic systems.

Digital Electronics (DE) (1.00 Credit)
Prerequisites: None
This course will study the electronic circuits used to process and control digital signals, represented by two discrete voltages or logic levels. The major focus of the course is to expose students to the design process of combinational and sequential logic design, teamwork, communication methods, engineering standards, and technical documentation.

Engineering Design & Development (EDD) (1.00 Credit)
Prerequisites: POE and Algebra 2; 12th Grade Student
This capstone course allows students to design a solution to a technical problem of their choosing. Students will work in teams to research, design, test, and construct a solution to an open-ended engineering problem. The team presents and defends their solution to a panel of outside reviewers at the conclusion of the course. The use of 3D design software helps students design solutions to the problem their team has chosen.

Cybersecurity (CSC) (1.00 Credit)
Prerequisites: None
This course will study the field of cybersecurity through problem-based learning, where students role-play as cybersecurity experts and train as cybersecurity experts do. The major focus of the course is to give students a broad exposure to the many aspects of digital and information security, while encouraging socially responsible choices and ethical behavior. The course examines personal, system, network, and applied cybersecurity.

AP Computer Science Principles (2.00 credits)
Prerequisite: IED and POE
This AP course offers a multidisciplinary approach to teaching the underlying principles of computation. The course will introduce students to the creative aspects of programming, abstractions, algorithms, large data sets, the Internet, and computing impacts. The course provides students the opportunity to use current technologies to create computational artifacts for both self-expression and problem solving.

Principles of Biomedical Science (PBS) (1.00 Credit)
Prerequisites: None
This course will study the concepts of biology and medicine as they relate to the roles of different medical professional used to solve real-world problems. Students are challenged in various scenarios including investigating a crime scene, diagnosing and proposing treatment to patients in a family medical practice, tracking and containing a medical outbreak at a local hospital, stabilizing a patient during an emergency, and collaborating to with others to design solutions to local and global medical problems.

Fine Arts

Beginning Band/Beginning Strings (0.50 Credit)
Prerequisites: None
This course will cover how to read music and perform with competence with an emphasis on basic musical skills and technical skills based on individual instruments. Students will have an opportunity to audition for performance ensembles at the school. Students will be expected to rent instruments and purchase a method book.

Advanced Band/Advanced Strings (0.50 Credit)
Prerequisites: Beginning Band
This course is a continuation of the beginning band course. Students will learn the basic techniques for playing various types of music. Students in this course participate in performance ensembles at the school. Students will be expected to rent instruments and purchase a method book.

Honors Band (1.00 Credit)
Prerequisites: Beginning and Advanced Band
This course is an advanced study of band. Students will further their development of musical expression through independent works and performance on the instruments of their choice. Students will be expected to provide their own instruments for the course.

Beginning Choir (0.50 Credit)
Prerequisites: None
This course will teach proper vocal production, self-confidence, and self-discipline. Students will learn to sight-read music as well as learn basic music theory. Students will have the opportunity to audition for performance ensembles at the school.

Advanced Choir (0.50 Credit)
Prerequisites: Beginning Choir
This course is a continuation of the beginning Choral course. Students will continue to develop their reading and vocal skills. Students in this course participate in performance ensembles at the school.

Honors Choir (1.00 Credit)
Prerequisites: Beginning and Advanced Band
This course is an advanced study of choir. Students will further their development of musical expression through independent works and performance in the genre of their choice.

Beginning Visual Arts (0.50 Credit)
Prerequisites: None
This course will cover the foundations and visual language of art while exploring all types of media and creating projects in drawing, painting, and sculpture. A $25 fee will be charged for this course.

Advanced Visual Arts (0.50 Credit)
Prerequisites: Beginning Visual Arts
This course is a continuation of the beginning visual arts course. Students will further enhance their artistic expression through various techniques and art mediums including drawing, painting, clay sculpture, and printmaking. A $25 fee will be charged for this course.

Studio Art 1-2 (1.00 Credit)
Prerequisites: Beginning and Advanced Visual Arts
This course is an advanced study of visual arts. Students will further their development of artistic expression through independent works using various techniques and art mediums including drawing, painting, clay sculpture, and printmaking. A $25 fee will be charged for this course.

Beginning Drama and Production (0.50 Credit)
Prerequisites: None
The course will include instruction in acting through study of dramatic literature and its social/historical context, and through the application of vocal and movement techniques for effective communication as well as the art of stagecraft including rigging, lighting, sound, make-up, costume design and construction. Students will have the opportunity to audition for performance ensembles at the school.

Advanced Drama and Production (0.50 Credit)
Prerequisites: Beginning Drama and Production
This course is a continuation of the beginning drama and production course. Students will learn detailed techniques of acting along with practical application of techniques such as producing and directing theatrical productions. Students in this course participate in performance ensembles at the school.

Physical Education

Health 1-2 (1.00 Credit)
Prerequisites: None
This course will introduce students to the many aspects of physical and mental health. The course topics will include nutrition, exercise and fitness; disease and substance abuse prevention; and positive mental health education. Students will learn to assess their own physical and mental health levels in order to evaluate individual needs.

Physical Education 1-2 (1.00 Credit)
Prerequisites: None
This course will teach students how to apply the components of health-related fitness, proper nutrition and physiology. Students will participate in individual and team sports, and fitness activities, which will include cardiovascular activities, resistance training, and individual fitness assessments.

Strength & Conditioning 1-2 (1.00 Credit)
Prerequisites: None
This course is designed to give students the opportunity to learn fitness concepts and conditioning techniques used for obtaining optimal physical fitness. Students will benefit from comprehensive weight training and cardiorespiratory endurance activities. Students will learn the basic fundamentals of strength training, aerobic training, and overall fitness training and conditioning.

Weight Training 1-2 (1.00 Credit)
Prerequisites: None
This course is designed to give students the opportunity to improve muscular strength, endurance, and flexibility through core lifting. Course components include weight room safety, warm-up and cool down procedures, lifting techniques and safety, major muscle identification, and individual goal setting.

Electives

Art History 1-2 (1.00 Credit)
Prerequisites: World History
This course is a study of art as a means of examining the way other people have seen the world. The course covers art and it implications from ancient cultures and the medieval era through the ages of global conflict and post-colonialism.

Geography 1-2 (1.00 Credit)
Prerequisites: None
This course is a study of the world's peoples, places, and environments, with a focus on world regions. Particular emphasis is placed on the students' understanding and applying of geographic concepts and skills to their daily lives.

Psychology 1-2 (1.00 Credit)
Prerequisites: Government & Economics
This course is a beginning study of the subject of psychology. Some of the topics covered include the principles of learning, types of personality, understanding human behavior, patterns of behavior, emotional and behavioral adjustments, group influences, and psychology and society.

Sociology 1-2 (1.00 Credit)
Prerequisites: Government & Economics
This course is a beginning study of the subject of human relationships. Some of the topics covered include the family, social groups, minorities, propaganda, education, and rural and urban problems.

Media & Technology (1.00 Credit)
Prerequisites: None
This course explores the use of word, pictures, and sounds in multimedia communication. The course covers message design (both content and presentation), visual and sound media (recording, editing, formatting) and all of the stages of production from concept to delivery.

Digital Art & Design (1.00 Credit)
Prerequisites: None
This course explores the art of photography and cinematography in a digital format with an emphasis on the creative process of art production and principles of style and design.

Drafting & Design (1.00 Credit)
Prerequisites: None
This course explores the drafting and design industry. Some of the topics covered include small working drawings, pictorials, and diagrams of mechanical subjects.

3D Drafting & Design (1.00 Credit)
Prerequisites: Drafting & Design
This course explores the drafting and design of three dimensional solid models, assemblies, drawings and renderings of mechanical subjects.

Entrepreneurship 101 (1.00 Credit)
Prerequisites: 12th Grade Student
This course explores the topics of innovation, problem and solution identification, customer and idea exploration, funding, company formation and intellectual property, market testing and iteration, and market readiness and scaling in an entrepreneurial setting.

AP Business with Personal Finance (1.00 Credit)
Prerequisites: 11th and 12th Grade Student
This course explores the business disciplines of entrepreneurship, marketing, finance, accounting, and management through real-world business application, case studies, and project-based learning. In addition, students learn and apply all the National Standards for Personal Financial Education created by the Council for Economic Education and the Jump$tart Coalition for Personal Financial Literacy.

Senior Internship (1.00 Credit)
Prerequisites: 12th Grade Student
This course will expose students to STEM fields through professionals from local industries who supplement the real-world aspect of the curriculum through mentorships and workplace experiences. Students will have the opportunity to participate in internships to confirm career choices and acquire a realistic understanding of the workplace.

Welding & Fabrication (1.00 Credit)
Prerequisites: None
This course introduces students to the fundamentals of welding and metal fabrication. Students will study workplace and equipment safety, blueprint reading, metallurgy, and joint design while developing hands-on proficiency in core welding processes. Through project-based instruction, students build the technical skills, precision, and craftsmanship required for entry into postsecondary training and high-demand careers in manufacturing and fabrication.

Aviation Academy (1.00 Credit)
Prerequisites: None
This course is offered in partnership with Embry-Riddle Aeronautical University and provides students an introduction to the science of aviation and the fundamentals of flight. Through the Embry-Riddle ASCI 121/121L curriculum, students earn six college credits while exploring aerodynamics, aircraft systems, navigation, meteorology, airspace, and the principles of aeronautical decision-making. Students apply their learning through hands-on flight training on a Redbird FMX full-motion flight simulator, building a foundation for further study and careers in aviation, aerospace, and the broader field of flight.

Highland Prep West
2026-2027 Academic Calendar

July — 0

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August — 16

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September — 21

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October — 2 — 15

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November — 17

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December — 14

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January — 19

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February — 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March — 5 — 12

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April — 22

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May — 20

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

First Day of Quarter | Finals/Last Day of Quarter | Holiday/Break | Graduation

First Quarter			Days 39
August	10	First Day - First Quarter	
September	07	Labor Day	
October	02	Last Day - First Quarter	
October	05-09	Fall Break	

Second Quarter			Days 46
October	12	First Day - Second Quarter	
November	11	Veterans Day	
November	25-27	Thanksgiving	
December	18	Last Day - Second Quarter	
Dec / Jan	21-01	Winter Break	

Third Quarter			Days 43
January	04	First Day - Third Quarter	
January	18	Martin Luther King Day	
February	15	Presidents Day	
March	05	Last Day - Third Quarter	
March	08-12	Spring Break	

Fourth Quarter			Days 54
March	15	First Day - Fourth Quarter	
March	26	Spring Holiday	
May	26	Graduation	
May	28	Last Day - Fourth Quarter	
		Instructional Days	182

School Events	
August	Parent Academy
September	Fall STEM Night / Open House
February	Spring STEM Night / Open House

Teacher Start/End Dates		
July	03	Teachers Start Date
June	04	Teachers End Date

In-service - No Students	Days
All Staff In-service	5

Early Release Days - 1:30 pm	Days
Professional Learning Community (PLC)	28
Teacher In-service/Work/Grades	4

Student Coursework Testing Days	Days
Progress Reports	4
*Finals	4
*Finals/Last Day of Quarter	4

Blackout/Mandatory Attendance Dates

Sep/Oct	28-02	March	01-05
December	14-18	May	24-28

See Student Handbook

State Testing Dates

Please see Assessment Calendar available on Canvas.
HPW School Calendar will be modified to accommodate State Testing Calendar.

Special Dates

40th Student Day -	October	12	2026
100th Student Day -	January	25	2027

PARENT/GUARDIAN STUDENT ACKNOWLEDGEMENT

Dear Parent/Guardian,

It is very important that you and your student review this handbook thoroughly, so you understand the beliefs, guidelines and policies of Highland Prep West. This page acknowledges that you and your student have read this handbook. This page will remain a part of your student's permanent student record.

We are looking forward to an outstanding year of exciting learning, exploration and fun. If you have any questions, please call us.

Sincerely,

The Staff at Highland Prep West

I verify that I have read this handbook and understand and will abide by the policies set forth within.

_____	_____	_____
Student Name	Student Signature	Date

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date