



Higley Unified School District

**HIGLEY HIGH SCHOOL
WILLIAMS FIELD HIGH SCHOOL
PARENT/STUDENT HANDBOOK
AND
DAILY PLANNER**

HIGLEY HIGH SCHOOL
4068 East Pecos Road
Gilbert, Arizona 85295
(480) 279-7300

WILLIAMS FIELD HIGH SCHOOL
2076 South Higley Road
Gilbert, Arizona 85295
(480) 279-8000

Attendance (480) 279-7303

Attendance (480) 279-8000 Option 2

Name: _____

Superintendent

Dr. Denise Birdwell

Governing Board

President

Vanessa Whitener

Vice President

Kim Anderson

Member

Jake Hoffman

Member

Kristina Reese

Member

Denise Standage

FIRST SEMESTER

Period	Subject	Room	Teacher

SECOND SEMESTER

Period	Subject	Room	Teacher

BELL SCHEDULES

0 Hour	6:30 - 7:25
Period 1	7:30 - 8:25
Period 2	8:30 - 9:25
Period 3	9:30 - 10:25
Announcements	10:25 - 10:35
Period 4	
A-LUNCH	10:35 - 11:10
Class	11:15 - 12:10
Class	10:40 - 11:35
B-LUNCH	11:35 - 12:10
Period 5	12:15 - 1:10
Period 6	1:15 - 2:10
7th Hour	2:15 - 3:10
ASD	2:15 - 3:10

SCHOOL CALENDAR

District Calendar 2014-2015

Beginning Date

First Day of School August 4, 2014 (Monday)

Holiday/Recess Days

Professional Development Day	August 27 (Early Release)
Labor Day	September 1
Parent-Teacher Conferences	September 11-12 (Early Release)
Professional Development Day	September 24 (Early Release)
Fall Break	October 6-10
Professional Development Day	October 13 (Full Day Release)
Veterans' Day	November 11 (Tuesday)
Professional Development Day	November 19 (Early Release)
K-12 Early Release	November 26 (Early Release)
Thanksgiving	November 27 - 28
End 2 nd Quarter / Semester Exams	December 18-19 (Early Release)
Winter Break	December 22 – January 2
Martin Luther King	January 19
Professional Development Day	January 28
Parent-Teacher Conferences	February 12-13 (Early Release)
Presidents' Day	February 16
Professional Development Day	February 18 (Early Release)
Spring Break	March 9-13
Professional Development Day	March 16 (Full Day Release)
Spring Holiday	April 3
Professional Development Day	April 29 (Early Release)
HS Final Exams	May 20 - 21 (Early Release)
HHS Graduation	May 20
WFHS Graduation	May 21
Ending Date	May 21, 2015 (Thursday)

AIMS TESTING

AIMS Writing Retakes (gr. 11&12)	October 28
AIMS Reading Retakes (gr. 11&12)	October 29
AIMS Math Retakes (gr. 11&12)	October 30
AIMS Writing (gr. 10,11&12)	February 23
AIMS Reading (gr. 10,11&12)	February 24
AIMS Math (gr. 10,11&12)	February 25
AIMS Science (gr. 9-10)	TBD

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WFHS Fight Song

Fight on Black Hawks!
We sing to thee. We want a 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.

GENERAL INFORMATION/SERVICES

The Bookstore

Students will receive their textbooks for the school year during the first week of the semester. Books which become lost or damaged are the student's responsibility. Students are also responsible for the textbook barcode number. Any books issued for semester classes should be returned at the end of the semester. The Bookstore is open for student transactions before school, during lunch, and after school. Exact hours are posted at the Bookstore.

Cafeteria

The cafeteria will sell lunches starting at \$2.95 and up, a la Carte items are also available. We do not use lunch cards. The student ID number is their lunch account number that they enter onto a pin pad. You may put any dollar amount on your account with cash or check (please include your driver's license number with expiration date, plus the student's name and ID number).

Free and reduced meals are available to students who qualify. Eligibility for this program is determined by family size and income. Students who may want to apply for free or reduced meals should obtain an application from the front office. Information is confidential.

Synergy

Our schools use a software program called Synergy (Genesis), which compiles student grades, attendance, transcripts, and contact information. Teachers may include digital documents, classroom assignments, points and percentages, and individual feedback and comments. To register you need to get an "Activation Key" from the Front Office (480) 279.8000.

Counseling Center

Students' counselors are well qualified educators trained to help them in academic, vocational, and personal areas. The primary concerns of the Counseling Center are the students, parents, and staff.

To see a counselor, the student should go to the Counseling Center and sign up for an appointment.

1. A call slip will be sent to the student's class as soon as possible. If the teacher feels the student cannot afford to miss class at that particular time, the student must respect the teacher's decision and reschedule the appointment.
2. The call slip will be time-dated for the student's return to class.
3. Parents are encouraged to call for appointments in order to avoid conflicts.
4. These procedures will be followed except in special or emergency situations.

Identification Cards

Each student will be issued a bar coded photographic identification card. **Students must have their I.D. card in their possession at all times and must present it upon request of any staff or faculty member.** I.D. cards are required for admittance to all school activities. The replacement cost is \$5.00 and may be purchased in the Bookstore.

Library/Media Center

The library is open from 7-3:30, except on early release days when it closes at 11.

A signed pass in the student planner is required during class periods and students must sign in and out at the circulation desk. Two books may be checked out, for two weeks, and books may be renewed if they are not on reserve for another student. **Student ID'S are required to check out.** A late fee of \$.10 a book per day is charged, and it is the expectation that all items are returned in good condition to avoid incurring damage or replacement charges. Failing to pay incurred charges will result in disciplinary action. Behavior that supports academic learning is the expectation.

Closed Campus

As per adopted board action, all high schools in the Higley Unified School district will operate under closed campus guidelines. Rationale supporting this action included student safety, effective learning environment, and district consistency.

Closed campus defined: *A student with an afternoon class may not leave campus during lunch or during class hours.* Please remember that students must remain on campus during lunch time. A parent/guardian signature is required to release a student for personal reasons during school hours. A doctor's note is required from students released for medical purposes. Part time students may only leave campus under the above guidelines or upon the completion of their daily schedule.

ID procedures – All students must have their ID cards on their person at all times. In order to follow closed campus procedures a student must be able to show their ID upon request. Part time students must show current school ID before being permitted to exit school.

Deliveries

In order to minimize the disruptions to instruction, we are restricting deliveries for students to items that are essential to the educational process. Therefore, classes will not be interrupted for delivery of items. Flowers, birthday items, pizza, etc. will not be accepted from businesses for delivery. Restaurant deliveries are also not allowed. Parents will need to wait for their student to be called to the office between classes to receive ANY item that has been brought for them **by a parent or family member, including, but not limited to lunch money, homework, or PE clothing. The front office will NOT be responsible for delivering items to students.**

Visitors/Guests

All guest speakers must sign in with the front office. Visitors must park in the spaces marked "visitor" located in front of the school.

NOTE: No student may have a guest on campus during class time or at lunch.

School Health Services

School is a Healthy environment

The nurse promotes a positive wellness environment to give each student the best possible opportunity to learn and reach their potential. The nurse is the consultant for students, parents and educational staff members concerning health issues and problems. He or she may, at times, recommend further medical follow up when a health problem is suspected.

Health Center

The Health Center provides first aid and medical care primarily for illness or injuries that **occur** during the school day. **It is not a primary care facility like a doctor's office.** The nurse is, however, qualified to collaborate with you and your child's physician to provide an educational environment in which your child can learn and thrive. While the nurse does not make a medical diagnosis or prescribe medication or treatment, medication and treatment prescribed by a physician may be given in the health office.

Student Illness

If a student feels ill during the school day, they should report their complaint to the classroom teacher for referral to the nurse. Students are not to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the nurse. Please keep your child home if they have fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. Students who have a fever of over 100 degrees, or signs and symptoms of a contagious condition **must** be picked up by a guardian or someone listed on the Emergency Contact list. **Children with a fever of 100 degrees or more must be fever-free for 24 hours without the use of fever reducing medications before returning to school.** If your child has been diagnosed with contagious illness, please contact the Health Center so parents of other students in the class can be notified. Please call your child's doctor for advice on an ill child. Do not send ill students to school to be evaluated by the nurse.

Medication

In compliance with ARS 15-344 and ARS 32-1901, over-the-counter medications are not available in the Health Center. Tylenol, ibuprofen, Calamine, Neosporin, *topical or oral* Benadryl, cough drops, antacids or any like remedies are not stocked. Students are not permitted to have medication in their possession at any time without a *specific* prior written arrangement with *the* nurse.

Prescription medications must be in an original prescription container labeled for the student with a current date. The label must state directions that coincide with the request being made by the parent.

Over-the-counter medications needed by students during the school day must be checked in to the Health Center by a parent/guardian. Requests must be in agreement with the manufacturer's directions or have a superseding physician's order. Herbal preparations must have a doctor's order.

PE Excuses

Students requesting to be excused from P.E. must bring a note signed by their parent to the Nurse. The Nurse will then write an "excused from P.E." pass for the student to take to P.E. Any request for an excuse for three or more PE classes must be accompanied by a Physician's written order. The PE department will determine an alternate manner in earning class participation during the excusal.

All injuries requiring any type of orthopedic support or devise on campus must be reported with a medical excuse and cleared through the Health Center.

Chronic Health Conditions

If your child has been diagnosed with a chronic health condition please contact the nurse immediately. He or she will inform you of the HUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day.

ATHLETICS

Arizona Interscholastic Association

Williams Field High School abides by the rules and by-laws of the Arizona Interscholastic Association (AIA).

Williams Field High School is a member of the Arizona Interscholastic Association and abides by their Constitution and Bylaws.

The following interscholastic sports are offered to students:

Fall Sports	Winter Sports	Spring Sports
Cross Country (B/G)	Basketball (B/G)	Baseball (B)
Football	Soccer(B/G)	Softball (G)
Golf(B/G)	Spiritline	Tennis(B/G)
Spiritline	Wrestling	Track and Field (B/G)
Swimming(B/G)		Volleyball(B)
Volleyball(G)		

TO VIEW ALL THE ARIZONA INTERSCHOLASTIC ASSOCIATION INFORMATION GO : www.aiaonline.org

Eligibility (Athletics-Other AIA Sanctioned Activities)

Each year an athlete must establish his/her athletic eligibility for the upcoming school year. Athletic packets, which include forms, instructions, etc., are available in the Athletic Office. Students must successfully complete all classes in which they are enrolled; consequently, any student who withdraws from a class with a "W/F" or loss of credit due to discipline or any other reason, will be ineligible for the duration of the semester.

To participate in interscholastic athletics, you must meet Arizona Interscholastic Association (AIA) requirements. The following are a few of the specifics.

Academic Eligibility

All students participating in AIA sanctioned events must maintain a passing grade in all classes. **"No Pass/No Play"** guidelines as established by the State Board of Education are in effect. Teachers will be surveyed every week and a student failing will receive notification of pending ineligibility. A student failing the same class for two consecutive weeks will be ineligible to participate (Monday-Saturday), unless a subsequent check after one week indicates a passing grade. The ineligibility period will then be one week (Monday-Saturday). The duration of the grade check will be Thursday (12:00 pm) – Thursday (12:00 pm). Students will be able to practice during the ineligibility period. They may not suit up for competitions.

The student and the parent/guardian shall be notified when:

- Ineligibility is pending.
- Ineligibility is determined to be necessary.

Support may be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

The same general standards shall apply for special education students except, that such eligibility shall be determined on a case-by-case basis in relationship to the respective student's individual education programs. In implementing this policy, the following clarifications apply to all students:

- Students must successfully complete all classes in which they are enrolled; consequently, any student who withdraws from a class with a "W/F" or loss of credit due to discipline or any other reason will be ineligible for the duration of the semester.
- During an appeal process for loss of credit, the student will be ineligible to compete in extracurricular activities.

Further clarifications as they apply to more specific activities are as follows:

- AIA requires students (9,10,11) to be enrolled in five classes for participation.
- Seniors who have sufficient credits to graduate may enroll in as few classes as needed for graduation credit.

All athletic teams' freshman, junior varsity, and varsity are covered by this policy. All spirit line/pom teams are also included.

Code of Conduct

Participation on an athletic team is a privilege carrying certain responsibilities. When a student becomes part of a team, he/she will represent Williams Field High School throughout the state. He/she is expected always to exhibit the kind of behavior and leadership that speaks highly of himself/herself and Williams Field High School. All coaches, athletes and parents of athletes must sign the HUSD Code of Conduct form. This is **REQUIRED** every year.

He/she is also expected to follow all team/school rules and attend practices and games. If he/she does not, coaches may take disciplinary action and could bar him/her from further competition.

Any student found taking, defacing, marring, misusing or destroying athletic equipment or general school property may suffer possible suspension from all athletics, use of athletic facilities and equipment, or suspension from school.

Athletes who indulge in illegal substances such as tobacco, alcohol, or drugs (including anabolic steroids) will be subject to discipline and may be suspended from competition and/or school.

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of character"). This Code applies to all student athletes involved in interscholastic sports. This code applies to all student athletes involved in HUSD interscholastic sports, and the students will be held accountable for following this code at all times.

Use of Equipment

All athletic equipment issued by the Higley Unified School District remains the property of the district. It is on loan to the student athlete to be used in regularly scheduled practices or games only. A replacement fee will be assessed at the end of the season for any lost equipment. If equipment is found after the fee has been paid, it should be returned to the bookstore accompanied by the receipt of payment and a refund will be made. Athletic equipment will not be considered bought if paid for after it is lost.

Remember, athletic equipment should not be worn at any time other than during practice or game sessions, unless the coach has granted specific permission.

Locks, Lockers, Towels

Athletic locks and lockers will be provided to each athlete. There is no charge for this service unless the locker is damaged or the lock is lost or damaged. **To prevent the loss of your lock or athletic equipment, do not reveal your lock combination to other students. Also, always make sure your lock is locked when leaving your locker.** There will be a \$7.00 charge for lost locks, payable in the Bookstore. Athletes must furnish their own towels for practice and games. Only school-issued locks are to be used.

ATTENDANCE PROCEDURES

ATTENDANCE LINE 480-279-8000 Option 2

The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students. It is the responsibility of school personnel to keep the parents informed of actions that might have a detrimental effect upon the educational growth of individual students. Students should attend school daily.

School attendance is ultimately the responsibility of the student and his/her family. The benefit of lectures, activities, discussion and participation is lost forever to those who are absent.

Reporting Absences

Parents/guardians must call the attendance office (480) 279-8000 Option 2 on the day of, or within 24 hours of the absence in order for it to be excused. Parent notes and/or email are **not** accepted to excuse an absence or for early dismissal from classes.

If a student misses one or more classes, a computer generated phone call is attempted to a designated phone number. If the student is ill or had another documented reason for the absence, a parent/guardian must call to excuse the absence or it will be unexcused. (ARS15-807) The Synergy/ParentVUE Program is available online for parents/guardians and students to view. This program gives parents/guardians and students the access to grades and attendance and provides a direct link to e-mail teachers.

Students may be placed on an attendance contract upon reaching a total of 4 unexcused or unexcused absences in one or more classes. Upon reaching any combination of **12 excused or unexcused** absences, a student may lose credit in that class.

Truancy

Arizona State law 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 it is in session, unless there is a medical-related or court-related excuse. The child will be considered truant when they are absent from class or school ten percent of the semester or have five unexcused absences during the semester. If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III (3) Misdemeanor. (re: A.R.S. 15-802, 15-803, 15-804)

A habitually truant child is a child between the ages of six and sixteen who has five (5) days of unexcused absences or five (5) unexcused absences from class within a single school year. (Re: A.R.S. 15-803, C.1) A student who is habitually truant from school may be issued a criminal citation. A school official will attempt to notify the parents that the citation may be issued, and the parent will be required to appear in court with the student.

Late Arrivals/Tardy to School

We encourage parents to assist students with arriving to school on time. Please be aware of traffic issues and plan accordingly. Students who come to class late cause a classroom disruption and disrespect to classmates and teachers. There are two scenarios for tardy students – please follow the following procedures:

- With Doctor/Dentist's note – Students go to the attendance office with a doctor's note/appointment slip and will be issued a pass to class.
- Without Doctor/Dentist's note – Students will go to the attendance office and will be assigned ASD.

Parents do not need to sign or call in students as the only excused tardy is with a doctor/dentist note. Students more than 30 minutes late to school will be marked absent for that class period.

Early Sign-Out

All students must have a parent/guardian or a person on the emergency list (18 years of age or older) come to the office, present photo ID in order to sign the student out. It is the preference of Williams Field High School not to release students without a parent/guardian present. **All students must sign out in the office to excuse the absence.**

For the protection of our students, **no** student will be called to the office to await pick up. Please allow ample time for the sign out procedure.

ASD (After School Detention)

Timeliness and preparedness are vital to ensuring student academic success. To this end, ASD is an intervention designed to encourage and reinforce student academic success. Throughout the day, students may be assigned ASD by their teachers for the following reasons: tardy, missing homework, and unpreparedness for class. Students assigned ASD will serve it the following day to provide for parent notification. Teachers will notify parents and an ASD notification slip will be given to students. A late bus is available for students in need.

ACADEMIC REQUIREMENTS

Schedule Changes

Schedule changes are made **the first five days** of the semester. Since numbers of course sections depend upon pre-registration information, valid reasons for a schedule change are:

- 1) Computer error
- 2) Changes needed to satisfy graduation requirements
- 3) Changes required by health
- 4) Completion of an approved summer school, community college or online course.

Placement Changes

Students who request and AP course, IB course, or Honors course are accepting the rigor that come with the advanced academic courses. Once students and parents agree to the requirements, they will be enrolled in an advanced academic course. No level changes will be considered for students in advanced academic classes before the 20th day of class and after the 45th day of class. Placement changes will only be considered for students whose efforts are consistent with the expectation yet show limited success in the class. Students may request a level change from a Regular level course to an Honors level course within the first 15 days of the semester.

Examinations

All students must take required final examinations. Students with extenuating circumstances may request late examinations at the end of the semester. The request must be submitted to the Assistant Principal's office at least two (2) weeks prior to the student's anticipated last day. Student's going out of town will take exams upon return. Student's must make-up finals within 2 weeks of their return to school in January. If students have requested late finals at the end of the year they must take them within one week after the last day of school. Incompletes not made-up within the allotted time period will be changed to F's.

Once approved, a form will be provided notifying teachers to set an appropriate time for administering the exam. ALL STUDENTS WILL TAKE FINALS. Students who receive an "unexcused" absence on Final Exam day will receive a "0" and not be allowed to make-up the exam.

Make-Up Assignments

Upon return to class after **excused absences**, a student has one school day for each day missed to makeup work/test regardless of the number of days absent. For example, if a student is absent for four days, he/she will have four school days to make up and turn in the work. It is the student's responsibility to check with teachers immediately upon return for work missed. Teachers may choose to schedule an appointment with the student to formulate a plan for the completion of make-up work.

Class work missed as a result of an unexcused absence will result in a zero for that day. This includes tests, quizzes, labs, projects, participation points, etc. done that day. Make-up work for extended absences may be requested through the Counseling Office and picked up there.

Long Term Project Make-Up Guideline

Long term projects are due on the date and time assigned, as defined in writing in advance by the teacher. NO EXCEPTIONS. THIS SUPERSEDES THE MAKE-UP POLICY. If the student is absent or the class does not meet that day, the PROJECT IS STILL DUE ON THE DAY ASSIGNED.

Cheating and Plagiarism

Cheating and plagiarism are defined as, intentionally using information or property of the school to obtain an unfair advantage. Students who are observed to be exchanging, or in possession of, information electronically, in writing, or through verbalizations will be considered to be cheating. Students who produce work, or test results that are identical to or similar to the work or test results of another student, may be considered to have engaged in cheating or plagiarism. At the discretion of the teacher and the administration, students may receive a zero on any suspect assignment or test, be suspended from school, and/or be asked to demonstrate mastery by taking a different test over the same performance objectives.

Marks and Grading – Procedures

All teachers will follow these procedures in determining student grades: Teachers will use points in recording student grades in the grade book. These points will be cumulative from the beginning of the semester to the end of the semester. Parents and students can check ParentVUE portal for progress updates during the semester.

To determine semester grades, points generated throughout the semester will constitute 80% of the student's grade, and the semester exam will constitute the remaining 20%.

Weighting of Grades

In selected subject areas, different honor points will be assigned to grades in order to reflect the level of work and performance of the student. The following table indicates honor point equivalents.

Honors (H) and Advanced Placement (AP) Courses:		Regular Courses	
Grade	Honor Points	Grade	Points
A	5	A	4
B	4	B	3
C	3	C	2
D	1	D	1
F	0	F	0

* Colleges and Universities may use unweighted grades.

Parent Concerns

A parent concerned about a grade should always discuss the issue with the teacher. If the issue remains unresolved, the parent should address the issue with the head of the department before bringing it to the attention of the Assistant Principal.

STUDENT CONDUCT

Dear Students and Parents,

As we embark upon the 2014-15 school year I want to encourage you to make intelligent decisions about your conduct while at school or while attending school events off campus. It is important that you are fully aware of the expectations for student conduct outlined in this book. Failure to act in a responsible manner can/may result in consequences that will be detrimental to your educational future.

To develop and promote a positive experience in all aspects of your life please consider the following attributes of strong character and the degree to which they are a part of your character:

- Trustworthiness – Be honest, have the courage to do the right thing, build a good reputation.
- Respect – Treat others and the environment, as you would like to be treated.
- Responsibility – Use self- control, think before you act, consider the consequences.
- Fairness – Play by the rules, don't cheat, and don't take advantage of others.
- Caring – Be kind, be compassionate, and show you care.
- Citizenship – Do your share to make your school and community better, cooperate, and get involved.

As your principal, I am glad that you are a student at Williams Field. I look forward to upcoming opportunities where we meet in person and I can learn more about you. I ask that when you see me out and about please take a moment to introduce yourself. It is my hope that your time at WFHS provides you many opportunities to find achievement, success, great friends and happiness. Remember that you always have a choice - make it a good one.

Respectfully,

Terri Wattawa, Principal

Introduction

The Higley Unified District has an approved discipline handbook for all students. In order to assist you and others in the pursuit of a quality education, we have established some guidelines for student behavior. These guidelines are designed to create a pleasant and safe environment for all students in our school. Students shall comply with the District policies, regulations and procedures, pursue the required courses of study, and submit to the authority of the teachers and administration.

Due Process of Law

In all disciplinary action included herein, students will be afforded due process of law under the Constitution of the United States, the laws of the State of Arizona, and the regulations of the Higley Unified School District.

Students have rights; they also have the responsibility to respect the rights and property of others. They are responsible for their own actions. If those actions are in violation of school guidelines, then disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied.

NOTE: *The Higley Unified School District, in conjunction with the Gilbert Police Department, agrees to coordinate our efforts in establishing procedures for communication regarding incidents of alcohol and drug use, possession and distribution. Drug paraphernalia, controlled substance and "look alike" drugs are also included. The schools will supply the local law enforcement agencies with information about possible illegal drug and alcohol activities.*

When any administrator or designee or person in charge suspects and/or determines that a student(s) possesses alcohol, drugs or weapons, these steps will be followed:

1. Call the local law enforcement agency.
2. Attempt to call parent/guardian, or emergency designee.
3. Follow up with school disciplinary procedures that are within the guidelines of the Governing Board approved discipline handbook.

Notifying Police

School officials are not required to initiate or complete due process procedures prior to notifying police authorities. If police authorities are notified, parents or guardians will be contacted by telephone. Any action taken by police authorities will be in addition to action taken by the school.

WFHS – Progressive Discipline Options

1. Detention (lunch or after school)
2. Campus Service/Loss of parking privileges
3. In School Suspension (ISS)
4. Out of School Suspension (OSS)

Disciplinary Action – Routine Classroom Violations

Disciplinary action will vary per classroom teacher's expectations. Repeated routine violations will result in referral to the administrative offices and a contact to parent.

ISS PROCEDURES (If ISS is issued as a consequence):

- Bring all materials needed to do assigned work
- NO NON EDUCATIONAL ELECTRONICS WILL BE ALLOWED
- There will be NO TALKING
- Students must raise their hands to speak
- There will be two ISS bathroom breaks daily (one in the morning and one in the afternoon)
- NO VISITORS will be allowed
- Teachers will be notified and all class assignments will be sent to the ISS room daily
- ALL assignments MUST be completed while in ISS and turned into the staff person in the ISS room. The staff person will see to it that the proper teachers get the completed work each day

Disciplinary Action – Serious Violations

The punishment for serious violations shall be suspension or expulsion in accordance with these rules and regulations, due process of the law, the seriousness of the offense and the potential rehabilitation of the student offender. The following summary is provided to acquaint students, parents or guardians with the existing procedure.

Note: Vandalism, pranks, or any serious violation may cause underclassmen to have final exams postponed and/or to receive disciplinary action. Any violations caused by Seniors may result in non-participation in the Graduation ceremony.

Search and Seizure

Searches will be conducted if reasonable belief exists that a student possesses some material or matter that is detrimental to the health, safety and welfare of the students or staff.

Lockers

Lockers are school property and subject to control, supervision, and search. The school is not responsible for locker theft.

Student Vehicles

Vehicles parked on campus may be searched whenever a school official has reasonable suspicion to believe that illegal drugs/alcohol or weapons are contained within that vehicle.

Display of Affection

At Williams Field High School, it is expected that students will conduct themselves in a responsible manner. Public display of affection is inappropriate behavior and is not permitted.

HUSD Student Dress Code

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.

- Clothing that immodestly exposes the chest, abdomen, midriff, genital area, or buttock 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. Bandannas, hairnets, knit sticking 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 attributes denotes membership in a gang.

Exceptions for special activities or health considerations may be pre-approved by the principal.

Food and Drink/Off-Limits Areas/Lunches

Students are not allowed in the halls during lunch. Students are not allowed in the parking lots for any reason during lunch. Eating on campus is restricted to the cafeteria and designated eating areas.

Leaving Campus Without a Pass

Students leaving campus without a pass from the Administration Office or the nurse is not permitted. Failure to follow these rules will result in receiving an unexcused absence and possible disciplinary action. **Once a student leaves campus with or without permission, the school assumes no responsibility.**

Bicycles

Bicycles are to be parked in the racks and are not to be ridden on the school grounds. They should always be locked. **The school assumes no responsibility for bicycles.**

Parking

All student vehicles are required to have a parking permit. **Parking permits are not transferable.** They must be used solely by the applicant. They cannot be sold or given to another student. Each application must be completed accurately and fully. False or incomplete applications will be denied or cancelled with termination of parking privileges. Students may lose parking privileges as consequence for code of conduct violations as determined by the site administration.

A copy of the student's valid driver's license and car insurance must be submitted with the application. They will be photo copied and kept on file.

The parking fee for the year is \$50. This must be paid in advance. Students who transfer to another school during the school year will receive a prorated refund. Students who lost their parking privileges or are withdrawn from school due to infractions of school rules will not receive a refund.

Students must have their parking permits displayed at all times or be subject to "booting." Parking permits must be displayed on the driver's side of the front windshield. Park at your own risk. Williams Field High School is not responsible for vehicular damage, theft, loss of property or expenses/damages due to "booting."

Silent Witness Program

We encourage students to be responsible for themselves and to others. In the quest for self-respect and concern for maintaining a safe school environment we encourage students to inform a teacher, monitor, or the school administration of misconduct that they may observe. You may remain anonymous by filling out an Informational Report or by calling one of the Silent witness numbers.

Dances/PROM

Dances sponsored by Williams Field High School on or off campus follow the guidelines listed below:

Dances are open to all students who attend WFHS. Homecoming and MORP WFHS students may bring one guest with appropriate guest paperwork. Prom is open to all WFHS Juniors and Seniors. (They may each bring one guest, with appropriate guest paperwork, which would include a WFHS underclassman). Suspended students may not attend WFHS dances if the dance occurs during their suspension. WFHS students must have a valid ID to attend dances or receive permission from an administrator. Guests must be under 21 years of age and possess/show a valid school I.D. or valid Driver's License.

Poor behavior will cause a student to be asked to leave the dance and the student could face further consequences depending upon his/her actions. All rules and policies pertaining to student conduct apply to dances. At the discretion of the administration, chaperones, or host, students may be asked to leave the dance for dancing that is deemed inappropriate.

Students who attend a dance, including Prom, under the influence of drugs or alcohol will face consequences and may forfeit the opportunity to attend future dances. Seniors may forfeit the opportunity to participate in commencement ceremonies.

Debts

Students must pay all outstanding bookstore debts before purchasing items, such as but not limited to: athletic passes, dance tickets, or parking tickets. Failure to do so will result in a hold on all records and exclusion from the commencement ceremony.

Conduct Code Violations by Seniors

Students who are in the 12th grade and who engage in multiple and/or severe conduct code violations may lose the privilege of attending/participating in the commencement ceremony. The school administration reserves the right to determine the number of violations necessary to warrant exclusion as well as what constitutes a severe conduct code violation.

Bus Rules

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 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.

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.

Hazing

Policy JLIF—There shall be no hazing, 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:

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

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.

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 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 use of social media.



The Higley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Any inquiries regarding nondiscrimination policies contact the Superintendent, 2935 South Recker Road, Gilbert, AZ, 85295 at (480) 279-7000.