

Williams Field High School

Student Handbook

“Excellence in Every Endeavor”

2020-2021

Governing Board

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Kristina Reese
Greg Wojtovich
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Superintendent

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WFHS Administration

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Dan Fox, Assistant Principal – Curriculum and Instruction
Gordon Ray, Assistant Principal – Activities and Discipline
Darrell Stangle, Assistant Principal – Athletics and Facilities
Kristin Koke - Dean of Students

Home of the Black Hawks!

WFHS Fight Song

Fight on Black Hawks!
We sing to thee. We want victory.
Out on the field or out on the floor,
Take a look and watch us score!
Fight! Fight! Go Black Hawks fight!
Win or lose we're always proud of you!
In our colors, red and black,
Fight on Black Hawks attack.

WFHS Alma Mater

“Williams Field, Alma Mater, proud glorious and true
Sounds of students fill your hallways, and train whistles too.
Excellence in every endeavor, striving to be the best
Black Hawks forever and always soaring above the rest.
Williams Field, Alma Mater, your glory rises high
Guiding us to a brighter future, Black Hawks ready to fly.
Excellence in every endeavor, striving to be the best
Black Hawks forever and always soaring above the rest.
Williams Field, Alma Mater, proud glorious and true
Williams Field, Alma Mater, all hail to you.”

MASCOT

Black Hawk

SCHOOL COLORS

Red, Black, White

HISTORY

Williams Field High School (WFHS) is a high school in Gilbert, Arizona. It is the second high school formed by the Higley Unified School District and opened in August 2007. Its first students graduated in 2010. The school is named after Williams Air Force Base (which went by the name Williams Field between 1942 and 1948; a local major road also bears the name Williams Field). The school is located near Higley Elementary and the Lyons Gate community.

The Higley Unified School District, in the seven years, preceding the opening of Williams Field, had undergone a dramatic transformation. What once was a one-school elementary district that sent its high schoolers to Gilbert had morphed into a school district with its own high school and multiple elementary schools. The growth did not stop, and on March 8, 2006, the district broke ground on a 56-acre lot for a new high school. The district eventually opened the 227,800-square-foot campus to its first students as the 2007 school year started. The school is built on the same site plan and with the same exterior as Peoria's Liberty High School, which opened the year before. The original mascot was to have been the Pirates.

“Black Hawks Dominate”

Nondiscrimination Statement

The Higley Unified School District does not discriminate based on race, color, national origin, sex (including sexual orientation and gender identity and expression), age, disability, veteran or military status, religion, or genetic information in the admission or access to, treatment or employment in its educational programs or activities. Inquiries or complaints concerning discrimination may be referred to the District's Compliance Officer: Ms. Mum Martens, 480-279-7000, Mum.Martens@husd.org.

FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) is a complex federal law that protects the privacy interests of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's education records, request amendment of the records, and have some control over the disclosure of information from the records. When a student turns 18 or enters college, FERPA classifies him or her as an "eligible student" and transfers the rights under the Act from the parent to the student. FERPA requires school districts to notify parents and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records. Please refer to the HUSD Course Description Book for further information regarding FERPA rights.

ADA/TITLE IX

The District does not have TDD's in use throughout the district. Please feel free to use the TTY relay or video relay services. School office staff can be assisted to help family and community with TTY relay or video relay services with help from the HUSD Hearing Impairment department. Please contact Pupil Personnel Services for help. Please refer to the FUSD Course Description Book for further information regarding ADA/TITLE IX.

No Child Left Behind Rights

The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any additional information, please contact the District Director of Human Resources.

Abuse of Teacher or School Employee in School

Arizona State Statutes (A.R.S. 15-507) states that a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

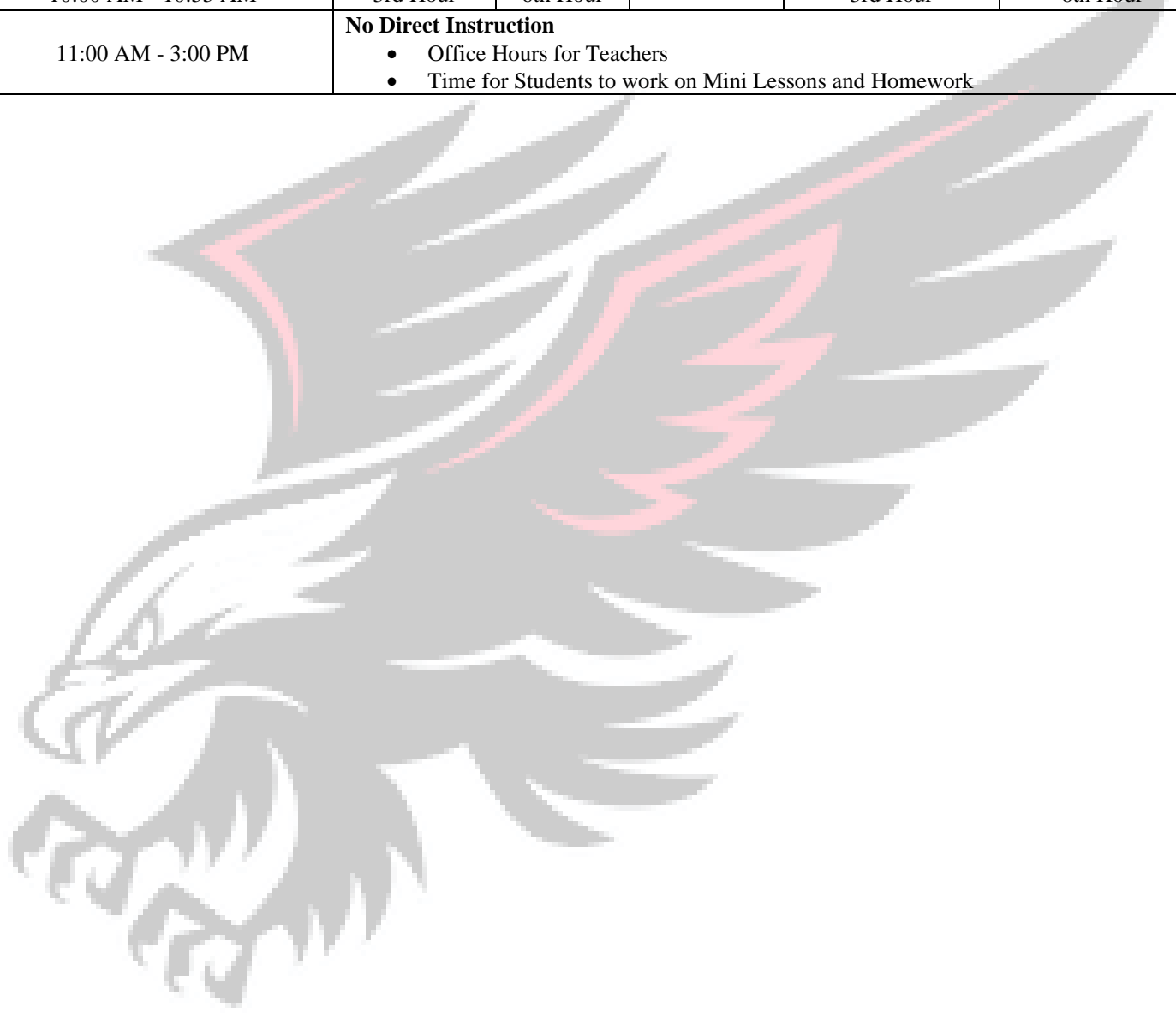
Mandatory Reporting of Criminal Activity to Law Enforcement

Arizona State Statutes (A.R.S. 13-3620) require schools and school employees to report criminal activity to local law enforcement. Schools are also required to report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services.

Recent changes in the law require schools to report threats, or rumors of threats, made against schools, students, and school personnel. Schools must also report all incidents of non-accidental injuries that might occur during altercations at school.

According to A.R.S. 15-341 staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to local law enforcement.

| Virtual Instruction Bell Schedule | | | | | |
|--|--|----------|-----------|----------|----------|
| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
| 7:00 AM - 7:55 AM | | 0 Hour | | 0 Hour | |
| 8:00 AM - 8:55 AM | 1st Hour | 4th Hour | | 1st Hour | 4th Hour |
| 9:00 AM - 9:55 AM | 2nd Hour | 5th Hour | | 2nd Hour | 5th Hour |
| 10:00 AM - 10:55 AM | 3rd Hour | 6th Hour | | 3rd Hour | 6th Hour |
| 11:00 AM - 3:00 PM | No Direct Instruction <ul style="list-style-type: none"> • Office Hours for Teachers • Time for Students to work on Mini Lessons and Homework | | | | |



Regular Day Bell Schedule (A Lunch)

| Period | Begin | End |
|-----------------------|-----------------|-----------------|
| 0 | 6:25 AM | 7:20 AM |
| 1st | 7:25 AM | 8:27 AM |
| 2nd | 8:32 AM | 9:29 AM |
| 3rd | 9:34 AM | 10:31 AM |
| 4th (A lunch) | 10:36 AM | 11:06 AM |
| 4 th Class | 11:11 AM | 12:11 PM |
| 5th | 12:16 PM | 1:13 PM |
| 6th | 1:18 PM | 2:15 PM |
| 7th | 2:20 PM | 3:19 PM |

Regular Day Bell Schedule (B Lunch)

| Period | Begin | End |
|-----------------------|-----------------|-----------------|
| 0 | 6:25 AM | 7:20 AM |
| 1st | 7:25 AM | 8:27 AM |
| 2nd | 8:32 AM | 9:29 AM |
| 3rd | 9:34 AM | 10:31 AM |
| 4 th Class | 10:36 AM | 11:06 AM |
| 4th (B lunch) | 11:06 AM | 11:36 AM |
| 4 th Class | 11:41 AM | 12:11 PM |
| 5th | 12:16 PM | 1:13 PM |
| 6th | 1:18 PM | 2:15 PM |
| 7th | 2:20 PM | 3:19 PM |

Regular Day Bell Schedule (C Lunch)

| Period | Begin | End |
|---------------------------------|-----------------|-----------------|
| 0 | 6:25 AM | 7:20 AM |
| 1st | 7:25 AM | 8:27 AM |
| 2nd | 8:32 AM | 9:29 AM |
| 3rd | 9:34 AM | 10:31 AM |
| 4th Class | 10:36 AM | 11:36 AM |
| 4th (C Lunch) | 11:41 AM | 12:11 PM |
| 5th | 12:16 PM | 1:13 PM |
| 6th | 1:18 PM | 2:15 PM |
| 7th | 2:20 PM | 3:19 PM |

Late Start Bell Schedule

| Period | Begin | End |
|---------------------------------|-----------------|-----------------|
| 0 | 6:25 AM | 7:00 AM |
| 1st | 7:40 AM | 8:35 AM |
| 2nd | 8:40 AM | 9:35 AM |
| 3rd | 9:40 AM | 10:35 AM |
| 4th Class | 10:40 AM | 12:15 PM |
| 4th (A Lunch) | 10:40 AM | 11:10 AM |
| 4th (B Lunch) | 11:15 AM | 11:45 AM |
| 4th (C Lunch) | 11:45 AM | 12:15 PM |
| 5th | 12:20 PM | 1:15 PM |
| 6th | 1:20 PM | 2:15 PM |
| 7th | 2:20 PM | 3:17 PM |

Early Release Bell Schedule

| Period | Begin | End |
|--------|----------|----------|
| 0 | 6:45 AM | 7:20 AM |
| 1st | 7:25 AM | 8:05 AM |
| 2nd | 8:10 AM | 8:48 AM |
| 3rd | 8:53 AM | 9:31 AM |
| 4th | 9:36 AM | 10:14 AM |
| 5th | 10:19 AM | 10:57 AM |
| 6th | 11:02 AM | 11:40 AM |

Williams Field High School Student Policies and Procedures

Student behavior, academic, and graduation requirements, and other pertinent information are included in this guide. Students need to carefully review this handbook not only to be aware of the expectations placed on them as students but also to their academic options to make informed decisions about the courses they will take to prepare them for opportunities beyond high school. It is critical to review behavior and graduation requirements before questions arise as to how behavior and academic performance can impact your decision-making process for the future. The military, technical schools, community colleges, and universities each have unique requirements for entrance that may go beyond what is required to earn a diploma and may include inquiries into discipline, attendance, and community service records. It is important to make sure that all prerequisite requirements have been met.

Student selections of courses are used to develop classes as well as assign and hire teachers to meet student requests. Courses may not be available if sufficient registration requests are not received.

GENERAL SCHOOL PROCEDURES AND GUIDELINES

Arrival and Dismissal

Students should not arrive at school in the morning until staff members are present to provide adequate supervision for safety's sake. Please refer to your school's webpage and parent communication for specific times.

At dismissal, students should immediately board the bus, leave for home if walking or riding a bicycle, assemble at the designated location for parent pick-up, or assemble at the designated area for their after-school program. Students may not linger on campus because supervision is not provided.

Parents must adhere to the school's procedures for arrival and dismissal traffic flow. The safety of every child is worth the extra minutes required to follow the established procedures. Student safety should always come before adult convenience.

Attendance

Student attendance closely matches student academic achievement.

Students receiving failing grades almost always have a high number of absences and tardies. Procedures developed by the school staff are intended to involve parents, teach students, responsibility, and have teachers lead in terms of instruction and accountability.

Parents/Guardians are charged by law with the responsibility for their student's attendance. In the event of a necessary absence known in advance, the parent/guardian is expected to inform the school. All absences not verified by either parental or administrative authorization within 24 hours will be recorded as unexcused.

Parents are asked to prioritize their child's education by scheduling medical and dental appointments outside of school hours, as well as scheduling family vacations during school breaks, holidays, and summer vacation.

Absences can be defined as excused or unexcused. Only a parent or legal guardian through telephone contact to the **Attendance Office (480) 279-8000, (option #2 and then select option #1)** may excuse absences.

- Unexcused Absences
 - Any unexcused absence for any length of time may result in disciplinary action. Absences are considered unexcused when parents fail to call, or students are reported to the administration as truant by referral, parent contact, or another reliable source.
- Truancy Law/Statement
 - Arizona State law (A.R.S. 15-803) states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours that school is in session unless there is a valid excuse. Any excused absence must be accompanied by medical documentation, or associated with bereavement, court, or an absence approved by the school administration or school nurse. The student will be considered truant in the absence of a good reason for not

attending school. If a parent fails to ensure that the child attends school, the law states that he/she is guilty of a class 3 misdemeanor. When the parent does not provide a valid excuse for the child's absence the school attendance officer may cite the student, parent, or custodian directly into court for violating the state truancy law.

- Leaving Early
 - For the **safety and protection** of all, students are not allowed to leave their classrooms before our regular dismissal time without the parent or guardian personally signing the child out. When taking students from school early, please keep disruptions to a minimum since this is instructional time. The adult checking the child out of school must provide a picture ID and be listed as an emergency contact. We are unable to excuse students early based on a note or telephone call from parents.
- Excused Absences
 - Parents must call the attendance office at **(480) 279-8000, (option #2 and then select option #1)** within 24 hours of the absence to officially excuse students from school for a day or part of the day. After 24 hours, all calls will be recorded as a late call and the absence will remain unexcused. The state recognizes illness or family bereavement as the only legal excuse. When the high school office is not staffed, an answering machine will be in place. If we fail to reach you for verification of an absence, an automated message will be left asking you to call for person-to-person contact with the attendance office. We recommend that appointments with doctors, etc., be scheduled after school hours if possible.
- All Absences
 - If a student is absent for a class period, an automated hotline will call home to notify parents. We will also attempt a call home from an attendance clerk. A letter will be sent home notifying parents that their child has missed five (5) periods in one or more classes and requesting the parent to contact the attendance office to set up a parent-counselor conference. Ten (10) absences for any reason, excused or unexcused, may result in the possible loss of credit for the class.
- Ten Consecutive Absences
 - Students who have been absent for ten consecutive days, whether excused or unexcused, are automatically withdrawn from school as required by the state. Documentation is required on or before the fifth (5th) consecutive absence for extenuating circumstances such as a major illness.
- Audit
 - A student may lose credit on the 10th absence from a class. It will be at the discretion of administration as to the level of educational benefit the student is receiving from his/her enrollment and whether or not the student will be dropped from the class. In some cases, the student can be withdrawn from the class. Students who reach 10 absences in a class may be placed on audit status (loss of credit). Students on audit status may receive "NC" as a grade unless the student is failing, then he or she will receive an "F".
 - Appeals will only be granted for extenuating circumstances such as documented chronic illness or long-term illness, court requirements, or bereavement. Vacations and non-school related trips cannot be appealed. Documentation must be verified. There may be an opportunity for students to make-up seat time.
- Make-up work after Absences
 - Makeup work for absences must be completed within the same amount of time after returning as the days absent from class (e.g., allow two days to complete make-up work for two days of absences.)
 - Field trips require arrangements to be made with the teacher in advance for the make-up work and due date.
 - Work that is missed due to an unexcused absence must be made up. Reduced credit will be given at the teacher's discretion.
 - Off-campus suspensions are excused absences.
 - In-school suspensions are excused absences. Work from classes must be done during that time.

Tardies

- Students are considered absent if they are 10 or more minutes late to a single class period. Students arriving within the first 10 minutes to class will be counted tardy. If a student reports to school after the 10-minute threshold or is coming on campus for the first time (any time of the day) the student will need to sign in at the front office and receive a pass to gain entrance to class.

- A student arriving with a note from a doctor, dentist, or other appointments will sign in and be sent to class. Depending on the time it will be an excused tardy or absence.
- Excused tardies still count towards a student's total number of tardies and being assigned progressive discipline.
- A student will be given a written or verbal warning when they receive their 1st and 2nd tardy in a given class period stating they will receive detention on the 3rd tardy.
- *Detention will be assigned for every three (3) tardies in a given class period.
- *The **4th tardy will result in two (2) days of after school detention.**
- **The 5th tardy will result in a Saturday School Assignment. Saturday School assignments take precedence over sports practices, club meetings, work, etc.**
- The 6th tardy will result in a minimum one (1) day In-School Suspension up to five (5) days of In-School Suspension including the possibility of receiving no credit in the class.
 - ***Detention is every Tuesday and Thursday from 2:25 to 3:25 pm in room 103. Parents will be notified that detention has been assigned by a phone call. Students can work on assignments or homework. However, they will NOT be allowed to use their cell phone. Student Devices can be used for schoolwork ONLY.**

BICYCLES, ETC.

Schools will not store skateboards, scooters, rollerblades, etc. inside the school building. If a student chooses to use this mode of transportation, the item must be able to be secured with a locking mechanism inside of the designated bicycle storage area.

Students are expected to follow all school procedures and local laws when traveling to and from school and are encouraged to wear appropriate safety equipment. Bicycles, scooters, skateboards, etc. must be walked or carried in crosswalks and upon entering the school grounds. At no time are bicycles, scooters, skateboards to be used on school grounds.

The school will not be responsible for the loss or theft of any of these items.

BUS RIDERS

All students eligible for bus service to and from school will be issued and are required to carry a bus identification card when taking the bus. If the card is damaged or lost there is a \$5.00 replacement fee.

Students have the privilege of riding in District buses or other District vehicles as assigned. Conduct that violates the Student Code of Conduct at bus stops, in District vehicles, in the process of boarding or exiting such vehicle, or otherwise related to the vehicle may result in disciplinary action.

Students' behavior on a school bus should be the same as that in a well-ordered classroom. To assist with maintaining order and safety, school buses are equipped with video surveillance camera systems. These systems have both audio and video recording capability. Viewing of school bus videos is restricted to School District personnel on a need-to-know basis.

ELECTRONIC DEVICES

Personal: Students and parents assume a personal risk of theft, loss, or damage to their personal electronic devices when choosing to bring them to school. Student's personal electronic devices may not be used during the school day except in the instance of being asked to use them for an explicit educational purpose and under the direct guidance of the classroom teachers. Otherwise, electronic devices are to be off and not displayed for use. If a student uses a personal electronic device to engage in misconduct under another violation area, the student may receive additional consequences. The District is not responsible for the loss, theft, or damage to personal electronic devices. The school may also confiscate personal electronic devices.

The school or District is not responsible for the loss, theft, or damage to student's personal electronic devices.

District: HUSD provides technology, including computers, Interactive Promethean Whiteboards, iPads, and other technology for educational purposes. All electronic technologies are only to be used in support of the educational program of the District and access may be revoked at any time for any misconduct related to the use of electronic technologies.

All District provided technology is the property of the District. The student should have NO expectation of privacy with their use of District provided technology. Students and/or parents will be held financially responsible for lost, stolen, or damaged technology and accessories under the student's care.

FOOD AND DRINKS

Food is expressly prohibited in the classroom. This also extends to beverages. Polar Pops, Starbucks, Dunkin Donuts, Gatorade, etc. are not permitted. Water is the only allowable item to be consumed in classrooms. Any other item will be confiscated and thrown away.

In class celebrations are at the discretion of the administration in consultation with the academic teacher.

LATE WORK POLICY

Each department has a late work policy. Please refer to the syllabus of each teacher.

PRODUCT SALES

Students may participate in school organization fund-raising sales on school campuses in accordance with the District policies for such. No other sale of items is permitted by students while on school or district property.

WILLAIMS FIELD HIGH SCHOOL SAFETY PROCEDURES

Visitors

All visitors to WFHS are **required** to sign the visitors' registry and obtain a visitors' badge by providing the receptionist with their driver's license upon arrival on campus. Visitors must be accompanied by a staff member while on campus at all times. **Parents are not allowed to eat lunch on campus with students. Student visitors from other schools are not permitted. PBHS graduates are not allowed to visit during school hours without administrator approval. Classroom visitors must be preapproved by the administration.**

Student I.D. Cards

All students are required to have their photo ID card issued by the high school they are attending in their possession at all times while on campus to identify students and distinguish them from trespassers. Students must present ID cards at the request of any faculty or staff member. The ID must be legible and in its original condition.

Students who fail to comply will be subject to disciplinary action. A free student ID is available during the first two weeks of school or within two weeks of enrollment. If the card is lost or stolen, there is a \$5.00 replacement cost. The ID card must be returned when withdrawing from school. Students who are on campus without an ID card will be assigned to In-School Suspension.

Fire Drill

Detailed instructions for fire drills are posted in each room.

Teachers will read these instructions to each of their classes during the first week of each semester.

Students are to follow instructions and stay with their teacher during a fire drill for their safety and the safety of others.

Lock-Down Procedures

The purpose of a lockdown is to eliminate movement if there is a situation on campus or if there is police or other emergency agency activity in the area. Security personnel will secure the perimeter of the campus and prevent people from coming on campus. If there is a lockdown, administration will maintain communication with the District Office and the police department.

Safety Glasses

Safety glasses are necessary for many of our science and art classes. Students signed up for these classes will be required to use safety glasses whenever the class situation necessitates it.

Gymnasium/Locker Rooms/Athletic Fields

Students are not allowed in the gym, locker rooms, or on the athletic fields without teacher or coach supervision.

Closed Campus

Williams Field High School is a modified "Closed Campus" facility. Students are not allowed to leave campus between classes. Students who leave campus otherwise will be considered truant and in violation of school rules, city ordinances, and/or Arizona statutes. Students who leave campus early to attend seminary, EVIT, or who have an early release (seniors only) must present their proper ID card to school safety monitors, administration, or other school personnel in order to leave campus.

Academic Information: Registration, Credits for Graduation, Testing

Registration Requirements

- To register at Williams Field High School, several requirements must be met. The following will need to be provided at registration:
- Transcript or report card and withdrawal from the previous school
- Birth Certificate
- Proof of guardianship (Legal guardians are required to provide the school with proof of guardianship or have filed a petition for application of temporary or permanent guardianship)
- Attendance Area verification-proof of current residency is required
- Per ARS 15-872 immunization records must be provided for the student to attend school unless the student has provided full disclosure of the requirements for exemption.

Students Registering After the 20th Day

If a student registers in an HUSD high school after the 20th day of the semester and has not attended any school during the past 20 school days, the student may be registered and have the opportunity to earn credit if missed work is made up according to the requirements of the classroom teachers.

Transfer of Credits

The grades earned in courses from an accredited secondary school will be averaged with the grades earned at Williams Field. The grades earned in courses from a non-accredited secondary school will be evaluated by the counseling office and administration to determine grades and transfer credits accepted. Transfer students who plan to graduate from Williams Field High School will be held responsible for WFHS graduation requirements. All coursework completed outside WFHS will be evaluated to determine whether or not credit will be awarded. It is the responsibility of WFHS to ensure that students have had coursework that meets the state guidelines. The acceptance of credits from other schools is based on a variety of factors such as the grades earned in the sending schools, the number of days or hours the courses met, the alignment of course content between the two schools, and the regional accreditation status of the sending school. **WFHS reserves the right to require entering students to take placement tests to determine the most appropriate placement.** WFHS also reserves the right to require students to take and pass the final exam of a transfer class prior to awarding credit, especially for core classes. All transferring students must meet the graduation requirements in order to receive a WFHS diploma.

The following are the guidelines for the transfer of high school credit. Courses that meet daily for a semester represent .5 credit (a minimum of 80 hours). Those that meet daily for an entire school year represent 1 credit (160 hours). Acceptance of transfer credits from sources outside the Higley Unified School District is not automatic. Coursework completed outside the District will be evaluated to determine whether elective or core credit will be awarded (Governing Board policy JFABC). Following a transfer, the receiving school will evaluate a student's transcript to identify credits that will be accepted in meeting core requirements and credits that will be accepted as electives; however, within 10 days of enrollment, a student may request to take an exam for any course accepted as an elective. If the student earns a score that demonstrates proficiency, the school will accept the transferred credit as core credit.

Transfer students who plan to graduate from a Higley Unified School District high school will be responsible for District graduation requirements. Also, students must earn at least two (2) credits from one (1) of the District high schools and be enrolled in the school granting the diploma in the semester of graduation.

Course Test-Out Opportunities are Available on an Individual Basis.

Transfer students have the opportunity to test out of previously taken courses, please see your site counselor for details.

Computer-based / Distance Learning / Concurrent Enrollment

Acceptance of transfer courses from sources outside HUSD is not automatic. Please meet with a counselor to determine how credit will be transferred before enrolling.

Middle School Credit

District policy allows students to receive high school credit for some middle school courses under the following provisions:

- Students who successfully complete Algebra I and/or Geometry at an HUSD middle school will have the course posted on their high school transcript. The high school transcripts will reflect the grade the student earned; however, the grade will not be calculated in the student's GPA. *All students are required to take a math course during each grade 9-12.
- Students desiring to earn World Language credit for level one or two coursework may elect to take an assessment in the spring of their 8th-grade year. Credit will be recorded on the high school transcript if the student demonstrates mastery of level-one or level two content on the assessment. The transcript will reflect the letter grade earned in the course only if the final grade in the course and on the comprehensive exam is 70% or higher; however, the grade will not be calculated in the student's GPA.

Grade Level

A graduation cohort is determined by the year of entrance into high school. For example, a student entering high school in 2020 as a freshman is a member of the 2024 cohort. A cohort year is used to determine when a student takes state assessments, credits required to graduate, and expected graduation date.

Withdrawal from School

The following steps must be taken for a student to withdraw from school:

1. Contact the counselor.
2. Obtain parental approval either through parent conference or phone confirmation to the Registrar.
3. Complete forms obtained from the Registrar's office.
4. Get withdrawal slip signed by teachers, nurse, librarian, technology department, and the bookstore clerk. Laptops, bags, and chargers must be turned in to the technology department. Books must be returned to the library. Student IDs must be turned in to the Registrar.
5. Return the form to the Registrar.
6. Transfer grades are the grades earned at the date of withdrawal.

No records will be transferred until all debts are paid.

The faculty and administration encourage all students to remain in school. Students who are having problems are advised to see a counselor, teacher, or an administrator for guidance.

Withdrawal from Courses

Students requesting to withdraw from a course while remaining enrolled in HUSD must receive administrative approval. Freshman, sophomores, and juniors are expected to enroll in (6) courses. Seniors must be enrolled in at least four (4) courses per semester and maintain progress toward high school graduation in four years. Approved withdrawals from courses will be posted on the student's transcript according to the following timeline:

- Schedule changes within the first ten (10) days of the semester will not be reflected on the transcript.
- Withdrawals from the 11th day to the end of the quarter in each semester will be posted with a "W".
- Withdrawals between the quarter of the semester to twenty (2) days before the end of the semester will be posted as "W/P" or "W/F" (a "W/F" will make the student ineligible for AIA-sponsored activities for the remainder of the semester).
- No withdrawals are permitted within the last twenty (20) days of the semester.

Check Your Progress (Synergy StudentVue)

StudentVue /ParentVue allows students and parents to monitor academic progress 24 hours a day. It is expected that students and parents will consult this resource often to stay up to date on student grades and attendance.

Change of Address and Telephone number

All students must notify the attendance office immediately of any change of address or telephone number. All students must have valid, up-to-date contact information on file.

Grade Reporting

Progress reports: first-semester progress reports will be posted on ParentVue after week 4½, 9, and 12 weeks – with the final report card being posted at the end of the semester with transcript grades. The second-semester progress reports will also be posted at each 4 ½ week intervals followed by the official report card.

Report Cards:

Official report cards are issued two times a year. Report cards are posted to the ParentVue after each semester. Parents should expect to see report cards within one week after the end of each semester.

Schedule Corrections

The master schedule and staffing decisions are based on registration requests. Students are required to take the courses they request, as long as it meets the graduation requirements and needs of the student's progress toward graduation. Schedule corrections will only be granted within the first 10 days of each semester for one of the following reasons:

1. A failure in a course necessitates credit recovery.
2. Make a level change to an AP course
3. A course on your schedule was taken in summer school or was taken in a previous year
4. A course is needed immediately to meet graduation requirements.
5. Tryouts for athletics and/or performance classes (requires proof from coach/teacher)
6. The schedule is incomplete (i.e., less than six classes per semester)

No student schedule changes will be allowed after ten school days without the approval of the principal.

Final Exams

Students may not take semester final exams before the time they are scheduled. Students who are absent during semester final exams will receive a 0 for the final exam. For the grade to be changed, students must have prior approval from the assistant principal for academics and must take the missed final exams within the first two weeks of the next semester, as arranged through administration. Exams will not be administered over holiday or summer breaks.

Please refer to the semester's final dates listed to plan your vacations appropriately.

Fall Semester Final Dates for High School:

Wednesday and Thursday, December 16th and 17th, 2020

Spring Semester Final Dates for High School Seniors:

Friday and Monday, May 21st and 24th, 2021

Spring Semester Final Dates for High School Juniors, Sophomores, and Freshmen:

Tuesday and Wednesday, May 25th and 26th, 2021

Credit Recovery

The Credit Recovery Program is an opportunity for a student to retake a course in which he/she previously was not academically successful in earning credit towards graduation. Credit Recovery courses are designed to be on a flexible schedule that will allow the student to progress at the student's pace. Credit Recovery courses are complete courses containing all Arizona state standards for which the student will demonstrate mastery before receiving a grade. The program offers core courses and limited electives required for graduation from Williams Field High School.

Credit Recovery is a way to "recover" credit for a course that a student was previously unsuccessful in earning academic credit towards graduation. It differs greatly from programs that allow students to earn "first time credit" in that students having already satisfied seat-time requirements for a course in which they were unsuccessful can focus on earning credit based on competency of the content standards for the particular course. Most instructional content for Credit Recovery courses will be delivered online, via the internet and accessible to all students 7 days a week, 24 hours a day from any internet-connected device. However, the student must attend a credit recovery class during the normal school day.

Students must be referred to the credit recovery program by the counseling department and approved by administration. Students must complete at least 2 courses in credit recovery per semester, and only students who need at least 2 courses will be allowed to enroll in Credit Recovery during the day. Students in credit recovery will only receive credit for the recovery classes if they show mastery of the subject area and meet the instructional time requirement. Students will be monitored for progress in the courses.

If a student falls behind the normal timeline they may be assigned to Saturday School.

Grade Improvement

Transcripts will reflect the original and repeated course grade. The improved course grade will be the grade of record and will be factored into the GPA. Additionally, students who want to improve their grade in English, Math, Science, Social Studies, or Foreign Language courses may repeat the same course through an approved HUSD course. The original grade will remain on the transcript. The improved grade will become the grade of record. Credit will be given for one course, not both.

Course Load Requirements

Governing Board policy requires HUSD students to be enrolled in six (6) credit-bearing classes until their senior year. Graduating seniors are required to enroll in a minimum of four (4) credit-bearing courses on campus. Seniors need to review their credits with a counselor to ensure that all graduation requirements are being met.

Advanced Courses

Advanced Placement (AP) courses are available at both HUSD high schools. AP courses prepare students to take the College Board Advanced Placement examination given in the late spring of each school year. Students may be granted advanced placement status and/or college credit based on how well they perform on these tests. Information regarding advanced placement courses and examinations is available from the counseling offices at each high school or please visit <http://apcentral.collegeboard.com/home>

Students are not required to take an advanced placement course to be eligible to take an advanced placement examination; however, students enrolled in AP courses are expected to take the AP exam. AP/Honors classes are not available to homebound students

Dual Enrollment

Dual credit from a college or university course may be granted if prior approval has been received. See school administration for specific information. Dual credit courses require the payment of tuition to the cooperating community college. Dual enrollment credit is earned when the course is taken at a high school in the Higley Unified School District. To receive college credit for a Dual Enrollment course, students must meet all community college enrollment guidelines; earn a 'C' or better, and pay tuition. Please contact the Dual Enrollment Coordinator for more information. Dual Enrollment courses will provide high school credit as well.

Weighted Courses

Weighted grades are assigned to courses that are accelerated and more challenging. A 5.0 grade-point scale value is possible because of the academic rigor and higher expectations in the work required for that course. Weighted courses are listed with Honors and AP (Advanced Placement) designations in their titles. Grade point average (GPA) for transferring students is recomputed to align the transferring classes with the courses offered at Higley Unified School District high schools. Students transferring among HUSD high schools will receive weighted grades only for those classes that align with the receiving school's AP and Honors classes. Colleges and universities may consider the unweighted grade point average.

| Percentage | Letter Grade | Regular | Honors/AP |
|-------------------|---------------------|----------------|------------------|
| 90-100 | A | 4.0 | 5.0 |
| 80-89 | B | 3.0 | 4.0 |
| 70-79 | C | 2.0 | 3.0 |
| 60-69 | D | 1.0 | 1.0 |
| 0-59 | F | 0.0 | 0.0 |

Class Rank

Class rank for students will be determined as follows:

- Accumulation of total grade points for high school class rankings begins with the ninth (9th) grade, with the exception of weighted honors classes taken within the District prior to the student's ninth (9th) grade year. A student's cumulative grade point average is calculated by dividing the student's accrued course grade points by the number of course units the student has taken to the date of the computation.
- Class ranking will be determined each semester after the completion of one (1) semester in the District and following each subsequent semester. Class rank will be based only on grades earned in classes that meet or exceed graduation requirements.
- Computation of the rankings for top five percent (5%), top two percent (2%) and top one percent (1%) of the graduating class will be performed following posting of the first (1st) semester grades of the student's senior year.

*Special Education students are required to complete the course of study as prescribed in their Individual Education Plan (IEP).

| Curriculum Area | Higley Unified District Standard Diploma Requirements | HUSD Scholastic Diploma Requirements | AZ University Entrance Requirements |
|---|---|---|---|
| English | 4 credits | 4 credits | 4 credits |
| Math | 4 credits | 4 credits | 4 credits |
| Science | 3 credits of lab science, one of which must be Biology | 3 credits of lab science, one of which must be Biology | 3 lab science credits One credit in at least three of the four areas (Biology, Chemistry, Physics, Earth Science). An advanced placement (AP) or honors course in a lab science completed previously can be used as a third unit. |
| Social Studies | 3 credits | 3 credits | 2 credits |
| Career and Technical Education/Fine Arts | 1 credit | 1 credit | 1 credit |
| World Language | 0 credits | 2 credits | 2 credits Two consecutive years of the same language |
| Physical Education | 1 credit | 1 credit | 0 Credits |
| Elective Courses | 6 credits | 4 credits | 0 credits |
| Total Required Credits | 22 credits | 22 credits *(Algebra I, Geometry, Algebra II, and one additional math higher than Algebra II) | 16 credits |

Repeating Courses

The following courses may be taken for repeat credit each year:

| | | |
|--------------------------------|------------------------------------|-------------------------------|
| AFJROTC Drill Team/Color Guard | Strength and Conditioning Athletic | Band Auxiliary / Winter Guard |
| Concert Band | Emphasis Advanced Dance | Jazz Band |
| Percussion Ensemble | General Strength and Conditioning | TV Broadcasting |
| AFJROTC Summer Leadership | String Orchestra | Chamber Choir |
| School | Advanced Graphic Design | Journalism |
| Concert Choir | Group Fitness | Vocal Ensemble |
| Physical Education | Student Council Leadership | Marching Band |
| Advanced Acting | Advanced Team Sports | All CTE Internships |
| Dance Company | Honors Academic Decathlon | |
| Retail Operations | Symphonic Band | |
| Sports Medicine 3-4 | Beginning Dance | |
| Advanced Ceramics Digital | Intermediate Dance | |
| Photography III | Technical/Stagecraft Theater | |

Higley Unified School District Course Guide

Please click on the following link to review course guide requirements

https://www.husd.org/cms/lib/AZ01001450/Centricity/Domain/734/2020_2021%20High%20School%20Course%20Guide.pdf

Early Graduation

Early graduation candidates must meet all requirements and early graduation must be deemed appropriate for the student's continued education.

- All graduates must complete an early graduation request form. The early graduation form must include signatures from counselor, administrator, parent, and student.
- An early graduation plan with a course outline must be included.
- Continuation of post-secondary education plans should be included.
- High School grades should indicate high school competencies are in place.
- Diplomas will be awarded at commencement.

Testing

Colleges or universities may require the SAT or the ACT as a requirement for admission. Information and registration are available at <http://www.collegeboard.com> for the SAT and at www.actstudent.org for the ACT. Information is also available in the counseling office.

The PSAT is a practice test for the SAT. PSAT is the qualifying test to be used for consideration for the National Merit Scholarship Program that must be taken during the junior year (11th grade). The PSAT is given in October of each year. Sophomores are encouraged to take the PSAT as a practice for the junior year PSAT test. Information is available in the counseling office.

In addition to these requirements, all students in the graduating class of 2016-2017 and beyond are required to pass the state-mandated Civics Test to graduate. Students must take CPR before graduation.

Student-Athletes

Students that plan to play athletics in college for an NCAA D-I or D-II level school should review requirements at the NCAA Eligibility Center at www.eligibilitycenter.org. Also, students interested in playing competitive sports at NAIA colleges need to register and receive an eligibility determination at <http://www.playnaia.org/>.

Questions regarding academic requirements should be directed to the school's NCAA Coordinator.

Lumberjack Scholarship

- 3.5 GPA minimum
- No grade lower than a "B"
- Only one course retake allowed

Guidance and Counseling

Students are urged to take the initiative in contacting counselors. Appointments can be made at the counseling office before school, during lunch, or after school. Counselors are available at all times to answer questions and to discuss problems.

Williams Field High School provides a counseling program to help high school students handle situations that they see as a problem or that may be causing them trouble in the classroom. Counseling may occur in small group settings or one to one. A student may ask to see the counselor, or the classroom teacher may refer the student. Student confidentiality will be maintained unless the student expresses a belief that leads a counselor to believe the student is placing himself/herself or another person in jeopardy.

Each year, the High School Guidance and Counseling Department identify services that it will provide for students. A student's post-high school educational or vocational goals are considered in helping the student plan his or her four-year high school program.

Counseling assignments for 2020-2021:

Ms. Christine Wilhelm - Seniors

Mr. Jeremy Hutter - Juniors

Ms. Amanda Johnson - Sophomores

Mr. Tom McCann - Freshmen

Student Services

School Nurse

Nurse services are provided for emergency care, health consultations, and as a resource for students and their families. **Any medications must be administered in the health office.** A prescription medication form can be obtained from the nurse and must be completed by both a parent and a physician. A parent must sign a non-prescription medication form. Please see the "Administering Medications" section for additional information. **If a student needs to be excused during the school day due to illness, they are required to check out in the health office.**

Administering Medicines to Students

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is an over-the-counter medication, in the original container with all warnings and directions intact.

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practical following the use of the medication.
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label on the medication container or the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
- Students with diabetes may carry their own testing devices and insulin.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the school population.

Illness

If a student becomes ill and must go home, a "student leave" permit must be obtained from the nurse who contacts a parent/guardian for permission for the student to go home. The nurse will then report the absence to the attendance office. If the student goes home for lunch and does not return to the school that afternoon, a parent must notify the school that same afternoon. It is always necessary to know when a student is off-campus for any reason.

Deliveries/Dropoff

The school will not accept or make any deliveries (food, flowers, balloons, etc.) to students during the school day. We do not accept any items on behalf of students with no exceptions. Please make arrangements to meet your student during passing period or over their lunch in the front office to drop off any needed supplies such as homework, laptops, chargers, house keys, etc.

Distribution of Materials

Information (announcements, pamphlets, newsletters, memos, etc.) may not be distributed to other students or school personnel on campus without authorization from the administration.

Food Service

The cafeteria and student union are open for breakfast and lunch and offer a wide variety of foods. Grilled hamburgers, subs, pizza, burritos, and much more are part of the daily menu. A free and reduced-price meal program is also available. If interested, please contact the cafeteria manager. To add funds to your student's lunch account, please visit <https://www.mymealtime.com/>.

Payments

Williams Field High School accepts checks, cash, debit and credit cards for payment of school fees.

Lost and Found

Loss or theft of any item should be reported to the assistant principal's office immediately. If any article of value is found, it should be taken to the office right away. Students should check in the bookstore for lost items. Many items go unclaimed each year.

Parking

On-campus parking is permitted only in designated locations. Vehicles parked in areas other than those designated or restricted zones will be subject to removal. Any vehicle parked in a manner that will block or hinder the safe movement of others will be subject to removal. Students who drive vehicles to school, park at their own risk and must understand that neither the school nor the Governing Board can be held responsible for the vehicle.

Any fuel-powered vehicle of any kind (i.e. motorbike, motorcycle, etc.) must have a paid parking permit attached to the vehicle and parked in an appropriate space in the student lot. The student must provide a copy of a valid driver's license, current insurance, and pay for a parking permit in order for the vehicle to be allowed on campus.

- Any vehicle illegally parked may be impounded. Keep your car locked. Do not leave books, laptops, or other valuables in your car.
- Report immediately, in writing, any incident involving vehicles to the security personnel or assistant principal.
- The speed limit on campus is 5 m.p.h. Parking will be assigned according to the following priority:
- seniors, juniors, and then sophomores.
- All cars using the high school parking facilities must have a parking permit displayed as instructed.
- Violations of parking rules and postings may result in towing or blocking wheels at the owner's expense.
- Parking on campus is a privilege. There will be a fee charged for parking and this amount will be determined by school administration before the start of the school year.

WILLIAMS FIELD STUDENT ACTIVITIES

Student Activity Pass

A student activity pass is available at the beginning of each school year and is determined before the beginning of each school year. This pass entitles students to free admission to all home athletic contests except AIA tournaments. With the card, some social activities on campus will have reduced costs. The pass will double as a student I.D. for school activities. The replacement cost is \$5.00.

Dances and School-Sponsored Activities

Students are expected to follow all school rules when in attendance at dances and school-sponsored activities. Any student choosing to break the rules will be subject to disciplinary consequences. Any student involved in a physical altercation or fight at said activities will be restricted from attending any dances or school-sponsored event for the remainder of their enrollment at WFHS.

Guests for Dances and School-Sponsored Activities

Students may invite guests to designated school dances.

Prior approval must be secured from school administration five school days in advance of the dance/activity.

Students in grades 9-12 from other schools may be invited as guests but are subject to the same dance and school regulations as District high school students. Guests must be under the age of 21 and must bring a current photo ID with birth date.

WILLIAMS FIELD HIGH SCHOOL ATHLETICS

All paperwork included in the Athletic Packet must be completed via www.registermyathlete.com as well as the Pay to Participate fee, MUST be completed before a student-athlete may participate in a sport.

WFHS Student-Athlete Academic Expectations

The administration, teachers, and coaches of Williams Field High School recognize the critical importance of promoting academic achievement. Accordingly, the administration implemented the following academic expectations as a condition of participating in athletics at Williams Field High School:

Students must maintain a letter grade of C or better in all of their classes to remain in good academic standing for athletic participation.

If a student falls below a letter grade of C in any class, the following protocol will take effect. In order for a student to remediate, and regain good academic standing for athletic participation.

4.5- and 13.5-week progress reports:

F – Student is declared ineligible for the following week.

- Student must attend a minimum of four (4), thirty (30) minute tutoring sessions during the week per F.
- Student may regain eligibility after one (1) week if grade(s) are raised to passing.
- Student will remain on Academic Probation and must continue with a minimum of at least three (3) tutoring sessions per week, in each class with a grade below a C until the next grading period.

D's with No F – Academic Probation

- Student must attend a minimum of three (3), thirty (30) minute sessions per week for any class with a D at the 4.5 and 13.5-week grade report until the next grading period.

STUDENTS MUST TURN IN THE TUTORING/GRADE SHEET BY FRIDAY BEFORE 2:30 IN ORDER TO REGAIN/MAINTAIN ELIGIBILITY FOR THE FOLLOWING WEEK

9- and 18-week grading periods:

F – Student is declared ineligible for the following week.

- Student must attend a minimum of four (4), thirty (30) minute tutoring sessions during the week per F.
- Student may regain eligibility if grade(s) is raised to a C or better in each class.
- Student must continue with three (3) tutoring sessions per week in each class below the grade of C until the next grading period.

D's with No F – Student is declared ineligible for the following week.

- Student may regain eligibility after one (1) week if grades in all classes are raised to a C or higher.

- Student must attend a minimum of three (3), thirty (30) minute sessions per week for any class with a D at the nine (9) and eighteen (18) week grade report until the next grading period.

STUDENTS MUST TURN IN THE TUTORING/GRADE SHEET BY FRIDAY BEFORE 2:30 IN ORDER TO REGAIN/MAINTAIN ELIGIBILITY FOR THE FOLLOWING WEEK

Spectator Behavior

Williams Field High School participates in the AIA Victory with Honor program. Fan behavior is an integral part of upholding these principles.

A paid entry fee does not constitute permission to taunt or cheer in a disrespectful, rude, or derogatory manner.

Fans behaving in this way will be directed to leave the sports venue. Williams Field High School students will be subject to the school's discipline policy. Any student that displays extreme behavior or violence may lose their sport activity privileges. These principles apply to audiences at sporting and non-sporting events both at home and away.

Physicals

All athletes and members of the marching band are required to have an annual physical before participation. Please contact the coach or band instructor for further information. This information can be accessed and uploaded via www.registermyathlete.com

Insurance

All athletes must have proof of insurance before beginning participation.

Insurance is available for all students who wish to pay for the policy. Further information may be obtained in the athletic director's office.

Lettering

Students can earn varsity letters in academics, athletics, and Fine Arts. Criteria for lettering will be established by the individual coaches, teachers, and directors.

2020-2021 BOARD APPROVED FEE SCHEDULE

CAREER & TECHNICAL EDUCATION

Introduction to Video Production \$25.00
Video Production \$25.00
TV Broadcasting \$25.00
Honors Bioscience I \$50.00
Honors Bioscience II \$50.00
Digital Photography I \$25.00
Digital Photography II \$25.00
Digital Photography III \$25.00
Introduction to Graphic Design \$25.00
Intermediate Graphic Design \$25.00
Advanced Graphic Design \$25.00
Marketing \$25.00
Advanced Marketing \$25.00
Retail Operations \$25.00
Honors Introduction to Engineering Design \$25.00
Honors Principles of Engineering \$25.00
Honors Digital Electronics \$25.00
Sports Medicine 1-2 \$25.00
Sports Medicine 3-4 \$25.00
CTE Internship \$25.00

FINE ARTS

Chamber Choir \$25.00
Concert Choir \$50.00
Vocal Ensemble \$50.00
Dance (Beginning, Intermediate, and Advanced) \$25.00 each course & additional fees required for extracurricular activities
Dance Company 7-8 \$50.00
Band/strings (instrument rental) \$50.00
Concert Band \$50.00
Percussion Ensemble \$50.00
Symphonic Band \$50.00
Jazz Band \$25.00
String Orchestra \$50.00
Band Auxiliary Corps/Color Guard \$50.00 & additional fees required for extracurricular activities
Marching Band (fall semester) \$50.00 & additional fees required for extracurricular activities
Band Auxiliary Winter Guard (spring semester \$50.00 & additional fees required for extracurricular activities
Instrument Rental Fee for Band and Orchestra \$75.00
Beginning Guitar \$50.00
Intermediate Guitar \$50.00
Theater Arts II \$50.00 & additional fees required for extracurricular activities

Advanced Theater (dual enrollment optional) \$50.00 & additional fees required for extracurricular activities
Technical Theatre (dual enrollment optional) \$50.00 & additional fees required for extracurricular activities
Art 1-2, 3-4 \$50.00 each course
Drawing (dual enrollment optional) \$50.00
Painting (dual enrollment optional) \$50.00
Ceramics (Beginning, Intermediate, and Advanced) \$50.00 each course
AP Studio Art (dual enrollment optional) \$50.00 flat fee
★ If taken as AP testing fees will be assessed as well as a \$20.00 processing fee for slides and/or artwork as part of the AP exam.

AIR FORCE JROTC

Drill Team/Color Guard \$25.00
Summer Leadership School \$50.00

EXTRACURRICULAR ACTIVITIES (ECA)

Activity Card \$35.00 per year (Combo STUCO \$10; Athletics \$25)
Athletic Equipment - Actual Cost (Lost or Damaged)
Athletics Participation \$150 per Sport; \$700 max per family per site
Athletics: Annual Family Pass (funds go to athletics) \$135.00 (two adults and two school aged children)
Athletics: Family Season Pass (funds go to athletics) \$60.00 (two adults and two school aged children)

Career and Technical Education Organizations:

DECA, FLBA, SKILLS USA \$20.00
State & National Membership Fee Student clubs \$1.00 - \$15.00 Annual Fee

GENERAL FEES

Graduation \$50.00
Insufficient funds (returned check) \$25.00
Library Books Actual Cost (Lost or Damaged) Library Books \$0.10 cents per day (Late Fee)
Lock Rental (Physical Education) \$5.00 Lock Replacement \$10.00
Parking Permit \$60.00 per year
Replacement ID Card \$5.00
Textbooks - Actual Cost (Lost or Damaged)
AP Tests \$93.00 each (Financial aid for AP testing fees may be available)
PSAT - Actual Cost for Juniors

For any classes taken for or if Dual Enrollment is required, please refer to the current MCCD fee schedule located below.

Maricopa Community College Tuition <http://www.maricopa.edu/about/?tuition>

*Specialty Field Trip costs may vary depending on destination and scheduled activities. Costs may be higher than the listed \$2 -\$20 range listed for Field Trips.

Williams Field Student Code of Conduct

Assembly Conduct

Students must sit in the section assigned for their class. Students who cannot conduct themselves properly will be removed from assemblies. Seating for pep assemblies will be by class. For other assemblies, seating will be with a designated teacher. Some assemblies may be shorter than others and may occur at different times of the school day. At all times students are to be with their teacher to and from assemblies and not loiter after any assembly.

Cheating, Forgery, Plagiarism

Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of a cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way will render that submitted work /test invalid.

Students should understand that, among other things, cheating includes communicating with another student during an exam, copying material during an exam, allowing another student to copy from their exam paper, using unauthorized notes or devices, submitting falsified information for grading purposes, obtaining and supplying a copy and/or information about an exam without the knowledge and consent of the teacher, submitting work written by another person (except as outlined below*), submitting work written by the student for another assignment without the instructor's knowledge or consent (self-plagiarism), copying another person's assignment(s), allowing another student to copy his or her assignment, or taking home exams without the knowledge and consent of the instructor.

When a student submits an assignment, that assignment should be only his or her own work unless the teacher has specifically set up the assignment as a group project or other collaborative assignment. In such cases, the names of all students involved in the group process should be listed on the assignment. If the teacher has not designated the assignment as a group project, submitting an assignment written by more than one person is **plagiarism.*

NOTE: A STUDENT CAUGHT CHEATING DURING A STATE TEST OR FINAL EXAM, MAY JEOPARDIZE THEIR SCORE/GRADE IN ADDITION TO THE ADMINISTERING OF THOSE CONSEQUENCES LISTED BELOW

Range of Consequences for Cheating /Plagiarism based on HUSD Code of Conduct:

- *Minimum - Conference with the student, no credit for the assignment.*
- *Maximum – Removal from class, no credit awarded.*

Lying

An attempt by a student to conceal from school officials or deliberately distort facts to mislead or give a false impression. Students who are caught cheating or plagiarizing may be referred to the assistant principal for curriculum. Consequences may range from academic honesty contract to suspension and/or removal from the class.

HUSD Code of Conduct:

- *Minimum – Conference*
- *Maximum – 5 days Off-Campus Suspension*

HAZING

Hazing Policy JICFA—There shall be no hazing, a solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for, or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy, a person as specified above shall be considered a "student" until graduation, transfer, promotion, or withdrawal from the school.

"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:

1. 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.
2. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm, or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests, or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers, and staff shall take reasonable measures within the scope of their authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places, and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the investigation and conclusions. Confidentiality of records and student information related to disciplinary actions, if any taken, shall be observed in the process of meeting with the person who reported the incident.

- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent. All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in-school policies related to the conduct and discipline of students, staff, and others.

Everyone is responsible for safe and secure schools

Call: 480-279-7233

Email: safe.hotline@husd.org

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

Policy JICK - The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs on the Governing Board, bullying in any form will not be tolerated.

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or the abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of the law.

Bullying of a student or group of students can be manifested through written, verbal, physical or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name-calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving or spitting,
- damage to or theft of personal property.

Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications on school computers, networks, forums, and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. 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, and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect and by the use of social media.

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by the use of social media.

Prohibitions and Discipline

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting Incidents of Bullying

Students who believe they are experiencing being bullied, or suspects another student is experiencing bullying, is to report the situation to the school administrator, another school employee, or District bullying hotline. School personnel shall maintain the confidentiality of the reported information.

Reprisal by any student or staff member directed towards a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting false reports under this policy shall subject the student to discipline up to and including suspension. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying has occurred as it is a violation of the law.

To report incidents of bullying, please click on the link below to access the reporting form:

http://www.husd.org/cms/lib08/AZ01001450/Centricity/Domain/1976/Bullying_Reporting_Form.

Cell Phone & Electronic Device Consequences

- **1st Offense:** The phone or device is confiscated, the teacher turns item into office, the student receives a behavior contract and the phone is returned at the end of the day.
- **2nd Offense:** Phone or device is confiscated by the teacher; the teacher writes a referral and brings the phone and referral down to the front office. Student will meet with administration. Students will be assigned to one day of lunch detention.
- **3rd Offense:** Phone or device is confiscated by the teacher; the teacher writes a referral and brings the phone and referral down to the front office; parents must pick up the phone, the student meets with the administration. Student is assigned to one day of Saturday School or In-School Suspension.
- **4th Offense:** Phone or device is confiscated by the teacher; the teacher writes a referral and brings referral down to the front office; parents must pick up the phone. Students will meet with administration. Students suspended off campus for 2 days.

After serving a suspension for 4th offense the accumulation of offenses will reset.

Off-Campus Behavior

A.R.S. § 15-843 requires the Governing Board of this district to prescribe rules for the discipline, suspension, and expulsion of pupils, and those rules shall include procedures for dealing with pupils who have committed or who are believed to have committed a crime. This statute does not include any limitation that a student's crime need be committed on-campus for the student to be subject to discipline, suspension, or expulsion. See Op. Atty. Gen. No. 189-096. AG Opinion I89-096 on A.R.S 15-843 "makes no distinction as

to the location of a crime a pupil committed or is believed to have committed". Thus, our district holds the authority to discipline students whose presence in school is considered to be a threat to the moral well-being of other students or such conduct that interferes with the health, well-being, and safety of other students.

SELF-DEFENSE

The threat or use of force by a student is NOT considered self-defense when:

- Used in response to verbal provocation alone.
- Assistance from a school staff member is an alternative.
- The student has an opportunity to remove him/herself from the situation or otherwise flee.
- The degree of physical force is disproportionate to the situation or exceeds that which would be necessary to avoid injury or protect personal property.

STUDENT DRESS

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. To that end, students are expected to adhere to the following dress standards:

- Clothing that immodestly exposes the chest, abdomen, midriff, genital area, or buttocks is not permitted.
- Clothing items may not create an atmosphere of threat, intimidation, or undue pressure.
- Footwear must be worn at all times. Safety requirements for specific classes such as industrial technology, life management, physical education, and chemistry must be followed.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Clothing may not display or suggest obscene language or symbols.
- Clothing may not display or advertise alcohol, drugs, tobacco, or any illegal or controlled substance or item.
- The only acceptable headwear allowed that may be worn at school are hats and visors in their original unaltered condition. Bandanas, hairnets, knit stocking caps and so forth, are not to be worn at school. Students shall remove their headwear when in a building or when requested to do so by a member of the administration, faculty, or staff.
- Gang clothing/paraphernalia is prohibited on school property, in school vehicles, and at school activities. Gang paraphernalia is defined as any apparel, altered apparel, jewelry, accessory, notebook, or any manner of grooming which, by nature of its color, arrangement, trademark, or any other attribute denotes membership in a gang.

Exceptions for special activities, health considerations, or religious attire may be preapproved by the principal.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

Dress Code Consequences

1st Offense: Warning – Students will be sent down to the nurse's office to acquire appropriate clothing.

2nd Offense: 1 Day ISS. Students must acquire appropriate clothing from the school or from home.

3rd Offense: Student will be assigned 2 days Off-Campus Suspension

CONDUCT VIOLATIONS AND CONSEQUENCES

The violations and definitions listed in the Code of Conduct are not to be viewed as all-inclusive. School administrators have the discretion to assign a violation category to a student's misconduct based on all evidence collected and in alignment with normal practice.

Nothing in this Student Code of Conduct is intended to restrict the district from imposing more or less severe consequences.

While students will receive consequences for committing violations, students may also receive consequences for attempting to commit a violation or knowingly assisting or provoking a violation of the Code of Conduct.

Violations such as those involving alcohol, drugs, firearms possession, sexual abuse, or other abuse and other serious incidents including threats, require a report to law enforcement. Schools also have the discretion to notify police of other incidents depending on the circumstances of the misconduct.

Nothing in this handbook is intended to restrict the district from imposing more or less severe consequences if, in the discretion of the district, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction. In addition, based upon the facts, long-term suspension or expulsion may be imposed, even if not necessarily listed as a potential consequence on the grid for a particular behavior.

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

HUSD Code of Conduct <https://www.husd.org/cms/lib/AZ01001450/Centricity/Domain/740/CodeofConduct.pdf>

To access HUSD Governing Board Policy, please click the link below:
<http://lp.ctspublish.com/asba/public/lpext.dll?f=templates&fn=main-h.htm>

- The policies listed are reflective of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive of all HUSD Governing Board Policies.
- In specific accordance with policy JICK and JICF, the entire policy can be found on the following pages.

ADMINISTRATOR CONSEQUENCES FOR STUDENTS

Depending on the various factors such as type of behavior problem, the student's disciplinary history, the seriousness of the infraction administrators may take one or more of the actions, including but not limited to those described below.

Consequences may also affect participation in extracurricular activities and may include notification of law enforcement. Parents will be notified of administrator consequences for students.

Alternative Program Assignment: The school administrator may recommend that the student be placed at the District's alternative learning program for a minimum of five school days up to the remainder of the semester or school year.

Transportation may be provided to the student. Parent will be notified.

Denial of Bus-Riding Privileges: The school administrator may suspend a student's privilege of riding a school bus according to the guidelines on the following page. Students will be expected to arrange alternative transportation to and from school for the duration of the bus suspension. Parents will be notified.

Saturday Detention: The school administrator may assign the student to Saturday school.

Diversion/Intervention Program: The school administrator may assign the student to mandatory participation in a diversion/intervention program during a short or long-term suspension. If the administrator assigns a diversion program and if the student successfully attends the program, the administrator may choose to divert some of the days of the suspension. If the administrator assigns an intervention program, the student must successfully participate in the program to avoid other disciplinary consequences including a pending short or long-term suspension. Parent will be notified.

Expulsion: While the student is serving a short-term suspension of 10 days or less, the school administrator may recommend to the District an extension of the suspension to expulsion. Upon the school administrator's recommendation of expulsion, a hearing may be scheduled with an appointed hearing officer. After a formal hearing, the hearing officer may recommend expulsion to the Governing Board. Only the Governing Board may impose the expulsion. An expulsion is a permanent withdrawal of the privilege of attending

any schools in the Higley Unified School District unless the Governing Board readmits the student in accordance with the procedures outlined in Board policy. The parent and student will receive notification of the expulsion hearing including information about the hearing procedures and student's rights.

In-School Suspension (ISS): The school administrator may assign a student to 10 days or less of suspension in school. During an in-school suspension, the student will be removed from his/her classroom and normal daily school activities and supervised in a location isolated from peers. Classwork will be provided to the student. Parent will be notified.

Out of School Suspension (OSS) (short-term): The school administrator has the authority to suspend a student for 10 school days or less after appropriate due process. If immediate due process is not possible because the student's presence creates a danger to the school or because the student's criminal circumstance prohibits it, due process will be afforded as soon as possible thereafter. Classwork will be provided to the student. The student may not be present on any district campus or at any school or district activity when serving a short-term suspension. Parents will be notified of all short-term suspensions. There is no legal right to appeal a short suspension to any person other than the school administrator.

Out of School Suspension (long-term): While the student is serving a short-term suspension of 10 days or less, the school administrator may recommend to the District an extension of the suspension to 11 school days or more. Upon the school administrator's recommendation of a long-term suspension, a hearing may be scheduled with an appointed hearing officer. The parent and student will receive notification of the long-term suspension hearing including information about the hearing procedures and student's rights.

Restitution: The school administrator may assign a student to financial liability for damage, loss, theft of school property. If the restitution amount is greater than \$100, law enforcement authorities will be contacted.

While not a disciplinary consequence, the school administrator may also convene the Threat Assessment Team. Every instance of threatening behavior will be treated seriously and examined thoroughly in determining whether a threat exists under the Threat Assessment process. According to the outcome of the Threat Assessment, a safety plan may be developed, victims may be notified and disciplinary consequences may be assigned as described above.

FACTORS IN DETERMINING APPROPRIATE CONSEQUENCES

Potential Aggravating Factors:

1. The severity of the actual result of the conduct.
2. The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct.
3. The extent of the disruption or potential disruption to the educational environment.
4. The attitudes of the student and parent concerning the misconduct a potential disciplinary consequence.
5. The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents.
6. The apparent or expressed motivation of the student.
7. Whether the student's behavior violated civil or criminal laws.

Potential Mitigating Factors:

1. The age of the student.
2. The ability of the student to understand that the conduct was prohibited.
3. The ability of the student to understand the potential risk of the misconduct to the health and/or safety of others and their property.
4. The ability of the student to understand the potential of the disruption to the institution.
5. The ability of the student to understand the potential for disciplinary consequences.
6. The apparent or expressed motivation of the student.
7. Reasonableness of use of physical force in self-defense, defense of others, and defense of property.
8. Frequency, type, and magnitude of previous misbehaviors by the student.
9. Special intellectual, psychological, emotional, environmental, or physical.

Depending on the individual circumstances of each violation, the factors listed above as typically mitigating circumstances may be applied as aggravating circumstances and vice versa.

TEACHERS AND STAFF CONSEQUENCES FOR STUDENTS

Teachers have classroom management plans that include consequences, including but not limited to those described below, for common classroom behavioral concerns. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral form will be generated and completed by the school administration.

Other teachers and other staff members may be responsible for supervising students in the cafeteria, on the playground, and throughout campus according to established school-wide behavioral expectations. When students do not comply with staff members or respond appropriately with the informal actions described below, a disciplinary referral form will be generated and completed by the school administration.

Conference/Behavior Plan: The teacher or staff member will hold a conference with the student to discuss the continued inappropriate behavior and to develop a plan for changing the behavior and outlining the consequences if the behavior does not change. Parent may be notified.

Detention: The teacher or staff member will hold a child in the classroom or other supervised location before, during lunch, or after school. Before, during, and after school detentions are typically 30 minutes or less.

Informal Talk: The teacher or staff member informs the student of the inappropriate behavior, describes acceptable behavior, and asks the student to make adjustments to his/her behavior so that the consequences do not need to progress. Parent not typically notified.

Restriction of Privileges: Teachers or staff members may restrict a student's participation in a special event or activity, i.e. field trip, assembly, class party, etc. Parents may be contacted.

Removal from Classroom: (extreme circumstance) State law allows a classroom teacher to remove a student from the classroom and request that a staff committee determines whether the student should return to the classroom or be assigned elsewhere. Parent will be notified.

Time-Out: The teacher or staff member assigns the student to a buddy teacher classroom or other supervised location where the student is isolated from his/her classmates and the environment in which the student was making poor choices. Time-Out is typically one class period or less. Parent may be notified.

STUDENT RIGHTS AND EXPECTATIONS

Higley School District embraces that students are afforded many basic rights. Students' basic rights include the right to a meaningful educational experience. While the District strives to provide a school experience that is fostered in a learning environment that is safe and that values students' viewpoints, opinions, and unique needs and characteristics, students must also demonstrate a commitment to honoring the rights of all members of our school system. To that end, students must balance their right to an education with their responsibility for their actions, particularly when their actions are inappropriate.

When students choose to demonstrate behavior that is inappropriate per District policies and procedures, they will need to accept the consequences. District policies and Arizona state law provides the District the authority to hold students accountable for inappropriate behavior on school property at any time, including but not limited to: on the way to and from school; whenever it impacts the educational environment, during any school-sponsored activity; at school bus stops; and in other locations outside of the school grounds, additionally if the behavior has a negative impact on other school district employees, students or activities.

School administrators shall handle each report of a student disciplinary situation by speaking with students to gather information. Administrators may gather information from students without parent participation or consent. When gathering information from a student accused of a violation of the Student Code of Conduct, the administrator will afford due process.

Process Rights

1. Students will be informed of the accusation against them and be provided with the supporting facts.
2. Students will have the opportunity to accept or deny the accusations.
3. Students will have the opportunity to present their version of the situation.

After gathering the facts and affording due process, the school administrator shall determine if a violation of the Student Code of Conduct occurred.

If the administrator determines that a violation of the Student Code of Conduct occurred and that a consequence (other than an informal conference or verbal warning) will be assigned to the student, the parent will be contacted.

SEARCHES AND POLICE INVOLVEMENT

A student's right to privacy and unreasonable search and seizure must be balanced with the school's ultimate responsibility to protect the health, safety, and welfare of all students and staff.

Administrators have the authority to conduct searches when they have a reason to suspect that the search will uncover evidence that a violation of the Student Code of Conduct has occurred or that a law has been violated.

Administrators may search student desks, lockers, backpacks, purses, or other personal belongings and vehicles when reasonable suspicion exists and to determine if a school violation has occurred or a law has been broken.

Through a partnership with the Town of Gilbert, School Resource Officers (SROs) are present on high school campuses. Officers from Gilbert and Maricopa County Sheriff's Office (MCSO) also respond to middle and elementary schools as needed. Law enforcement officers may, at times, need to speak with students.

- When parents are being investigated for suspected child abuse or other criminal activity, the District is prohibited from notifying the parents.
- When students are being investigated for something unrelated to the school, the parents will be contacted before the law enforcement officer being allowed to speak with the student.
- When the school has called the police for a suspected crime committed by a student in relation to the school, the District will allow the law enforcement officer to speak with the student unless the student refuses to be interviewed or requests to have a parent present.
- If law enforcement takes a student into custody, the school must comply. Administration will notify the parent unless directed otherwise.

BUS RULES AND CONSEQUENCES

Riding a bus is a privilege.

- Students may lose their bus riding privileges immediately for serious infractions.
- Bus suspensions may include field trips and activity runs.
- Students who cut, deface, or otherwise damage any school vehicle may be disciplined up to expulsion including being held financially liable for the damage.

- School administrators have the authority to determine the length of bus suspension considering the infraction and behavioral history of the student involved.

Bus riders are expected to adhere to the following rules:

- Follow directions immediately when asked. It is unsafe for the driver to have to argue or explain the reason for a request while operating the bus.
- Remain seated at all times and until the bus arrives at the scheduled stop.
- Keep all parts of the body inside the bus and to self at all times.
- Talk quietly as would be in the classroom and use only appropriate language. Remember, younger students are watching and learning from older students.
- Throw away any garbage when exiting the bus.
- Always keep the aisle clear including keeping feet and legs out of the aisle.
- Water is the only allowable food or drink.
- Do not tamper with bus equipment or vandalize any parts of the bus. Students WILL be held responsible for the cost of the damage.
- ALL school expectations for appropriate behavior apply when riding the bus.
- Skateboards, longboards, and scooters are not allowed on the bus.

Bus drivers have the authority to apply the following actions regarding student discipline. If the student's misconduct continues, the bus driver will submit a discipline referral to the school administration.

Assigned Seat: The bus driver or school administration may reassign a seat. Parent may be notified.

Conference with Administrator: The bus driver may request that the school administrator conference with the student about the inappropriate behavior. The bus driver may be present for the conference. Parent may be notified.

Informal Talk: The bus driver will discuss the inappropriate behavior, describe acceptable behavior, and ask the student to make adjustments to his/her behavior so that the consequences do not need to progress. Parent not typically notified.

Pullover: The bus driver may pull over and stop the bus when student behavior causes an endangerment and it is unsafe to drive the bus. The driver will notify the transportation department. Student discipline referrals may result if the driver takes this action.

TYPES OF BUS INFRACTIONS

| LEVEL I | LEVEL II | LEVEL III |
|------------------------------------|---|---|
| Failure to remain properly seated | Profanity, obscene language, or gestures | Lighting matches/lighter on bus |
| Loud disruptive talking or yelling | | Throwing objects from the bus |
| Failure to take assigned seat | Extending head or arm out bus window | Verbal abuse of, or physical assault on school employee |
| Eating/drinking on bus | Vandalizing district property | |
| Bothering others | Verbal abuse of another student | Drug/alcohol/tobacco use on bus |
| Throwing objects on bus | Defiant behavior shown to school employee | Tampering with emergency equipment |
| Crossing behind the bus | | Possession of weapon, simulated |
| Continuously late to bus stop | Spitting on bus/at a person/from the bus | Weapon, or dangerous instrument |
| Inappropriate conduct at bus stop | Throwing objects at the bus | Shoving student into path of vehicle |
| Other: | Other: | Physical assault on student on bus |

In addition to suspension of bus-riding privileges, the student may also be subject to school consequences including suspension from school or other school privileges.

ACKNOWLEDGEMENT OF RECEIPT

This form is to be returned to the designated teacher within two (2) school days of the date it is received by the student. Code of Conduct can be found at www.husd.org.

Please print.

Student Name _____ Grade _____

- Bridges Elementary**
- Centennial Elementary**
- Chaparral Elementary**
- Coronado Elementary**
- Cortina Elementary**
- Gateway Elementary**
- Higley Traditional Academy**
- Power Ranch Elementary**
- San Tan Elementary**
- Cooley Middle School**
- Sossaman Middle School**
- Higley High School**
- Williams Field High School**

Code of Conduct

Student and Parent: I have been provided access to and/or received the District Code of Conduct. I acknowledge that I have been given the opportunity to read and review it with my child/parent/guardian. I understand that I am expected to comply with all provisions that apply to me. I understand that I may contact the school administration if I have any questions pertaining to the information in the Code of Conduct.

Technology Acceptable Use Policy

Student: I have read and agree to abide by the Technology Acceptable Use Policy rules and guidelines. I understand that access to computers and internet resources is provided for educational purposes only and I must not use the technology resources to send or request offensive or illegal material. I understand that if I violate the rules and guidelines for technology resources, my access privileges may be revoked and school and/or legal action may be taken as a consequence.

Parent: I have read the Technology Acceptable Use Policy rules and guidelines. I understand that school access to computers and internet resources is provided for educational purposes only. While the District has taken precautions to minimize access by students to inappropriate material, I understand that is impossible for the District to completely restrict access to such material and will not hold the District responsible if my child accesses such material either directly or indirectly. I hereby give permission to the District to permit my child to use District owned computers and internet access.

Student Violence/Harassment/Intimidation/Bullying and Hazing Policies:

Student and Parent: I have read the information, including what is related to Student Violence, Harassment, Intimidation, Bullying, and Hazing, in the Code of Conduct and understand the consequences for violating these policies.

Equal Educational Opportunities:

Student and Parent: I understand that in accordance with Governing Board Policy JB—Equal Educational Opportunities— the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, and disability or any other reason not related to the student’s individual capabilities. My signature below attests that I have been provided access to and/or received a copy of the Code of Conduct, Use of Technology Resources rules and guidelines, Hazing Policy, Student Violence Policy, the Equal Educational Opportunity Policy of the Higley Unified School District and have been provided the opportunity to read and review them with my child/parent/guardian. Failure to sign this form does not preclude students from the responsibilities and/or consequences outlined in the Code of Conduct.

Parent/Guardian Signature

Date

Student Signature

Date

ACKNOWLEDGEMENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

TECHNOLOGY ACCEPTABLE USE AGREEMENT

The Acceptable Use Agreement provides students, families, and staff with an understanding of the behaviors expected while using electronic devices belonging to the Higley Unified School District and personal electronic devices (PEDs) using the Higley Unified School District's (the District's) network. Signing of the Acceptable Use Agreement indicates acceptance of and agreement to adhere to the expectations outlined in this document. Any use of the District's equipment or accessing of the network implies agreement to and acceptance of the conditions outlined in this document.

General Provisions

- All activities occurring on the District's network are intended for educational use and are subject to monitoring and retention.
- Access to all online content on the District's network is subject to compliance with school policies, federal and state regulations, and the Children's Internet Protection Act (CIPA).
- Attempts to circumvent the network filter are prohibited.
- Passwords are not to be shared with others.
- Users who engage in activities that result in the destruction of, loss of, or damage to the District's equipment may be held financially responsible for device repair or replacement.
- The District reserves the right to confiscate any electronic devices and to revoke usage privileges for anyone in violation of policies and procedures detailed in and/or in the spirit of the Acceptable Use Agreement. PED's that have been confiscated will be turned over to the student's parents or other responsible adult at the end of the school day, unless additional time is required for investigation or otherwise directed by law enforcement.

Device as an Academic Tool

It is understood that electronic devices are intended for educational use. Personal use of electronic devices is prohibited while on school premises. Additionally, devices must comply with the following:

- Screensavers, backgrounds, and displays must be in alignment with the generally accepted understanding of school appropriate content. Disputes related to determinations of school appropriate content will be resolved by the site level administrator.
- Any non-school related music, games, or other activities are prohibited during school hours, unless otherwise authorized by a site level authority. ○ Only games and applications which in no way contradict the accepted understanding of school appropriate content are allowed at any time.
- Overwriting of content will occur during update and maintenance of devices belonging to the District. The District makes no guarantee that content will be preserved.
- All education related content should be saved on school servers, drives, or other appropriate off-device storage.
- Storage space will be allocated for educationally related use only.
- The District's technology staff cannot provide support for off-site technical matters, websites and applications not of its creation, or non-District issued equipment.

Web 2.0 / Social Media Use

The District's may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

- Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.
- Posts, chats, sharing, and messaging may be monitored.
- Engaging in and/or participating in cyberbullying is prohibited. ○ Cyberbullying is defined as the use of electronic communication to bully a person, typically by sending messages of a threatening or intimidating nature.
 - Cyberbullying will be subject to disciplinary action.

Document and File Storage

The District offers both local and cloud storage for the students and employees.

- Cloud storage is intended for the convenience of teachers and students as they store classroom work and other publicly available files.
- Local storage is intended for sensitive documents and files including anything specific to a student or employees personal information.
- Examples of files appropriate to store to the cloud include: ○ Student work, lesson plans, assignment details ○ Class notes, newsletters, school calendars

Examples of files that should NOT be saved to cloud storage include but are not limited to:

- Any files containing personally identifying information such as social security numbers, addresses, grades, medical data, or behavioral information.
- Should there be a question as to whether a file is appropriate for cloud storage, contact the Technology Department, or err on the side of caution and save only to the local file server.

Prohibited Uses and Right of Inspection

The District reserves the right to examine the contents of the file server, email, computers, and mobile devices used by district students. Random audits of all resources owned by the District's will occur and should be expected by all users. Detailed examination of personal electronic devices will only occur when there is reason to suspect an activity or material that violates any of the school's code of conduct or the law.

The following are explicitly forbidden at all times while using any the District's device, and when using any device while on school property, when representing the District's in any capacity, and/or when attending or participating in a the District's event. Anyone engaging in any of the following will be subject to disciplinary action:

- Accessing, sending, or distributing materials that may be deemed illegal, defamatory, abusive, offensive, threatening, pornographic, obscene, or sexually explicit.
- Engaging in illegal activities. Engaging in activities in violation of copyright or trademark laws.
- Taking, sending or distributing inappropriate, illicit, or sexually explicit photographs or videos.
- Using devices with the intent and/or result of embarrassing or maligning anyone.
- Taking photos of or recording anyone without their express permission.
- Using any recording device in areas assumed to be private such as bathrooms, locker or changing rooms, regardless of intent.
- "Hacking." Hacking includes malicious use of the District's network or property with personal devices or with devices belonging to the District's to develop programs or infiltrate a computer or computer systems and/or damage network or device components.
- Attempting to gain unauthorized access to any wireless network, school owned device, or account.

Limitation of Liability

The District makes no warranties of any kind, express or implied, that the functions or the services provided by or through the District's will be error free or without defect. The District will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of service.

The District is not responsible for financial obligations arising through the unauthorized use of the system.

The District's website, intranet, and network are to be used for educational purposes only. These resources will contain links to other sites that may be of educational interest to employees and students. The District is not the author of or otherwise associated with linked sites and is not responsible for the material contained in or obtained by these linked or searched sites.

Violations of the Acceptable Use Agreement

Violations of this Acceptable Use Agreement may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges (all users)
- Loss of device use for a determined period of time (students)
- Notification of parents (students)
- Detention or suspension from school and school-related activities (students) Legal action and/or prosecution (all users)
- Financial restitution (all users)
- Confiscation of personal electronic devices

Network Etiquette

Students are expected to abide by the generally acceptable rules of network etiquette:

- Be polite and use appropriate language. Do not send, or encourage others to send, abusive messages.
- Be brief.
- Strive to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for articles.

- Post only to known groups or persons.
- Respect privacy. Do not reveal any home addresses or personal phone numbers or personally identifiable information.
- Avoid disruptions. Do not use the network in any way that would disrupt use of the systems by others.
- Report any misuse to the teacher, administration or system administrator, as is appropriate.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.

Additional Requirements for Personal Electronic Devices (PED's)

- While on campus, students will keep PED's off when they are not being used for instructional purposes, as permitted by a teacher or administrator.
- Students will access the internet only through the District's secure Wi-Fi server while on campus. The school/District is not, and will not be responsible for additional charges incurred for use during school while not on the District's server. Students will pay all fees for their data plans.
- Students will charge their PED before bringing it to school.
- Students will keep logins, passwords and personal information confidential.

Parent: I have received and read the *Technology Acceptable Use Agreement*. I accept full responsibility for supervision if, and when, my child's use of the electronic information services is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

STUDENT: I understand that violations of the rules stated in the Agreement may result in disciplinary action and my use of the technology resources may be suspended or permanently revoked.

Student Name (print) _____

Signature _____ Date _____

ACKNOWLEDGEMENT OF BUS RIDER PRIVILEGES

Because all students may at one time or another ride a bus during the school year, this form is to be returned to the designated teacher within two (2) school days of the date it is received by the student. Code of Conduct can be found at www.husd.org.

Please print.

Student Name _____ Grade _____

- Bridges Elementary
- Centennial Elementary
- Chaparral Elementary
- Coronado Elementary
- Cortina Elementary
- Gateway Elementary
- Higley Traditional Academy
- Power Ranch Elementary
- San Tan Elementary
- Cooley Middle School
- Sossaman Middle School
- Higley High School
- Williams Field High School

Bus Rules and Consequences:

Student and Parent: I have been provided access to and/or received the District Code of Conduct where the rules and consequences for bus behavior are described. I acknowledge that I have been given the opportunity to read and review the bus rules and consequences with my child/parent/guardian. I understand that I am expected to comply with all pro-visions that apply to me whenever I am a passenger in District-provided transportation. I understand that I may contact the Director of Transportation or the school administrator if I have any questions pertaining to the information in the Code of Conduct.

Posted in all HUSD Buses

FOLLOW THESE RULES

- Observe same conduct as in the classroom.
- Be courteous. No yelling, screaming or profane language.
- Be at pick-up location on-time. No running, pushing or shoving on bus or off the bus.
- Do not eat or drink on the bus. Water bottles, used appropriately, are allowed.
- Remain seated while the doors of the bus are closed.
- Do not vandalize the bus. Skateboards, longboards, and scooters are not allowed on bus.
- The driver or aide is authorized to assign seats. Follow the direction of the driver or aide at all times.
- Stay sitting in your seat, facing forward.
- Keep all body parts and objects inside the bus and to yourself. Do not throw items in or out of the bus.
- No glass bottles, pets, insects, reptiles, weapons, chemicals or drugs/alcohol/tobacco are allowed on the bus.

Parent/Guardian Signature Date

Student Signature Date

RELEASE OF STUDENT DIRECTORY INFORMATION

During the school year, the District may compile non-confidential student directory information that may be used for the school yearbook, school directory, athletic/activity rosters, school or District programs and newsletters. Student directory information is also requested by others such as colleges, universities, scholarship committees, the military, newspapers or other similar entities.

According to State and Federal laws, student directory information may be released to third parties without permission of parents/guardians or eligible students. Except for reports to CPS or law enforcement that are required by law, HUSD will honor a parent’s request to not release directory information.

If you do not want your child’s directory information released, please check the box and sign and return this form to the designated teacher within 14 calendar days of the date it is received by the student. If this notification is not received, the District may release directory information without further notice.

- Name*
- Address*
- Photograph**
- Grade level
- Participation in activities and sports
- Weight & height if a member of an athletic team
- Honors and awards received

Student Name _____ School _____

Grade _____

I request that the District NOT release the directory information listed in the above box relating to the student named above. If there is a specific type of information that you wish not to be released from the above list, please note here:

Parent/Guardian Signature _____

Date _____

*Does not apply to law enforcement or Child Protective Services in accordance with Governing Board Policy JLF.

**Does not apply to the school yearbook. If you do not want your child’s name and picture to appear in the school yearbook, please submit your request in writing to the school administration.

Social News Media Opt-Out

Your child may be photographed, interviewed, audio or video recorded during school related activities. Photographs may be used for classroom or school publications, including yearbooks. Photographs, interviews, or audio and video recordings may be used for school and district electronic, Internet and social media publications. Photographs, interviews, or audio and video recordings may be used by the public media.

Please sign either granting permission or restricting permission.

Grant Permission:

I give permission for my child, _____ to be photographed, interviewed, audio or video recorded during school related activities and to be used for: all classroom and school publications; for school and district electronic, Internet and social media publications; and by the public media.

Parent/Guardian Signature

Date

OR

Restrict Permission:

Please indicate below any uses for which you **DO NOT** give your permission during events not open to the public:

- For classroom publications (Examples: Teacher Webpage; Class Bulletin Board; Class Newsletter)
- For school publications (Examples: School Social Media; Promotional Video; Yearbook; School Announcements; School Webpage)
- For District publications (Examples: District Webpage; District Social Media; Banners; District Advertisements)
- For public media publications (Television; Social Media; Broadcasts; Newspapers; Magazines)

By signing below I understand I am not giving permission for my child, _____, to be interviewed, photographed and audio or video-recorded for the use(s) checked above.

Parent/Guardian Signature

Date