

Williams Field High School

General Information

Business hours of operation: We will be open for business Monday through Friday, from 7:20 a.m. to 3:30 p.m. daily, except scheduled holidays and school breaks. Students should go to the main office for official business, or when requested to do so. The office will handle all telephone calls, parent requests, bulletins, letters sent home, attendance, tardiness, dismissals, student records, insurance, fees, and accident forms. Personal messages, packages, balloons, etc. are not part of the educational environment and should not be brought to school. These messages and items will not be delivered to students during class time, except in emergency situations.

Please don't forget to sign up for e-alert. You will automatically receive emails containing news and events from WFHS and the district. To sign up for e-alert, please visit www.husd.org and click on the About HUSD link.

Important Telephone Numbers

Administration

Information/Reception-----	(480) 279-8000
Principal-----	(480) 279-8013
Asst. Principal/Educational Services-----	(480) 279-8018
Assistant Principal/Athletics & Activities-----	(480) 279-8017
Dean of Students-----	(480) 279-8025
School Secretary-----	(480) 279-8013
Activities & Athletics-----	(480) 279-8017
Attendance Line-----	(480) 279-8019
Cafeteria-----	(480) 279-8020
Counseling-----	(480) 279-8018
Health Office-----	(480) 279-8015
Registrar-----	(480) 279-8012
District Transportation-----	(480) 279-7130
Fax Number-----	(480) 279-8005

Williams Field High School Calendar 2011-2012

August 8	First Day of School
August 31	Early Release – Prof. Dev.
September 5	Labor Day – No School
September 28	Early Release – Prof. Dev.
October 10-14	Fall Break – No School
October 17	No School – Prof. Dev.
October 25-27	AIMS Testing
November 11	Veteran’s Day – No School
November 23	Early Release
November 24-25	Thanksgiving – No School
November 30	Early Release – Prof. Dev.
December 21-22	Final Exams – Early Release
December 26-30	Winter Break – No School
January 2-6	Winter Break – No School
January 9	School Resumes
January 16	Martin Luther King Jr. Day No School
January 25	Early Release – Prof. Dev.
February 20	Presidents Day – No School
February 28-29	AIMS Testing
March 6-7	AIMS Make-up Testing
March 12-16	Spring Break – No School
March 19	No School – Prof. Dev.
April 6	Spring Holiday – No School
April 10-11	AIMS/Stanford 10 Testing
April 17	AIMS Make-up Testing
April 25	Early Release – Prof. Dev.
May 21-22	Senior Final Exams
May 23-24	Final Exams – Early Release
May 23	Graduation
May 24	Make-up Final Exam Day; Last Day of School-Early Rel.

** Dates subject to change

Williams Field High School Bell Schedules 2011-2012

Monday – Thursday – A Schedule

A Hour 6:20 – 7:15 a.m.
1st Hour 7:20 – 8:15 a.m.
2nd Hour 8:20 – 9:15 a.m.
3rd Hour 9:20 – 10: 20 a.m.
Lunch 10:20 – 10:50 a.m.
4th Hour 10:55 -11:55 a.m.
BH Period 12:00 – 12:30 p.m.
5th Hour 12:35 – 1:30 p.m.
6th Hour 1:35 – 2:30 p.m.

Monday – Thursday – B Schedule

A Hour 6:20 – 7:15 a.m.
1st Hour 7:20 – 8:15 a.m.
2nd Hour 8:20 – 9:15 a.m.
3rd Hour 9:20 – 10: 20 a.m.
4th Hour 10:25 – 11:25 a.m.
Lunch 11:25 – 11:55 a.m.
BH Period 12:00 – 12:30 p.m.
5th Hour 12:35 – 1:30 p.m.
6th Hour 1:35 – 2:30 p.m.

Friday – A Schedule

A Hour 6:20 – 7:15 a.m.
1st Hour 7:20 – 8:20 a.m.
2nd Hour 8:25 – 9:25 a.m.
3rd Hour 9:30 – 10:45 a.m.
Lunch 10:45 – 11:15 a.m.
4th Hour 11:20 a.m. – 12:20 p.m.
5th Hour 12:25 – 1:25 p.m.
6th Hour 1:30 – 2:30 p.m.

Friday – B Schedule

A Hour 6:20 – 7:15 a.m.
1st Hour 7:20 – 8:20 a.m.
2nd Hour 8:25 – 9:25 a.m.
3rd Hour 9:30 – 10:45 a.m.
4th Hour 10:50 – 11:50 a.m.
Lunch 11:50 a.m. – 12:20 p.m.
5th Hour 12:25 – 1:25 p.m.
6th Hour 1:30 – 2:30 p.m.

Early Release Schedule

A Hour 6:20 – 7:15 a.m.
1st Hour 7:20 – 7:57 a.m.
2nd Hour 8:02 – 8:42 a.m.
3rd Hour 8:47 – 9:24 a.m.
4th Hour 9:29 – 10:06 a.m.
5th Hour 10:11 – 10:48 a.m.
6th Hour 10:53 – 11:30 a.m.



Graduation Requirements

Class of 2012 Credits & Requirements

<u>Curriculum</u>	<u>Standard</u>	<u>AZ Scholars</u>	<u>Scholastic</u>	<u>AZ University Entrance</u>
English	4	4	4	4
Math (Alg 1-4, Geom)	3	3	4	4
Science (to include Bio)	2	3	3	3 (Lab Science)
Social Studies	3	3	3	2
Physical Education	1	1	1	0
Foreign Language	0	2	2 (Same Lang)	2 (Same Lang)
Fine Arts or CTE	1	2	0	0
Fine Arts	0	0	1	1
Freshman Focus	--	--	--	0
Electives	7	3	3	0
Computers	--	--	--	0
Total Credits	21 Credits	21 Credits	21 Credits	16 Credits
G.P.A	No Minimum	2.00 or Higher in required courses	No Minimum	3.00 or Higher
AIMS	Reading/Writing/Math (meets or exceeds)	Reading/Writing/Math (meets or exceeds)	Reading/Writing/Math (meets or exceeds)	

Graduation Requirements

Class of 2013 Credits & Requirements

<u>Curriculum</u>	<u>Standard</u>	<u>AZ Scholars</u>	<u>Scholastic</u>	<u>AZ University Entrance</u>
English	4	4	4	4
Math (Alg 1-4, Geom)	4	4	4	4
Science (to include Bio)	3	3	3	3
Social Studies	3	3	3	2
Physical Education	1	1	1	0
Foreign Language	0	2	2	2
Fine Arts or CTE	1	2	0	0
Fine Arts	0	0	1	1
Freshman Focus	1	--	--	0
Electives	5	3	4	0
Computers	--	--	--	0
Total Credits	22 Credits	22 Credits	22 Credits	16 Credits
G.P.A	No Minimum	2.00 or Higher in required courses	3.00	3.00 or Higher
AIMS	Reading/Writing/Math (meets or exceeds)	Reading/Writing/Math (meets or exceeds)	Reading/Writing/Math (meets or exceeds)	

Class of 2014 & 2015 Credits & Requirements

<u>Curriculum</u>	<u>Standard</u>	<u>AZ Scholars</u>	<u>Scholastic</u>	<u>AZ University Entrance</u>
English	4	4	4	4
Math (Alg 1-4, Geom)	4	4	4	4
Science (to include Bio)	3	3	3	3
Social Studies	3	3	3	2
Physical Education	1	1	1	0
Foreign Language	0	2	2	2
Fine Arts or CTE	1	2	0	0
Fine Arts	0	0	1	1
Freshman Focus	--	--	--	0
Electives	6	3	4	0
Computers	--	--	--	0
Total Credits	22 Credits	22 Credits	22 Credits	16 Credits
G.P.A	No Minimum	2.00 or Higher in required courses	3.00	3.00 or Higher
AIMS	Reading/Writing/Math (meets or exceeds)	Reading/Writing/Math (meets or exceeds)	Reading/Writing/Math (meets or exceeds)	

HUSD Policies

Selected Policies, Administrative Regulations, and Rules

A complete set of the District Policies and related Administrative Regulations is available in the Principal's office and in the district office. Included in this Handbook are selected Policies and Regulations, or excerpts or descriptions of the same that directly affect parents and students. Parents and students are requested to review this information carefully and contact the Principal for any necessary clarification or additional information. Additional selected Policies and Regulations are included in the Code of Conduct. Note: Only the Policy letters are noted in the headings below, although the text of each section may include text that comes from a related Administrative Regulation.

Sexual Harassment (Policy ACA):

All individuals associated with the District, including, but not necessarily limited to, the Governing Board, the administration, the staff and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Anyone who is subject to sexual harassment or who knows of the occurrence of such conduct should inform the Superintendent, who has been designated the District's Compliance Officer.

Search and Seizure (Policy JIH):

School administrators have the right to search and seize property, including school property temporarily assigned to students, when there is reasonable suspicion that stolen property, or some material or matter detrimental to health, safety and welfare of the student or others exists.

Items provided by the District for storage of personal items (e.g. lockers, desks) are provided as a convenience to the student but remain the property of the District and are subject to its control and supervision. Students have no reasonable expectation of privacy in lockers, desks, storage areas, etc.; such items may be inspected at any time with or without reason, or with or without notice, by school personnel.

Lawful searches may include the search of a student's personal property such as backpacks, purses or pockets. Searches will be reasonable in scope and not excessively intrusive on the student in light of the age, sex of the student, nature of the infraction, property or item involved and the type of conduct alleged. Strip searches are prohibited. When warranted, searches may be conducted at any time, without student consent, without notice and without a search warrant or other formal documentation.

The District may patrol parking areas and inspect the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever the District has reasonable suspicion that illegal, stolen or unauthorized materials, or materials that may be detrimental to the health, safety, and welfare of others may be contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant or other formal documentation.

Confiscation of Contraband:

The District may confiscate any prohibited, illegal or otherwise dangerous items in the student's possession or control. Illegal materials will be turned over to the police.

Student Suspension, Expulsion, Procedures (policies JKD and JKE; A.R.S. §15-840 - §15-843)

Under Arizona law (A.R.S. §15-840), “suspension” means the temporary withdrawal of the privilege of attending a school for a specified period of time; “expulsion” means the permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege of attending school.

Set forth below is an overview of the District’s Policy relating to the short term suspension of a student. If a student is being recommended for a long term suspension or expulsion, the parent will be provided with a complete copy of Policy JKD (Suspension) or Policy JKE (Expulsion). A parent may request a copy of the complete Policies at any time by contacting the Principal or District Office. The District will meet the requirements of Section 504 of the Rehabilitation Act, the IDEA and State laws relating to students with disabilities. Parents may obtain a copy of these procedures by contacting the Principal.

Short Term Suspension (Up to 10 Days):

The Superintendent or any authorized administrator is authorized to suspend a student for up to 10 school days at a time. The District may immediately remove a student from the school upon prior contact with the parents and with notice and appropriate hearing following as soon as practicable. In all cases, except summary suspension where a clear and present danger is evident, the student will remain in school until applicable due process procedures are instituted. The District will not release a student prior to the end of the school day unless the parent was notified. Students are not entitled to appeal a short term suspension.

Step 1: Notice and Opportunity to Respond:

- The Administrator will provide the student with oral or written notice of the alleged misconduct.
- The Administrator will provide the student with the opportunity to respond to the allegation.
- If the student denies the alleged misconduct, the Administrator will provide the student with the evidence that exists to support the allegation.
- The Administrator will make reasonable efforts to verify facts and statements prior to making a final judgment regarding whether the student engaged in the alleged misconduct and what disciplinary action (if any) is appropriate.

Step 2: Administrative Decision Regarding Discipline:

- The Administrator will make a decision regarding whether to impose discipline.
- The Administrator may: (a) Suspend the student for up to 10 days; (b) Choose another disciplinary alternative; (c) Exonerate the student; or (d) Suspend the student for up to 10 days pending a recommendation that the student be long term suspended or expelled.

Step 3: Parent Notification if Discipline is Imposed:

- The Administration will notify the parent before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to deliver to the parent.
- The Administration will notify the parent within a reasonable time to explain the terms (including the possibility that a long term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to

discuss the matter.

Reporting Child Abuse/Child Protection (Policy JLF and A.R.S. §13-3620):

Any school employee or any other person having responsibility for the care of a minor child who reasonably believes that a child is a victim of abuse (i.e. physical abuse, sexual abuse or neglect) will immediately report or cause a report to be made to a law enforcement officer or Child Protective Services. A written report will be submitted within 72 hours of the time the duty to report arises. Child abuse reports will be made for student-to-student abuse as well as adult-to-child abuse.

Immunizations of Students (Policy JLCB):

Subject to the exemptions provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, and haemophilus influenza b (Hib) is required for attendance of any student in any District school. A student's immunization record must be submitted prior to attendance, unless the student has been conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student who fails to comply with the immunization schedule must be suspended from school, except that a homeless student shall not be suspended from attendance until the 5th calendar day after enrollment. Please contact the Principal or School Nurse for further information regarding immunizations of students.

Administration of Medications to Students (Policy JLCD):

When a student needs to take medicine during normal school hours, the District will generally permit the administration of the medicine to the student if the following requirements are met: (a) The parent provides the school with a written order from the student's physician stating the name of the medicine, the dosage, and the time it is to be given; (b) The parent provides the school with written permission to administer the medicine or to allow the student to self-administer the medicine; and (c) The medicine comes to the school office in the prescription container, or if it is over-the-counter medicine, in the original container with all warnings and directions intact. Appropriate forms are available in the school office.

Parent Liability/Student Fees, Fines and Charges (Policy JQ):

Parents of minors who damage school property are liable for all damages caused by their children. Students will be held responsible and accountable for loss or damage to school property, including library and textbooks.

Insult or Abuse of Staff (A.R.S. §15-507):

A person who knowingly insults or abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a Class 3 misdemeanor.

Tobacco:

According to A.R.S. §36-798.03: "Tobacco products are prohibited on schools grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events." Anyone possessing or using any form of tobacco on campus or within 300 feet of the school will be subject to disciplinary action. Students may be subject to suspension and referral to tobacco counseling.

Williams Field High School Policies, Administrative Regulations, and Rules

Attendance (Policy JE, JEA, JH, JHB):

Call the Williams Field's Attendance Line at 480-279-8000 and select option 2 to report all absences and to release a student early.

The attendance line has 24-hour voicemail, so you may leave a message anytime.

The following are Williams Field High School procedures to excuse an absence and to request a student be released from school early (prior to dismissal).

To Excuse an Absence:

A parent/guardian is expected to report ANY ABSENCE by phone (preferably prior to the absence) to attendance. To excuse an absence, a parent/guardian must call within twenty-four (24) hours following the absence. All absences not verified by a parent/guardian or authorized by an administrator will remain unexcused. All absences excused by a doctor's note, court paperwork, college visit verification, etc. must be given to the attendance clerk on the student's first day back to school after that absence. ALL ABSENCES MUST BE REPORTED.

To Excuse a Student Early:

A parent/guardian must either call or come in person to the attendance office to grant permission for a student to be released from class early. The student is contacted, reports to the attendance office, and signs out.

Attendance requirement: (A.R.S. §15-803):

Williams Field High School encourages good attendance. Regular attendance is a key to student success. Attendance is the responsibility of the student and parents; students may fail classes or lose credit if they miss more than the allowable amount of attendance days. In order to fulfill the state attendance requirement, students cannot miss more than 10% of the required number of attendance days (in any given class period). Based on the state requirement, students are allowed 9 absences per semester; excused or unexcused. A doctor's verification will be required for excessive illness-related absences.

Absences may be defined as excused or unexcused.

Unexcused absences are considered truanancies, and the student may receive consequences such as detention, community service, or other consequences deemed appropriate by the school administration.

Excused absences are considered those due to illness, death in the family, religious observance or other unusual circumstance. In order for ANY absence to be considered excused, the parent/guardian must notify the school within 24 hours following the absence and provide documentation when appropriate.

Consequences for Excessive Absences

After the 10th absence in any period, the following may occur:

1. The student may be withdrawn from the class.
2. The student may stay in class on an attendance contract in audit status. A student on audit status may not earn a credit for the audit class.

The student and parent/guardian will be given written notice of the placement on audit status. A parent/guardian may appeal an attendance decision to the school administration. The Principal's decision is final.

After 10 consecutive unexcused absent days, the state requires schools to automatically withdraw the student.

Make-Up Work: (480) 279-8018

When a student is ill or misses class because of a school-sponsored activity, arrangements need to be made for keeping up with class work. If the absence/absences are excused, the student has the same number of days to make up the work. If the student is absent for three (3) or more days, the school office may be telephoned for assignments. The counselor's secretary will contact the teachers requesting all missed assignments and these assignments may be picked up in the office. The work should be available by 2:00 p.m. the day following the request. The assignments will generally be for three (3) or four (4) days. Students are expected to complete these assignments and return them before requesting additional assignments. If the student's absence is unexcused they may lose credit for missed assignments.

Tardy Policy:

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of the full learning time, but also disrupts the education of other students. Any student who is not in his or her assigned classroom/area when the tardy bell sounds is considered tardy. Tardy students will be sent to the Sweep Room (late school buses will not count as a "tardy") to sign in for sweep. They will stay in the sweep room for the first 10 minutes of the class period. When students sign in for sweep, they will be marked tardy and a sweep pass will be issued to permit class entry. Students who arrive to school/class after 10 minutes of that respective period will have to sign in at the attendance office and will still be marked tardy. Exceptions would be tardies with medical documentation.

Sweep Consequences:

3rd sweep: 3 days of lunch community service or after school detention; parent contact

6th sweep: Saturday School

7 or more sweeps: Suspension

Chronic Illness Information:

Students who have chronic and/or recurring illnesses **must have a 'Chronic Illness Form'** completed, signed by a doctor, and on file in the Health Office. The completed and signed form is good for the current school year. A new form is required for each school year; they cannot be carried forward from one year to the next. An approved Chronic Illness Form prevents the student from being placed on audit status if the absences are a result of the illness verified by the doctor to be chronic. Homework/class assignments shall be made available to students with chronic health problems to provide the opportunity to complete coursework and avoid the possibility of losing credit due to absences from school. Instructional arrangements shall be determined on an individual basis to ensure that continuous learning is integrated as much as possible, with the regular attendance program.

Credit awarded shall be based upon completed course requirements. Having a current 'Chronic Illness Form' on file prevents the 'audit', but **does not** excuse class work/assignments.

Cell Phones/Electronic Devices:

To keep the learning environment free from distraction, cell phones and other electronic devices are not allowed during the school day (including passing periods and lunch). All devices **must be turned off and not visible**. If they are used, visible, ring and/or vibrate an HUSD staff member will confiscate them and the following consequences will be incurred.

Cell Phone Consequences:

1st: Warning – phone to office for the day to be picked up by the student

2nd: Warning – phone to office and picked up by the parent/guardian

3rd: 1 day ISS – phone to office and picked up by the parent/guardian

4th: 1 day OSS – phone to office and picked up by the parent/guardian

OSS will escalate with continued offenses

**** Refusal to comply with the confiscation request will lead to 1 day of ISS or further disciplinary action.**

Dress Code:

Students may not wear clothing that causes annoyance, disrupts, agitates, interrupts, or interferes with others who are on the school premises for the lawful purpose of pursuing or providing a public school education.

We believe that Williams Field High School students should dress modestly and appropriately for school.

Therefore, the following items **are not allowed**:

- Shirts, blouses, and tops exposing a **bare midriff** (skin should not be revealed between the bottom of the shirt/blouse and the top of pants/skirts/shorts).
- Bare shoulders (no spaghetti straps or halter-tops).
- Clothing not covering buttocks, genital area or underwear (i.e., baggy or saggy pants, shorts, and short skirts).
- Exposed underwear.
- Clothing, backpacks, binders, or other accessories, jewelry, or skin markings with symbols or messages regarding tobacco, alcohol, drugs, race, gambling, obscenities, nudity, profanity or sexual connotations.
- Clothing identified by law enforcement agencies as being popular with gangs/negative student groups such as clothing with gang names, slang street names, eight ball markings (it suggests drug use or feelings of being discriminated against), or satanic markings are examples of this type of clothing. Bandannas of any color, size, or shape may NOT be carried or displayed in any classroom or at any school activity.
- Head scarf/skull cap, hairnets, do-rags, bandannas, head/sweat bands, and similar items.
- Ribbed tank top underwear.
- Pajamas, blankets, house slippers, are not appropriate clothing for school and **may not be worn**.
- **No bare feet**. Shoes must be worn at all times.

- Shirts, hats, jackets, etc., that identify the wearer as “Staff, Security, Police, SWAT, FBI, or any related law enforcement agencies (this possess a safety concern in the event of an actual emergency).
- Hats **may not be worn** inside any classroom.

At the discretion of a staff member, students may be directed to wear school-provided cover shirts if the student’s clothing is deemed inappropriate. Students will be directed to the health office where they will be provided with alternate attire. Refusal to do so could result in disciplinary action. School administrators will make the final decision regarding the appropriateness of student appearance.

Harassment/Bullying:

Harassment and bullying of students are prohibited. Harassment and bullying mean physical or psychological abuse of another student by means of:

- Verbal or physical threats.
- Words that by their very utterance inflict injury or tend to incite an immediate breach of the peace.
- Intimidation, insults or other aggressive behavior.
- Verbal or physical conduct relating to an individual’s race, color, ethnicity, gender, sexual orientation, disability, religion, or national origin.

If a student believes he or she has been subject to harassment or bullying under this policy, the student should report the behavior to a teacher, counselor, or administrator immediately.

Student Due Process:

Students at Williams Field High School have rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow.

In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied.
- Under some circumstances there are also procedures which students must follow if they do not agree with the school’s actions. If a student is faced with a possible suspension or expulsion, the appropriate due process procedure will be implemented. Additional information regarding applicable due process procedures are outlined by district policy and summarized in the Student Concerns, Complaints and Grievances section of this handbook.

Penalties for Student Misconduct:

The range of penalties that may be imposed for a student’s violation of Federal or State laws, District Policies, Administrative Regulations or rules relating to student conduct include, but are not limited to the following:

- Verbal warning
- Written warning
- Written notification to parents

- Detention
- Community Service
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Exclusion from a particular class
- Saturday School
- In-school suspension
- Community service
- Out-of-school Suspension
- Expulsion
- Probation

Depending upon the nature of the violation, student discipline may be progressive. Generally, a student's first violation should merit a lighter penalty than subsequent violations. However, progressive discipline may not be appropriate in all situations. The Administration will take into account relevant factors in determining the appropriate penalty. The above penalties may be imposed alone or in combination. Any questions or requests for clarification regarding the actions described above should be directed to the Principal.

Other School Procedures and Policies

Announcements:

Announcements will be made as follows:

- Messages through the public address system, video or audio.
- Posters around the school/with Administrative approval.

Bicycles:

Bicycles **will be parked and secured** in the bicycle racks provided near the parking lots. They **will not** be secured on campus fences, buildings, poles, trees, etc. nor stored inside buildings. Violators will be subject to disciplinary action.

Cafeteria: (480) 279-8000

The food service at Williams Field High School does participate in the Federal Child Free & Reduced Lunch Program. Please call the above phone number for information.

Using the Cafeteria:

- Deposit all lunch litter in wastebaskets.
- Leave the table and floor around your eating area in a clean condition for others.
- Privileges outside at the picnic tables are permitted unless misused.
- ALL CLASSROOMS AND HALLWAYS ARE OFF LIMITS DURING LUNCH. However, with teacher permission, students may go to classrooms to do work or take tests. Students must have a pass from the teacher.
- Food and drink are not allowed outside of the cafeteria or courtyard.

Closed Campus:

Students are to remain on campus from the time their first class begins in the morning until after their last class, unless officially given permission to leave. This includes the lunch period. Students **must** sign out in the office any time they leave campus unless they have official release time **on their schedule**. Violations will be cause for revocation of privileges and/or disciplinary action.

Driving on Campus:

Students driving to school must park their vehicle in the student parking lot. Each student who drives a vehicle to school must register it with the school office and display a parking decal. There is a \$50 yearly fee for registering a vehicle. To obtain a parking decal you **must** present a valid driver license, vehicle registration, and proof of insurance. Failure to produce these items will prevent receiving a parking decal. Speed limit on Williams Field High School is **10 MPH**.

Violation of the Arizona Vehicle Code, while on campus, will terminate the student's right to bring a vehicle on campus (there will be no refunds for revoked parking decals). Students who drive vehicles to school must follow all state guidelines as well as the following District and High School guidelines:

- Any vehicle parked on campus must display a student-parking decal and can only park in the Student Parking Lot (which is on the NORTH side of the campus)
- Vehicles **must** be driven in a safe and orderly manner entering, exiting, and on district property.
- Students speeding or driving in a reckless manner will lose parking privileges (parking fee will not be refunded).
- This includes excessive acceleration and/or squealing tires.
- Students may not drive in the back of campus (near the athletic fields).
- Students may not drive or park on the south side of campus and the east side of campus (this is employee and visitor parking).
- Vehicles are not to be used as lockers.
- Students will not receive a pass to go to their vehicle during class time.
- Upon arriving to school vehicles are to be vacated immediately after parking. Hanging out in the parking lot to include sitting in or on vehicles is prohibited.
- Passengers **will not** be allowed to ride in the back of a pickup truck on district property.
- All occupants of vehicles must wear seat belts.
- Students are responsible for passengers in their vehicle.
- Cruising around the campus is not allowed.
- **Cell phones will not be used while operating a vehicle on campus.**
- Vehicles on campus may be subject to search at any time if administration warrants a search advisable.

The District may patrol parking areas and inspect the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever the District has reasonable suspicion that illegal, stolen or unauthorized materials, or materials that may be detrimental to the health, safety, and welfare of others may be contained inside. Such patrols and inspections may be conducted

without notice, without student consent and without a search warrant or other formal documentation.

Food and Drink and Gum:

Food, drink and gum **will not** be allowed in campus buildings. The only exception is bottled water. Violators will face disciplinary action. Gum is not allowed on campus.

Hall Passes:

During class sessions, any student out of the classroom will carry (and keep visible) a school issued hall pass located on the last pages of the student planner, signed and dated by a staff member. When returning to class, the teacher/student must initial the return time.

****No hall passes will be issued during the first and last 10 minutes of class.**

Health Office: (480) 279-8000

When a student is ill or injured, he/she MUST first get a signed pass from his/her teacher and then report to the Health Office. If a student wishes to see the nurse during passing time, the student MUST go to his/her next hour class and get a pass from that teacher. A student will not be sent home or to a doctor without first notifying a parent, guardian or designated emergency person.

Medications

All medication must be turned in to the nurse with a note from the parent/guardian giving permission for the student to take the medication during school hours (see HUSD Policy JHCD-E). Tylenol, aspirin and all other over the counter drugs are considered medicine and can be administered only by the school nurse.

Prescription medication must be in the original container as prepared by a pharmacist and labeled, with the following information:

- A) Name of student
- B) Name of medication
- C) Dosage
- D) Time to be given
- E) Dates/Expiration

Non – prescription medication (over the counter) must be in the original packaging, with all directions, dosages, contents, and proportions clearly legible. A physician’s statement indicating the necessity must accompany any request for self administration of medicine, whether it is prescription or over the counter medication. All medications must be brought to school and delivered to the health office by the parent. All medications must be picked up by the parent/guardian at the end of medication times or by the end of the school year. Any medication not picked up will be destroyed.

Students are responsible for their own personal hygiene; these items will no longer be supplied.

ARS §15-871 requires that all immunizations be current for your student to attend school. If immunizations are not current, then the student may not attend school.

Littering:

Littering will not be tolerated. Students caught littering are subject to disciplinary action and may be required to perform community service on campus. Some forms of littering could be interpreted as a form of vandalism. Students will be expected to pick up after themselves; this includes picking up and disposing of your lunch trash.

Lock-Down:

In the event of a lock-down drill, **follow the directions of your teacher** who has been trained to provide you with the safest environment for your protection. Not following the instructions of your teacher and established lockdown procedures can endanger your safety and that of your classmates. Failure to comply with instructions and procedures can be cause for suspension. **Take every exercise seriously as if it were real.**

Lost and Found: (480) 279-8000

The school cannot be responsible for losses, therefore we urge all students to keep their personal items with them at all times and to leave valuable possessions at home. All personal property is at risk. Higley Unified School District is not liable for any theft or loss of personal property. The lost and found box is located in the bookstore. Several times during the year, unclaimed items are taken to local charitable organizations.

Library: (480) 279-8000

The library is a place for quiet study, reading, and research work. Your teachers may take entire classes to the library for special projects or you may go individually with a pass during class. It is also open before and after school to read, study, or work on school assignments. Computers are available for student use. All library books must be checked out upon leaving the library. Fines will be charged for all late books at the rate of ten (10) cents per day. Books damaged or lost will be charged accordingly. All students are welcomed and encouraged to take advantage of the library's resources. Preserving the atmosphere of our library is crucial to the operation of the school and the students of Williams Field High School should respect this need. Students socializing will be asked to leave the library and have their library pass privileges restricted if the problem becomes chronic. The library will not be used as a gathering place before and/or after school for socializing or hanging out.

Off Limits Areas:

Some areas of the campus are "off-limits" to students during the school day. Students who are in these areas without authorization will be subject to disciplinary action. These areas include parking lots, physical education playing fields, athletic fields, stadiums and the back of buildings. All classrooms and hallways are off limits during lunch.

Personal Property:

Skateboards, pagers, pets, roller blades, scooters, toys and similar items can be distractions at school. If these items disrupt the educational process, they will be confiscated and kept until a parent can pick up the item. We recommend that students not bring these items, expensive jewelry, large sums of money, and other personal property to school. Unclaimed confiscated items will be disposed of at the end of each school year. **WILLIAMS FIELD HIGH SCHOOL is not responsible for lost or stolen items.**

Pick-Up/Drop-Off:

Students **cannot** be picked up or dropped off in front of the Administration Building before or after school. This will allow proper access to the front building before and after school and avoid further congestion in those areas. Students may be dropped off before school and picked up after school in the **North** student parking lot. **The exception to this policy is for parents/guardians who are bringing student to school late or picking up a student prior to the scheduled dismissal time.** In this case the student (and parent) must report to the front office. Parents/guardians may use the front parking lot for this purpose. Please do not park next to a Red Curb or any NO PARKING ZONE.

Student Identification:

A student on or near campus must carry their school ID. Each student must properly identify himself or herself when asked to do so by any teacher or campus official. **Failure to do so will result in disciplinary action.** Student IDs are required for entrance to all school sponsored student activities not open to the general public. Students will be charged \$5 to replace a lost ID.

Locker usage:

While WFHS does not have general lockers, students may have access to a locker in a PE class or fine/performing arts class. Students issued locks by a teacher may be charged a fine for a lost lock. A locker should not be shared. **WFHS is not responsible for any lost or stolen items.**

Visitors on Campus (Policy KI):

All visitors must report to the school office upon arrival and obtain a visitor's pass from the front office. A visitor may not remain on the school campus or visit any classrooms or other activity on school premises without the Principal's permission. Those who wish to visit a classroom during the school day should contact the teacher and Principal in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule. Visitor passes will be issued for school business only. Social or "unstructured" visits will not be allowed.

All visitors MUST report to the office and sign in. (A.R.S. §15-841)

Conflicts between extracurricular and cocurricular activities

Guidelines for resolving student participation conflicts between extracurricular and cocurricular activities are as follows:

1. Cocurricular activities refer to those student activities outside of the regular class time that are an integral part of a credit class. Extracurricular activity refers to those student activities sponsored by the school but not connected to a credit class.
2. The central office, operations assistant principals, teachers, directors, coaches and sponsors will continue to work to minimize scheduling conflicts within a framework that recognizes the importance of students being involved but not over-extended.
3. Student activity conflicts should be resolved cooperatively among student, parent, teacher/director and coach/sponsor at the earliest possible date, and in the best interest of the student and programs involved. In the event the conflict cannot be resolved cooperatively as described above, the student will make the final decision.

4. In the case of a scheduling conflict:
When a student chooses to participate in an extracurricular competition over a co-curricular competition or performance, the absence will be excused. The teacher/director may assign reasonable and appropriate makeup work.
When a student chooses to participate in a co-curricular competition or performance over an extracurricular competition, the absence will be excused.
The coach/sponsor will not penalize the students as a result of the decision.
5. Student activity conflicts involving practice/rehearsals should be resolved cooperatively among the student, parent, teacher/director and coach/sponsor by the earliest possible date.

Code of Conduct Infractions and Disciplinary Actions

Extra Curricular Code of Conduct:

This code of conduct applies to all students participating in extra-curricular activities in grades nine (9) through twelve (12). The Higley Unified School District believes that students who participate in extra-curricular activities do so as a privilege extended to them from individual schools. Students are expected to demonstrate exemplary character and appropriate academic commitment. As recognized representatives of their school, students participating in extra-curricular activities are expected to model appropriate behavior during the season and off-season whether on campus or off campus.

- The Higley Unified School District's primary goal is the academic education of all students. Therefore, each coach or sponsor has an obligation to encourage students to perform within reasonable academic expectations.
- Rule enforcement will be consistent and immediate. When a violation of the code of conduct is sufficient to bring discredit to the organization, the coach/sponsor and administration will take immediate action.
- Each coach or sponsor may establish additional rules pertaining to the supervised activity. These rules may include attendance at practices, trips, etc. Rules set by the individual coach or sponsor must be presented in writing and approved by the Assistant Principal over Athletics. All rules must be given to students before the commencement of the sport or activity. (A MANDATORY MEETING WILL BE HELD WITH ALL PARENTS. AT THIS TIME THE CODE OF CONDUCT AND ANY ADDITIONAL RULES AS OUTLINED ABOVE WILL BE SHARED WITH THE ATHLETE AND PARENT. PRIOR TO THE STUDENT PARTICIPATING IN THE SPORT OR SEASON/SEMESTER IN QUESTION, THE STUDENT AND PARENT MUST SIGN AN ACKNOWLEDGEMENT OF THESE RULES.)
- Students suspended from school are not permitted to participate in athletic or school-sponsored activities while serving suspension.
The administration shall be notified of all violations of the Code of Conduct and the consequences of each infraction. Student violations of the Code of Conduct may be subject to appropriate Higley Unified School District governing Board disciplinary policies.

"Code of Conduct" and Eligibility of Rules for All Extra-Curricular Activities

When a student violates the rules and regulations and/or discipline policy of the Higley Unified School District or any Rules and Regulations outlined in this policy, the Principal or his designee may declare the student ineligible. In the event a

student is declared ineligible in any extra-curricular activity, the administration will take the following action:

1. Notify the student on the day of the ineligibility given the reason for his/her being declared ineligible.
2. Send a written notice describing the alleged misconduct and length of ineligibility. (For academic ineligibility, please see the message of the Academic Progress Report.)
3. Notify coaches and/or extra curricular sponsors.

Warning-Pending Academic Ineligibility:

To maintain your extra-curricular activities eligibility in athletics, speech, drama, student council, music, cheer, senior trip, clubs, and all other extra-curricular activities (including field trips) you must receive a passing grade in all subjects in which you are currently enrolled.

Suspensions from Coaches/Sponsors:

When the coach/sponsor feels that there is a violation of his/her codes, he/she may suspend a student. The period of suspension is at the coach's/sponsor's discretion. An Assistant Principal is to be informed immediately in writing.

<p>Williams Field High School</p> <p>Hall Passes</p>

Semester 1

1st hour	Date	Destination	Time Out	Time Back	Initials

2nd hour	Date	Destination	Time Out	Time Back	Initials

3rd hour	Date	Destination	Time Out	Time Back	Initials

4th hour	Date	Destination	Time Out	Time Back	Initials

5th hour					
	Date	Destination	Time Out	Time Back	Initials

6th hour					
	Date	Destination	Time Out	Time Back	Initials

Nurse Passes					
	Date	Destination	Time Out	Time Back	Initials
	Nurse				
	Nurse				
	Nurse				
	Nurse				
	Nurse				

Williams Field High School
Hall Passes

Semester 2

1st hour	Date	Destination	Time Out	Time Back	Initials

2nd hour	Date	Destination	Time Out	Time Back	Initials

3rd hour	Date	Destination	Time Out	Time Back	Initials

4th hour	Date	Destination	Time Out	Time Back	Initials

5th hour	Time				
	Date	Destination	Time Out	Back	Initials

6th hour	Time				
	Date	Destination	Time Out	Back	Initials

Nurse Passes	Time				
	Date	Destination	Time Out	Back	Initials
	Nurse				
	Nurse				
	Nurse				
	Nurse				
	Nurse				