



Highland High School

Back to School Guide

2024-2025

Step-By-Step Packet

Carefully read and follow the step-by-step directions to ensure student schedules are complete, class fees are paid and optional items (yearbook and parking) have been purchased early to save money. Payments can be made online using the Infinite Campus Parent Portal, under *InTouch Payments*. Student fees and purchases can only be paid through a parent portal account. All fees must be paid in full. Unpaid class fees may result in schedule adjustments prior to the start of school.

STEP 1 – WELCOME LETTER

STEP 2 – STUDENT SCHEDULES

STEP 3 – SCHEDULE CHANGE INSTRUCTIONS

STEP 4 – PARKING PERMIT

STEP 5 – PAYMENTS (Fees & Purchases)

Dear Highland Families,

Welcome to the 2024-2025 school year! I hope you have had a great summer break so far, we are excited to welcome you back to campus on Tuesday, July 23rd for our first day of school. We look forward to a year filled with all the things that make Highland a great place to be - dances, pep assemblies, concerts, games, performances, and club activities. We hope you will come ready to dive in and get involved!



Prior to the start of the school year the campus will be open from 3:00 pm -5:00 pm on Thursday, July 18th, and again on Friday, July 19th for students to walk schedules. Counselors and teachers will not be available on either day.

Freshman orientation is a great opportunity for our incoming 9th grade students to familiarize themselves with the campus, meet some of their teachers, and connect with our Link Crew leaders. Orientation will be held on July 15th and July 16th in the HHS gym. The schedule overview is below and detailed information is included in this packet.

Freshman Orientation Info: Monday, July 15th or Tuesday, July 16th

The orientation will be split by last names beginning with:

A-L attend on July 15th, 8 am - 11:30 am

M-Z attend on July 16th, 8 am - 11:30 am

***Orientation will start at 8:00 am PROMPT**

*****Marching Band students will attend an alternate orientation as scheduled by Ms. Bock.***

Another item to be aware of is we are extending the amount of time before school starts for students to make schedule change requests due to enforcing the procedure of waiting to make a level change until the end of the first grading period, at the end of 4.5 weeks. Once the school year starts, students who wish to make a level change can initiate an [Academic Success Plan](#) at any given time, in the first or third quarter. However, the change won't be made until after the first grading period in each semester. Level change requests will also not be honored after the first quarter or third quarter (this has always been our standard practice). We want students who initially challenged themselves to enroll in rigorous coursework to remain committed to their choice. In order to support student choice, we view this as an opportunity to establish a relationship with the teacher, and peers in the class, and gain specific skills before deciding that the placement is incorrect.

In addition, if your 12th grader is credit deficient, and at risk of graduating on time, your student will have to take credit recovery courses in person through CFS classes and take initial credit courses in person. Once credit deficient students are back on track, they may be eligible for early release. A more detailed letter is being sent out separately for those students.

Another reminder about ID badges: Every student must wear their ID Badge at all times while on campus. ID Badges must be **visibly worn** on the outside of all student clothing. Thank you for your continued understanding and support for one of our many security provisions to help keep Highland safe.

In the meantime, please follow us on Instagram @highland.hawks or on Facebook to stay connected to the campus happenings and updates. Please get back into the habit of opening your HHS emails as we will be sharing weekly Parent Newsletters with important information. Enjoy the remainder of your summer and we'll see you in a few short weeks!

Regards,

Brian Yee, Principal of Highland High School

Schedule changes must be submitted by July 17, 2024
Payments (other than parking permit) due by July 23, 2024

STEP 2 – STUDENT SCHEDULES

The master schedule is built on student requests from spring registration. Our counseling department spends a great deal of time each year, from January to May, meeting with students, teachers, parents and collaborating with our feeder junior highs to ensure that each student chooses courses that best fit their academic needs and goals. Creating a robust master schedule based on the specific needs and goals, while offering a multitude of academic programs for a student body of 3,200 students is a complex and delicate balance. Other key components that impact the master schedule are facility/room limitations and teacher content specific certifications. Due to these influential components, are reasons as to why we have to limit our requests for schedule changes so close to the beginning of the school year.

At Highland High School, we do our best to ensure that our students receive their requested courses or noted alternatives. We realize, however, that there are still circumstances that may allow for a schedule change. Answer the questions below to see if you are eligible for a schedule change. Please keep in mind, at this point, we do not make changes for switching lunch hours, switching teachers, or changing electives that were not requested initially during course registration.

Student schedules will be available to view on Infinite Campus portal at 8 am. on **July 8th, 2024**. If you do not have an Infinite Campus login, please visit the HHS website and follow the instructions under HHS Information.

Alternative classes may be listed due to the following reasons:

- student did not meet the course prerequisite
- course availability restrictions (ex. A hour class did not make, class is full)
- unavoidable conflict(s) in the student's schedule
- staffing availability

If you would like to request a **schedule change**, answer these questions:

- ✓ Is my schedule missing a period during the day?
- ✓ Am I missing a course I need for graduation?
- ✓ Am I missing a lunch period? (Lunch hours will not be changed)
- ✓ Do I have a course listed on my schedule that I took over the summer?

If you answered **YES** to any of the questions above, the schedule can be considered for a change. Follow the Schedule Change instructions below. If no change is needed, skip to Step 5 *Payments*.

Last, we are extending the amount of time before school starts for students to make schedule change requests due to enforcing the procedure of waiting to make a level change until the end of the first grading period, at the end of 4.5 weeks. Once the school year starts, students who wish to make a level change can initiate an [Academic Success Plan](#) at any given time, in the first or third quarter. However, the change won't be made until after the first grading period in each semester. Level change requests will also not be honored after the first quarter or third quarter (this has always been our standard practice). We want students who initially challenged themselves to enroll in rigorous coursework to remain committed to their choice. In order to support student choice, we view this as an opportunity to establish a relationship with the teacher, and peers in the class, and gain specific skills before deciding that the placement is incorrect.

STEP 3 – SCHEDULE CHANGE INSTRUCTIONS

1. Complete the form located in the blue link below, according to the beginning of your last name, by July 17, 2024. Please **DO NOT** submit more than once for the same schedule change.
2. An email will be sent indicating your change in schedule. Please check Infinite Campus for your updated schedule.

Schedule Change Forms

[Request for Schedule Change: A - ARC \(Anderson\)](#)

[Request for Schedule Change: ARE - COP \(Van Holten\)](#)

[Request for Schedule Change: COR-GRI \(Nyswaner\)](#)

[Request for Schedule Change: GRO- LE \(Gorton\)](#)

[Request for Schedule Change: LI-PAP \(Rios\)](#)

[Request for Schedule Change: PAR-SOK \(Horrocks\)](#)

[Request for Schedule Change: SOL-Z \(McMahan\)](#)

STEP 4 – PARKING PERMIT

We are limited to a specific number of parking spaces which will be distributed on a first come, first serve basis. Parking permits are limited to Juniors and Seniors **ONLY**. Priority will go to those Seniors who submit their completed Parking Permit Registration form by the due date. Any remaining permits will go to Juniors who have completed their Parking Permit Registration form by the due date. The following are directions to apply for a parking pass:

Complete the online Parking Permit Application by July 14, 2024, located in the blue link below. Submitting an application form online indicates acceptance of parking information and rules. Filling out the form does not guarantee a parking space for the 2024-2025 school year, however, the form needs to be filled out in order to be eligible for a parking spot. You will be notified via school email by July 16, 2024, regarding your parking application. The parking registration fee will be assessed through the Infinite Campus parent portal. Parking permits must be purchased through the parent portal in Infinite Campus to pick up your parking permit. Please bring your driver's license with you to claim your parking permit on your scheduled day (see next page).

[Parking Permit Application](#)

If Parking Permits sell out, you will be notified and placed on a waiting list. As of July 24, 2024, you will no longer be able to apply for a parking permit online. We will, however, still accept paper registration forms throughout the school year. Parking Permit registration forms are available in the Bookstore.

Payment for parking permits can be made online once you have been notified by email. If payment is not made by Friday, August 2nd, the student will be put on the waiting list.

If parking permits are not picked up by the end of the first full week of school, the permit will be released on August 9, 2024. Students are eligible for a full refund for the parking permit up until September 27, 2024. Parking is a privilege, not a right. Please ensure parking rules and

information have been read and understood.

Parking Permit Pick-up Schedule

Seniors and Juniors may pick up their **prepaid** permits in the Bookstore according to the following schedule:

<u>Date</u>	<u>Time</u>	<u>Alpha Split</u>
Thursday, July 18, 2024	9:00 a.m. – 1:00 p.m.	A – L
Friday, July 19, 2024	9:00 a.m. – 1:00 p.m.	M – Z
Monday, July 22, 2024	9:00 a.m. – 1:00 p.m.	Make-Up

NOTE: Due to a limited number of parking spaces, Freshman and Sophomore students are not eligible for parking permits. There are no exceptions.

STEP 5 – PAYMENTS (Fees & Purchases)

To make a payment for your student at HHS, please follow online payment directions to ensure your child's fees are paid correctly. Unpaid fees could result in a child being removed from the class(es). All fees and purchases must also be paid in full, no partial payments will be accepted. Click [here](#) for access to Parent Portal or to set up a Parent Portal account.

Credit/Debit Card Payments:

Online payment is preferred. This method of payment ensures that payments will be processed in a timely manner. Debit/Credit Card purchases must be made through the Infinite Campus Parent Portal under *InTouch Payments*. All fees must be paid in full to reserve classes.

Optional Purchases are as follows:

Parking Permit – Parking is strictly limited to Juniors and Seniors due to space availability. *Unpaid parking permits will not be held.*

Yearbooks are on sale NOW! Order online through [Varsity Yearbook](#)

Make sure you get a yearbook with early bird pricing:

July 1 - July 23 - **\$75**

July 24- Jan. 1 - \$80

Jan. 2 - March 9 - \$85

March 10 - end of school - \$90

Create and submit your senior tribute ad [here](#).

1/8 page ad=\$40

1/4 page ad=\$80

1/2 page ad=\$200

full page ad=\$350

Senior Pictures-

Senior ID pictures are Monday, July 29 and Tuesday, July 30th. Senior portraits must be taken at LouCoopey/All Pro Photography studios if they wish to be in the yearbook. Students will have an opportunity on October 24th to have portraits taken at Highland. Emails have been sent with information. Go to www.loucoopey.com to schedule a session.

ALL course fees and any optional charges MUST be paid in full to receive the items.

SPECIAL NOTES

✓ **Freshman Orientation**

Please see the attached flier regarding our exciting Link Crew program. The following will be sold during orientation: PE shirts (\$15.00) & shorts (\$15.00). PE HHS drawstring bags are sold separately for \$12.00. Pre-purchase your PE uniforms and Highland Hawk gear through the [website](#). Pick up for orders will be at the Spirit Store starting 7/25 from 8 am -1 pm. Orders placed after July 22 will be available 48 business hours after purchase. Normal store hours start on July 23, 7 am- 12:30 pm, M, T, Th, F, and Wed 7 am-11:50 am. Debit/Credit card accepted. We do not accept American Express.

✓ **First Day of School**

Tuesday, July 23, 2023. School starts at 7:30 AM.

✓ **Curriculum Night/Open House**

Thursday, August 8th, 2024, from 6:00 to 7:30 PM. More information to come.

✓ **ID Photos/Cards, Locks & PE Clothes**

Locks (\$7) are sold daily in the Bookstore or Spirit Store. ID Photos will be taken the first few weeks of school to allow for HHS Student ID's to be distributed. PE shirts (\$15.00) and shorts (\$15.00) are sold in the Spirit Store during the first week of school. HHS drawstring bags may be purchased separately for \$12.00.

✓ **Bell Schedules** Please check out our bell schedules, located at the back of this packet.



Welcome to our Highland High Family Class of 2028!

We are very excited that your child will be attending Highland High School, and we look forward to meeting them on Orientation Day! As you may know, our school participates in the nationwide Link Crew Program. The organization's sole purpose is to help freshmen feel more comfortable as well as help them achieve success in their first year of high school.

The Link Crew freshman transition program is designed to both welcome and support freshmen by connecting sophomore, junior, or senior Link Leaders with our incoming freshman class. Our Link Leaders are hand selected from a large pool of applicants that have met specific qualifications. Our leaders are responsible, demonstrate positive leadership qualities, and ultimately are great role models for all students on campus.

The following are important dates for you and your student(s). Please make sure your freshman can attend the date assigned to their last name. We will have Link Leaders waiting to meet your student on the assigned day. If your student needs to change days or will not be able to attend on their day, please contact us at the emails below.

Freshman Orientation is located in the Main Gym: (drop-off in student lot on Hawk Drive):

Freshman Orientation Info: Monday, July 15th or Tuesday, July 16th

The orientation will be split by last names beginning with:

A-L attend on July 15 8 am-11:30 am

M-Z attend on July 16 8 am-11:30 am

****Marching Band students will attend an alternate orientation as scheduled by Ms. Bock.***

***Orientation will start at 8:00 am PROMPT**

- 1) Please do NOT bring backpacks, purses, or other like items as the day is quite active.
- 2) Because the day is active, please make sure that your child wears comfortable clothing that does not restrict movement. We will be sitting on floors and moving around - mini skirts or short shorts are not advisable.

This is a **student-only function** and we highly encourage you to allow your child to attend on his or her own. We are very sensitive to the fact that this transition is a big step for some parents. We strive to make sure your student has a positive experience and returns home happy!

If your student has special needs that may require support, please contact us (at the emails below) and inform us of the accommodations needed or suggestions to help your student have a successful day.

If you'd like to purchase PE uniforms and Hawk Gear ahead of time for pick-up after orientation, please visit the following link for our HHS Spirit Store: [QR Code/Site Link](#) (Sample sizes available in front office all summer!)

If necessary, student chromebooks will be available for pick-up in the Commons during/after orientation. In order to pick up chromebooks families must have returned their previous chromebook, completed all technology release forms in Infinite Campus, and show an ID.

We look forward to meeting your child on orientation day! Please don't hesitate to contact us if you have questions, comments or concerns. We are excited to have your student "Linked" into Highland. Welcome to the Hawk Fam!

Your Link Crew Coordinators,

James Zuccaro

Link Crew Faculty Co-sponsor

james.zuccaro@gilbertschools.net

Will McPherson

Link Crew Faculty Co-sponsor

william.mcpherson@gilbertschools.net



BUY A HIGHLAND HS YEARBOOK AND SENIOR AD TODAY!

ORDER YOUR YEARBOOK

Yearbooks may be pre-ordered through three different avenues:

1. In person at the Highland bookstore
2. Through the district infinite campus website:
<https://gilbertaz.infinitecampus.org/campus/portal/parents/gilbert.jsp>
3. Through the Varsity Yearbook website:

The link for the website is below.

<https://www.yearbookordercenter.com/?event=general.displayLanding&jobnumber=26294>

The school code for the Varsity yearbook order center is 26294.

July 1 - July 23 - \$75

July 24- Jan. 1 - \$80

Jan. 2 - March 9 - \$85

March 10 - end of school - \$90 -Limited Supply

For the best price, order by July 23. To guarantee a book, order by March 9.

CREATE AND SUBMIT YOUR SENIOR AD

Senior ads are created and paid for on the Varsity Yearbook website.

Link below:

<https://www.yearbookordercenter.com/?event=general.displayLanding&jobnumber=26294>

The school code for the Varsity yearbook order center is 26294.

$\frac{1}{8}$ page ad=\$40

$\frac{1}{4}$ page ad=\$80

$\frac{1}{2}$ page ad=\$200

full page ad=\$350

*Prices for senior ads will increase after Dec. 1. To guarantee a senior ad space in the yearbook, submit your ad by Dec. 1.

HIGHLAND HIGH SCHOOL BELL SCHEDULES

REGULAR			
PERIOD	Start Time	End Time	Duration
A	6:30 AM	7:25AM	55
1	7:30 AM	8:29 AM	59*
*Announcements & Moment of Silence			
2	8:34 AM	9:28 AM	54
3	9:33 AM	10:27 AM	54
4	10:32 AM	11:25 AM	53
Lunch/Class			
5	11:30 AM	12:23 PM	53
Lunch/Class			
6	12:28 PM	1:22 PM	53
7	1:27 PM	2:20 PM	53

EARLY RELEASE			
PERIOD	Start Time	End Time	Duration
A	6:30 AM	7:25AM	55
1	7:30 AM	8:10 AM	40*
*Announcements & Moment of Silence			
2	8:15 AM	8:55 AM	40
RST	9:00 AM	9:35 AM	35
Advisory – Rise & Soar Time			
3	9:40 AM	10:20 AM	40
4	10:25 AM	11:05 AM	40
Lunch/Class			
5	11:10 AM	11:50 AM	40
Lunch/Class			
6	11:55 AM	12:35 PM	40
7	12:40 PM	1:20 PM	40

ASSEMBLY SCHEDULE			
PERIOD	Start Time	End Time	Duration
A	6:30 AM	7:25AM	55
1	7:30 AM	8:15 AM	45
2	8:20 AM	9:05 AM	45
3A*	9:10 AM	10:05 AM	55
3B*	10:05 AM	11:00 AM	55
*Pledge & Moment of Silence			
4	11:05 AM	11:50 AM	50
Lunch/Class			
5	11:55 AM	12:40 PM	45
Lunch/Class			
6	12:45 PM	1:30 PM	45
7	1:35 PM	2:20 PM	45

HALF DAY RELEASE			
PERIOD	Start Time	End Time	Duration
A	6:30 AM	7:25AM	55
1	7:30 AM	8:03 AM	33*
*Announcements & Moment of Silence			
2	8:08 AM	8:36 AM	28
3	8:41 AM	9:09 AM	28
4	9:14 AM	9:42 AM	28
5	9:47 AM	10:15 AM	28
6	10:20 AM	10:48 AM	28
7	10:53 AM	11:20 AM	27





Gilbert Public Schools

Dress Code Expectations

Gilbert Public Schools supports dress standards that ignite a culture of learning and well-being. Students are expected to dress in a manner that is appropriate for the school day or for any school-sponsored event. Dress standards will be applied consistently and enforcement of these standards will minimize the loss of educational time.

General requirements

- Student ID Badges are required to be worn and visible.
- Clothing must include a top and a bottom (such as pants, skirt, shorts or the equivalent), or a one-piece outfit (such as a dress or jumpsuit).
- Clothing must cover all private body parts and must not be see-through.
- Tops and one-piece outfits must be secured with material at the shoulders or neck.
- Clothing may not cover a student's face to the extent that the student is not identifiable (except clothing worn for health and safety, medical, or religious purposes).
- Footwear such as shoes, sandals or boots shall be worn in the school buildings at all times, and must be both safe and non-destructive to school property.
- All headwear must allow the face to be visible and not interfere with the line of sight to any student or staff (except clothing/headwear worn for health and safety, medical or religious purposes).

Prohibited apparel and items

Students are not permitted to wear clothing, jewelry, or personal items that:

- Substantially disrupt the learning process
- Contribute to a hostile or intimidating environment
- Advocate, promote, or communicate
 - Violence or acts of terror
 - Criminal activity
 - Pornography or sexual references
 - Use of drugs or alcohol
 - Profanity
- Use or depict hate speech or symbols
- Threaten the health or safety of any other student or staff member

For additional information, please visit policy JICA or the GPS Elementary and Secondary Student Handbooks.