

# *Flagstaff High School Student /Parent Handbook*



*This handbook is intended to provide a general understanding of the policies, practices and procedures used at Flagstaff High School. For a more in depth explanation of the policies please refer to the Flagstaff Unified School District Policy Manual at;  
<http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>  
For translation please contact the FUSD Office @ 527-6000.*

## Notice of Nondiscrimination

It is the policy of Flagstaff Unified School District to prohibit discrimination and harassment in any program and activity, including Career and Technical Education programs, and to provide equal access to all students regardless of sex (Title IX), race, color, religion, ancestry, national origin (Title VI), gender, age, sexual orientation or physical disability and/or medical condition (Section 504) in admissions to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall NOT be a barrier to admission or participation in the district's activities and programs. In addition, the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of any other reason not related to the student's individual capabilities. No student shall be precluded from enrolling in any fee course by virtue of inability to pay. Financial assistance information may be obtained from the building counselors of building principal. FUSD Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. FUSD offers the following Career and Technical Educational programs under the ADE designated Career Preparation: **Graphic Communications; Information Technology; Carpentry Technology; Agriculture – Renewable Natural Resources; Business Management and Administrative Services; Automotive Technologies; Culinary Arts; Design and Merchandising; Drafting and Design Technology; Early Childhood Education; Electronic Technology; Marketing, Management and Entrepreneurship; Nursing Services; Welding Technology; and Career Explorations.** Note: not all CTE programs are offered at each of FUSD's three high schools, however all CTE courses are open to any student regardless of location of residence.

FUSD also does not discriminate in hiring or employment practices.

This notice is required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

FUSD Compliance Coordinator - Section 504 Coordinator – Title IX Compliance Officer  
3285 E. Sparrow Avenue  
Flagstaff, AZ 86004  
(928) 527-6000  
(928) 527-6178

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## Política Antidiscriminatoria

El Distrito Escolar Unificado de Flagstaff (FUSD) prohíbe la discriminación y el acoso en cualquier programa y actividad, incluyendo la Orientación Vocacional y los programas de Educación Tecnológica. y proporciona el acceso igualitario a todos los estudiantes, sin importar sexo (Título IX), raza, color, religión, antigüedad, nacionalidad, origen (Title VI), género, edad, orientación sexual, o impedimentos físicos y/o condición médica (Sección 504) la admisión a sus programas, servicios, o actividades, el acceso a ellos, en el trato a los individuos, o en cualquier aspecto de sus operaciones. La falta del manejo del Inglés NO debe ser una barrera para la admisión y la participación en las actividades del distrito. Además, del derecho de los estudiantes a participar completamente en la enseñanza no debe ser obstruido o impedido por cualquier otra razón que no este relacionada con las capacidades individuales de los estudiantes. Ningún estudiante debe ser excluido de las clases con pago obligatorio por falta de dinero. Se puede obtener Información para asistencia financiera con el consejero en la oficina del director. La Educación Vocacional y la Educación Tecnológica del FUSD no discrimina en la inscripción o el acceso a cualquiera de los programas disponibles. FUSD ofrece los siguientes programas de Orientación Vocacional y Educación Tecnológica. Los Programas de Orientación Vocacional y Educación Tecnológica del ADE designados como Preparación Vocacional: **Comunicación Gráfica; Información Tecnológica; Carpintería; Agricultura – Renovación de los Recursos Naturales; Contaduría y Administración de Empresas; Mecánica; Artes Culinarias; Diseño Publicitario; Dibujo Técnico; Educación Pre-escolar; Electrónica; Mercadotecnia; Enfermería; Soldadura; y Orientación Vocacional.** Nota: no todos los programas de CTE se ofrecen en cada una de las tres Preparatorias del FUSD', no obstante, todos los cursos del CTE están abiertos para cualquier estudiante sin importar el lugar donde reside.

El FUSD tampoco discrimina en la contratación de empleados.

Este aviso es requerido por el Título VI del Acta de los Derechos Civiles de 1964, Sección 504 del Acta de Rehabilitación de 1973, Título IX de Las Enmiendas a la Ley de Educación de 1972, Acta de Discriminación por la Edad de 1975, y el Acta de los Minusválidos Estadounidenses de 1990. Preguntas, quejas, o peticiones para obtener información adicional en relación a estas leyes pueden ser dirigidas al Coordinador encargado del acatamiento legal.

Coordinador de la Oficina para el Cumplimiento Legal del FUSD

3285 E. Sparrow Avenue  
Flagstaff, AZ 86004  
(928) 527-6000  
(928) 527-6178

# STUDENT DIRECTORY INFORMATION RELEASE FORM

During the school year, school district staff members may compile non-confidential student directory information specified below.

According to state and federal law the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the district governing board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the district is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing that the school not release the student's information without your prior signed and dated written consent. If you do not object to the release of any or all of the below-designated information in writing, then the district must provide military recruiters, upon request, directory information containing the student's names, addresses and telephone number.

If you do not want any or all of the below-designated information about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by checking the appropriate box or boxes (I **do not** want any of the information released), signing the form at the bottom of this page, and returning it to the Principal within two (2) weeks of receiving this form, or October 31, whichever occurs first. If the school district does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son/daughter's directory information.

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To: Principal

I **do not** want any of the directory information indicated below, concerning

(STUDENT'S NAME) \_\_\_\_\_, to be released to any person or organization, without my prior written consent.

Directory Information includes:

Name	Date and place of birth
Address	Dates of attendance
Telephone Number	Email address
Honors and awards received	Photo
Enrollment status (e.g. part time or full time)	Grade level
Weight and height (members of athletic teams)	Major field of study
Participation in officially recognized activities/sports	
Most recent educational agency or institution attended	

I **do not** consent to military release

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Parent/Guardian PRINTED NAME

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Parent/Guardian SIGNATURE

DATE



## Student Media Release Opt-Out Form

*Throughout the school year, students may be highlighted in efforts to promote Flagstaff USD activities and achievements. For example, students may be featured in materials to increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media. Parents/Guardians have the option to choose not to have their student(s) image, school-related work, etc. released for media purposes.*

**If you do not give permission** for your student's media release, you must notify the District in writing by checking the appropriate box below (**I do not want**), signing the form at the bottom of this page, and returning it to the Principal within two (2) weeks of receiving this form, or October 31, whichever occurs first. If the school district does not receive this notification from you within the prescribed time, it will be assumed that your permission is given for media release.

To Principal:

I **do not** give Flagstaff USD and its employees, representatives, and authorized media organizations permission to print, photograph, and record my student (STUDENT'S NAME) \_\_\_\_\_ for use in newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

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Parent/Guardian PRINTED NAME

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Parent/Guardian SIGNATURE

DATE



**STUDENT RECEIPT FOR RECEIVING HANDBOOK INFORMATION,  
STUDENT DIRECTORY RELEASE INFORMATION AND  
TECHNOLOGY USE AGREEMENT  
TO BE SIGNED BY STUDENT AND RETURNED  
2016-17 SCHOOL YEAR**

**STUDENT NAME:** \_\_\_\_\_ **ID NUMBER:** \_\_\_\_\_  
(PLEASE PRINT)

**SCHOOL ATTENDING:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**I. ACKNOWLEDGEMENT OF RECEIPT:**

**Check to acknowledge:**

- I acknowledge that I have been oriented to the **Flagstaff Unified School District 2016-2017 Selected Student Policies and Regulations Handbook** and that I have been given the opportunity to read the Handbook and review it with my parent/guardian. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook or if I would like to receive a hard copy of the Handbook.
- I acknowledge that I have *received* the **School Student Handbook** and that I have been given the opportunity to read the Handbook. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook.

**II. TECHNOLOGY USE AGREEMENT (See Policy IJNDB-E in the Selected Student Policies and Regulations Handbook for further information.)**

- I have read, understand and agree to this agreement and the Flagstaff Unified School District policy and regulations on appropriate use of Electronic Information Services. I understand that if I break any of the terms and conditions it may result in disciplinary action, up to and including suspension and that I may not be allowed to use the Electronic Information Services.

**STUDENT NAME:** \_\_\_\_\_  
(PLEASE PRINT)

**SIGN HERE** \_\_\_\_\_





**PARENT RECEIPT FOR RECEIVING HANDBOOK INFORMATION,  
STUDENT DIRECTORY RELEASE INFORMATION AND  
TECHNOLOGY USE AGREEMENT  
TO BE SIGNED BY PARENT AND RETURNED  
2016-17 SCHOOL YEAR**

**STUDENT NAME:** \_\_\_\_\_ **ID NUMBER:** \_\_\_\_\_  
(PLEASE PRINT)

**SCHOOL ATTENDING:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**III. ACKNOWLEDGEMENT OF RECEIPT:**

**Check to acknowledge:**

- I acknowledge that I have been informed that the **Flagstaff Unified School District 2016-2017 Selected Student Policies and Regulations Handbook** is available on the District's website and that I may request a hard copy from my child's school. I have been given the opportunity to read the Handbook and review it with my child. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook or if I would like to receive a hard copy of the Handbook.
- I acknowledge that I have *received* the **School Student Handbook** and that I have been given the opportunity to read the Handbook. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook.

**IV. TECHNOLOGY USE AGREEMENT (See Policy IJNDB-E in the Selected Student Policies and Regulations Handbook for further information.)**

- I have read, understand and agree to this agreement and the Flagstaff Unified School District policy and regulations on appropriate use of Electronic Information Services. I understand that if I break any of the terms and conditions it may result in disciplinary action, up to and including suspension and that I may not be allowed to use the Electronic Information Services.

**Parent/Guardian Agreement (required if the user is a student)**

As the parent of guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the Flagstaff Unified School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

**PARENT/GUARDIAN NAME:** \_\_\_\_\_  
(PLEASE PRINT)

**SIGN HERE** \_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE DATE



## **FUSD Governing Board**

<b>Name</b>	<b>Title</b>	<b>Email</b>
Kathryn Kozak	President	<a href="mailto:kathryn.kozak@gmail.com">kathryn.kozak@gmail.com</a>
Kim Khatibi	Clerk	<a href="mailto:kimkhatibi@gmail.com">kimkhatibi@gmail.com</a>
Paul Kulpinski	Member	<a href="mailto:kids@kulpinski.net">kids@kulpinski.net</a>
Sarah Ells	Member	<a href="mailto:Sarah.e.ells@gmail.com">Sarah.e.ells@gmail.com</a>
Christine Fredericks	Member	<a href="mailto:Cfred.fusd@gmail.com">Cfred.fusd@gmail.com</a>

## **FUSD Administration**

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Phone</b>
Dave Dirksen	Superintendent	<a href="mailto:ddirksen@fusd1.org">ddirksen@fusd1.org</a>	928.527.6001
Mary K. Walton	Asst. Superintendent	<a href="mailto:mwalton@fusd1.org">mwalton@fusd1.org</a>	928.527.6020
Bob Kuhn	Asst. Superintendent	<a href="mailto:bkuhn@fusd1.org">bkuhn@fusd1.org</a>	928.527.6010
Scott Walmer	Director of Finance	<a href="mailto:swalmer@fusd1.org">swalmer@fusd1.org</a>	928.527.6062

District Office			928.527.6000
Transportation			928.527.2300
Food Service			928.527.6090

## **School Holidays 2016-2017**

Days missed because of inclement weather may be made up at the discretion of the Governing Board.

Teachers Begin	August 8, 2016
Classes Begin	August 11, 2016
Labor Day	September 5, 2016
Fall Holiday	October 13 – 14, 2016
Veterans' Day	November 11, 2016
Thanksgiving	November 23 - 25, 2016
Winter Recess	December 19 – December 30, 2016
New Year's Day	January 2, 2017
M.L. King Day	January 16, 2017
Presidents' Day	February 20, 2017
Spring Break	March 13- 17, 2017
Memorial Day	May 29, 2017
Last Day of Classes	June 1, 2017

\*Please check the district calendar for make-up snow day

# Rights and Responsibilities

## Rights

A “right” is something that belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights:

1. You have a right to a safe school.  
This means that your school should provide safe classrooms, equipment and rules to ensure your safety at school.
2. You have the right to be respected and treated with kindness at school.  
This means that others should not laugh at you, make fun of you, or hurt your feelings.
3. You have a right to be an individual at school.  
This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently or it takes you a little longer to get the right answer.
4. You have the right to work without being bothered.  
This means that others should not bother you as you responsibly make good use of your time.
5. You have the right to express yourself.  
This means that you may talk freely about your ideas and feelings when appropriate.
6. You have a right to tell your side of the story.  
This means that you may tell your side of the story when accused of breaking a rule.

## Responsibilities

There are some things you should do without being told. Some of these things you do for others and some of these you do for yourself:

1. You have a responsibility to come to school.  
This means that you come to school every day, on time, unless you are sick or excused.
2. You have a responsibility to practice good personal cleanliness.  
This means that you come to school clean.
3. You have a responsibility to take care of property.  
This means observing all safety, playground, and classroom rules.
4. You have a responsibility to complete your classroom assignments.  
This means to do your best with your class assignments and homework, and hand them in on time.
5. You have a responsibility to take messages home.  
This means that it is important for you to take all school messages to your parents/guardians
6. You have a responsibility to help make school a good place to be.  
This means being thoughtful, respectful and courteous to others.

## Welcome to Flagstaff High School

We are excited to have you as a part of our Eagle family as we continue to celebrate excellence in education. FHS is a place where students strive to be their best. From Academics to athletic and extracurricular activities, FHS Eagles continue to soar to great heights of success.

The outstanding faculty at FHS is dedicated to offering students quality education. There are many opportunities in which students and parents can become involved. Involvement is the key to success! Involvement may include belonging to a club, a team, a musical or drama production, work or community service, but a good balance between classroom participation and involvement in extracurricular activities is important. Your future success depends on solid preparation, goal setting and a well-rounded education.

Learning is a lifelong process. Education is your lifetime gift, so during your high school years, it is critical to you that you learn "how to learn." Once you learn to analyze and apply information, you can do this in any area you choose at any stage of your life. Each and every one of you can be successful if you apply yourself and practice good study skills and time management. We believe the master schedule offers you many opportunities to explore an increased variety of course offerings to better prepare you to succeed in the future.

All of us at FHS wish you a rewarding high school experience. Make it a great year!

Tony Cullen, Principal

### Home of Eagle Pride

Position	Name	Contact Number	Email
Principal	Tony Cullen	928.773.8101	<a href="mailto:tcullen@fUSD1.org">tcullen@fUSD1.org</a>
Assist. Principal/Curriculum	Robin Pete	928.773.8116	<a href="mailto:rpete@fUSD1.org">rpete@fUSD1.org</a>
Assist. Principal/Discipline	W James Donner	928.773.8115	<a href="mailto:wdonner@fUSD1.org">wdonner@fUSD1.org</a>
Athletics/Activities Director	Jeannine Brandel	928.773.8105	<a href="mailto:jbrandel@fUSD1.org">jbrandel@fUSD1.org</a>
Principal Secretary	Suzie Mendez	928.773.8112	<a href="mailto:smendez@fUSD1.org">smendez@fUSD1.org</a>
Main Office		928.773.8100	
Attendance	Candice Lomaheftewa	928.773.8110	<a href="mailto:clomaheftewa@fUSD1.org">clomaheftewa@fUSD1.org</a>
Attendance (24 hour line)		928.773.8404 x.4002	
Bookstore	Kim Johnston	928.773.8144	<a href="mailto:sgantt@fUSD1.org">sgantt@fUSD1.org</a>
Counseling Office	Kim Rasbold	928.773.8120	<a href="mailto:krasbold@fUSD1.org">krasbold@fUSD1.org</a>
Nurse	Linda Grimsland	928.773.8102	<a href="mailto:lgrimsland@fUSD1.org">lgrimsland@fUSD1.org</a>
Data Clerk	Ellie Rodriguez	928.773.8137	<a href="mailto:erodriguez@fUSD1.org">erodriguez@fUSD1.org</a>
Registrar	Robyn Holland	928.773.8130	<a href="mailto:rholland@fUSD1.org">rholland@fUSD1.org</a>
School Fax		928.773.8146	
District Office		928.527.6000	
Transportation		928.527.2300	

**The mission of the Flagstaff High School community is to provide a quality education in a safe and sensitive learning environment where students will become independent and responsible citizens with personal integrity.**

## Guidance & Counseling

The mission of the Flagstaff High School Counseling Department is to provide a comprehensive guidance program which addresses the personal, social, career and academic needs of all students, promoting the formation of responsible citizens. Counselors may provide these services through individual meetings, small and large group presentations and/or classroom presentations. Examples of presentations might include Freshman Experience lessons, scholarship assemblies, presentations about drug abuse, eating disorders, domestic violence, inviting community resource agencies to share about current topics relevant to teens, etc.

Counseling staff are available Monday through Friday 7:30am - 3:00pm to assist with student and/or parent questions and concerns. Please feel free to contact your student's counselor at (928) 773-8120 to set up an appointment. Students are assigned to a counselor based on the first letter of the student's last name.

### Counselor Contact Information

Alpha List	Name	Phone	Email
A – C	Jenny Bland	773-8120	<a href="mailto:jbland@fUSD1.org">jbland@fUSD1.org</a>
D - J	Amanda Gabbitas	773-8120	<a href="mailto:agabbitas@fUSD1.org">agabbitas@fUSD1.org</a>
K - Q	Kim Hemingway	773-8120	<a href="mailto:khemingway@fUSD1.org">khemingway@fUSD1.org</a>
R – Z	Katherine Pastor	773-8120	<a href="mailto:kpastor@fUSD1.org">kpastor@fUSD1.org</a>
Native American Support	Lecretia Ellsworth	773-8120	<a href="mailto:lellsworth@fUSD1.org">lellsworth@fUSD1.org</a>
Career/CAVIAT Counselor	Diane Sorden	773-8120	<a href="mailto:dsorden@fUSD1.org">dsorden@fUSD1.org</a>
Check In Check Out Coord.	Amanda Gabitas	773-8120	<a href="mailto:agabitas@fUSD1.org">agabitas@fUSD1.org</a>
PBIS Coordinator	Jeannine Brandel	773-8105	<a href="mailto:jberandel@fUSD1.org">jberandel@fUSD1.org</a>
Kinlani Dorm Support	Theresa Boone Schuler	774-5279	
School Psychologist	Dr. Erin Erwin		<a href="mailto:eerwin@fUSD1.org">eerwin@fUSD1.org</a>
Counseling Secretary	Kim Rasbold	773-8120	<a href="mailto:krasbold@fUSD1.org">krasbold@fUSD1.org</a>

### Campus Clubs and Sponsors

Club Name	Sponsor
All Stars	Erin Galland
Amnesty International	Jacob Louchart
Bible Club	Kelly Graham
Chess	Ben Worker
C.H.I.C.C.S.	Shelly Stearns
Creative Writing	Kathi Baron
Design and Merchandizing	Mariah Kraus
Drama	Shayne Smith
Grand Canyon Youth	Gretchen Younghans
Kinlani Yearbook	Lindsey Boshes
LINKS	Aubrey Davis
National Honor Society	Kacey Klecker
Native American Club	Lecretia Ellsworth
Rainbow Haven/GSA	Annie Watson

Skills USA Autos	Muhammad Elnounw
Skills USA Business & Web Design	Kayley Quick
Skills USA Culinary	Patti Pastor
Skills USA Woods	Ernie Rice
Skills USA Metals	Mike Rust
Junior Statesmen	Logan Brum
Student Council	Katherine Pastor

### Fall Sports

Football	Bob Castillo/Paul Wolfe
Volleyball	Beth Haglin
Boys & Girls Cross Country	Trina Painter
Golf	TBD
Swimming	John Lowe/Rachel Perugini
Tennis	Ernie Rice/Katelynn Verfeurth
Marching Band	Shayne Smith
Orchestra	David Cripps
Choir	Stephanie Galloway
Spirit Line	Christie Baty

### Winter Sports

Boys Basketball	James Kirk
Girls Basketball	Tyrone Johnson
Wrestling	TBD
Boys Soccer	Mike Jenkins
Girls Soccer	Jenna Samora

### Spring Sports

Boys & Girls Track	TBD
Softball	Rudy Baca
Baseball	Mike Dobosh

### Musical Performing Groups

Marching Band	Shayne Smith
Concert Band	Shayne Smith
Orchestra	David Cripps
Choir	Stephanie Galloway
Junior Statesmen	Logan Brum

# Academics and Graduation Requirements (Policy IKF)

**Required Class:** One that must be completed in order to graduate

**Elective Class:** Any other class in which a student may enroll

*Units of Credit = One half (.5) unit of credit is earned for each term course completed with a passing grade.*

- **Successfully complete the following units for your graduating class depicted in the table on the next page.**

**Please Note:**

**\* Remember, it is your responsibility alone to make sure that you have the sufficient number of credits and required courses to graduate. If you have a question, it is your responsibility to contact your counselor.**

## **Grades**

**Grades will be:**

**A** = 4 points – outstanding

**B** = 3 points – above average

**C** = 2 points – average

**D** = 1 point – below average, but passing

**F** = 0 points – failing

- Contact your teacher for specific grading procedures.
- Grade point average (**GPA**) will be figured on the above scale.
- Advanced Placement classes with weighted grades are included in GPA. See your specific counselor for admission requirements and Advanced Placement course offerings.

## **AP Weighted Grade Scale**

**A** = 5 points

**B** = 4 points

**C** = 2.5 points

**D** = 1 point

**F** = 0 points

## **Report to Parents**

It is the policy of the high school to inform parents if their child is doing unsatisfactory work in any class. Students and parents are encouraged to request conferences with a counselor or teacher as soon as they see indications of possible failure rather than waiting for failure or a grade report to arrive.

Parents are encouraged to discuss, with appropriate school officials, any problems they or their children are having with school.



## FUSD High School Graduation Requirements

Subject	Credits Required
English	4
Mathematics	4
Science	3
Social Studies	3
Fine Art/CTE Rotation	1
Physical Education	1
Electives	6
<b>Total Credits Needed</b>	<b>22</b>

**Please note that colleges and universities may have other course requirements.**

### **Note to College – Bound Students**

- Discuss college with your counselor. Borrow college catalogs from the guidance office. Utilize your Naviance account for up to date information on colleges and universities.
- Attend meetings at school with college representatives. Be familiar with required admission tests, financial aid, scholarships and application procedures
- Attend the Northern Arizona Regional College Night in the fall semester.
- Visiting colleges is the best way to learn about that institution and their offerings.
- Write to the colleges of your choice for applications for admission, scholarship and housing information, and a general catalog. All information can be found on the institution's website.
- To apply for scholarships or financial aid, see your guidance counselor in September of your senior year or earlier. All scholarship information is posted through your Naviance account. Make sure to utilize the scholarship search engine and scholarship list
- To attend an out-of-state institution, secure information for admission requirements early in your high school career. This improves your chance of being accepted at the college of your choice. If interested in attending an out-of-state college or university, you should follow the requirements stated in the catalog of the school you plan to attend.

### **Entrance Requirements for Arizona Universities**

#### ***General Requirements***

Students must meet the aptitude requirement with a minimum 3.0 GPA in the core curriculum (16 courses) OR rank in the upper 25 percent of their high school graduating class OR achieve required standardized test scores on the ACT (22) or SAT (1040).

#### **CORE Course Requirements**

- English – four credits
- Social Studies – two credits
- Mathematics – four credits (Algebra I, Geometry, Algebra II, plus one credit for which Algebra II or advanced Algebra is a prerequisite)
- Laboratory Science – three credits (biology, chemistry, physics, earth science)
- Foreign Language – two credits in the same foreign language
- Fine Arts – one credit (performance based: music, art, drama)

### **Entrance Requirements for Arizona Community Colleges**

High school diploma or GED (Graduation Equivalency Degree) is required. Contact individual colleges for any additional information.

### **Transfers from a Non-Accredited School**

Students entering from a non-accredited high school will be admitted. Recognition of credits earned at a non-accredited high school may be dependent upon several factors. Please contact a school counselor at the school you are interested in attending.

### **Student Transfer**

The district administration may permit a transfer of students within the schools when the principals and parents consider it advisable. Transfers must be approved by the sending and receiving principals. If a student enrolls in a high school and is approved to transfer to another school, he/she may be ineligible for AIA athletic competition for one calendar year, and may have to provide own transportation.

### **College Admission Tests**

Students entering college will be required to take either the ACT or the SAT. The ACT is currently administered to all FUSD students during their junior year. For PSAT (recommended for all sophomores and juniors) and SAT information please contact the College Board at [www.collegeboard.org](http://www.collegeboard.org).

### **Scholarships**

The Internet is the best source of local, state and national scholarship information. The guidance office also has scholarship information. Since the cost of college education increases each year, it becomes necessary for more and more students to have financial help to continue their education after high school. Those to whom the best scholarships are awarded, however, do not receive them on the basis of one or two years of hard work in high school. These students start their preparations at the beginning of ninth grade and continue working hard all the way through school.

### **Career Planning Center**

The purpose of The Career Center is to help students become more aware of the need for career planning and to provide counseling and materials for independent research in order to make realistic choices concerning careers.

# General School Policy

## Arizona Parents Bill of Rights

The Arizona Parents bill of Rights can be found at: <http://www.azleg.state.az.us/ars/1/00602.htm>.

## FERPA – Family Educational Rights and Privacy Act (FERPA) and the Disclosure of Student Information

- Inspect and review education records;
- Seek to amend education records;
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

## Records Confidentiality

Please see the form and information at

<http://www.fusd1.org/cms/lib03/AZ01001113/Centricity/Domain/27/FUSD%20Opt%20Out%20Form%20109%20%20Rev%202015.pdf>

## Class Load for Students

Freshmen, sophomores and juniors must be enrolled for six (6) periods daily. Seniors should be enrolled for six (6) periods unless in a CAVIAT program that includes a release period to attend class at a different site. Juniors and seniors may qualify to enroll concurrently in NAU or CCC Courses. See your counselor for details. Seniors may also have the option of having an approved No Hour pending counselor approval.

## Registration Fees

Students in high school may be required to pay registration fees to cover such costs as locker rentals, and other class fees. Schedule of fees are available in the school office.

## Removal of an Incomplete Grade

A student must complete his/her specified amount of work within **two weeks after the end of the grading period** unless prior arrangements have been made with the school. If the grade is not changed within the specified time period, it will become a failing grade. It is the student's responsibility to make up the work and remove the INCOMPLETE. Once the final grade is rewarded, it cannot be subsequently changed.

## Schedule Change Policy

The student is most likely to get into his/her desired classes by giving thoughtful consideration to the decisions made during registration. Careful planning will ensure the student a more positive experience for the next year.

1. Anticipated schedule changes for 1<sup>st</sup> semester or 2<sup>nd</sup> semester must be done prior to the beginning of school.
2. All requests for schedule changes after the first day of school must have administrative approval and parent involvement. **No schedule changes after the second (2<sup>nd</sup>) week of the semester are allowed.**
3. If, after school starts, the student is considering a schedule change for the 2<sup>nd</sup> semester or has received an F (failing) for a class, he/she must initiate this change before winter break. No schedule changes after the second week of the semester are allowed.
4. Absences from classes will be counted on the record from the first day of school for every day the student is not in class unless the student is a transfer from another school.

### **Early Graduation**

Per FUSD Policy **IKFA**, a student may graduate in 3 ½ years by taking approved classes in summer school, concurrent enrollment, extension, or by correspondence. A maximum of 4 correspondence credits may be counted. Only 1 credit may be earned in each of the following areas: English, math, science or social studies. To be considered for early graduation students and their parents must submit a written request to the principal during the year prior to their graduation after consulting with their counselor. The deadline for early graduation applications is May 1 of the year prior to graduation.

### **Withdrawal from School**

To withdraw, a student must report to the office for instructions and procedure to be followed. Final clearance will be given when the forms are completed and a parent's permission note is recorded.

### **Summer School**

The FUSD summer school program is designed as a MAKE-UP opportunity only. FUSD Students are referred to attend summer school because they have failed the course during the regular school year and/or due to absences. Students cannot take a course to get ahead in their studies due to the limited amount of hours in the summer school schedule. Registration begins in April and each middle and high school accepts their student registration forms and payments until the end of the school year.

### **Transcripts and Student Records**

All transcripts are mailed directly from school to school through the Counseling Office.

Student records are considered confidential. They contain information of a personal nature recorded on the pupil and are retained for future use by the school. Student records shall be available under the following circumstances:

- When they are used by the professional staff of the school district in which the student is in attendance.
- When they are requested by a school district, employer, or institution if approved by the parent or guardian of the student.
- When they are requested by a State or Federal agency as long as the records do not identify the student.
- When they are requested by a parent or guardian upon confirmation of identity.
- When they are requested by the pupil or person who is over the age of eighteen and whose records are maintained by the school.
- The parent or guardian has the right to attach a written response to any item in the records when the accuracy is disputed.

### **Withdrawing from school prior to the end of the year or semester**

Students are encouraged to complete the entire term. Sometimes circumstances dictate that a student must leave before a term is completed. Students who find themselves in this situation must realize that leaving early might cause a lower grade, even a failing one.

When a request is made to leave early, two guidelines are followed: (1) A student is granted "withdrawal grades" which are used only to transfer to another school. **These are not final grades.** (2) In special circumstances, judged on an individual basis, the principal may allow a student to terminate early without taking semester exams. Failure to take them may affect the final grade.

## **Homework**

Homework is valuable and necessary as adaptation, application, and extension of classroom experiences. Homework teaches the skills of independent study and learning outside the school. Appropriate and reasonable homework such as enrichment, reinforcement and completion of work will be assigned. Assignments will be given clearly and concisely. It is recognized that some classes will require more practice in developing skills and comprehension and will necessitate more study at home.

The primary focus during the school year is the student's academic program. Parents are encouraged to evaluate their student's after-school commitments at home, employment and extracurricular activities which may conflict with the student's ability to complete homework.

Homework at the senior high level shall be considered a necessary part of the learning process and a legitimate demand on the non-class time of students. At the secondary level, completion of required class work, application of skills acquired in class, preparatory reading, research and development of long-term projects are all to be considered appropriate and necessary homework assignments.

Students carrying a full schedule should anticipate at least two hours of homework per night, with some variation to be expected depending on the program of the individual student. Students involved in advanced academic courses can expect, by the nature of their programs, to spend more than this amount of time.

## **Make-Up Work**

- Class work for excused absences must be made up within time equal to the number of days of absence.
- Class work must be made up if the absence is truancy and no credit will be awarded.
- Class work must be accepted for full credit for absences resulting from out-of-school suspensions. Students are responsible for work missed during their suspensions. Makeup work will be requested within the first two days of suspension. Following their return, students will have one day for each day missed to turn in work missed.

## **Honesty and Integrity**

Cheating and dishonesty need to be addressed by an educational institution because society has high expectations for schools. Any action that may be construed as dishonest or cheating is a serious matter. Each violation will be handled on an individual basis and may result in disciplinary action.

## **Literature Distribution in Schools**

Written materials prepared by or on behalf of the Flagstaff Unified School District that are directly related to the programs, curriculum, and activities of the District may be distributed at any time by teachers and other district employees or volunteers. All materials distributed to students from groups outside FUSD are required to be approved by the school office.

## **Child Find (Policy IHB-R)**

If you suspect that your child, age 3-21, has a disability, screening, evaluation, and Special Educational services are available at no cost to you if you live within the boundaries of the Flagstaff Unified School District. Information is also available to you for children under the age of 3. Please call 527-6116 to initiate the referral process, or you can view the information on our website at <http://www.fusd1.org>

## **Parking (Policy JLIE)**

Please read this policy carefully. FUSD retains the right to revoke a parent's or student's parking privileges due to negligent or reckless driving or failure to follow any rules set out in the Handbook and FUSD Policies. FUSD also reserves the right to have any vehicle on campus without a valid parking permit towed from the school parking lot, booted, and/or cited.

Student parking on school grounds is a privilege limited to students who possess a valid driver's license and vehicle insurance. Student vehicles parked on school grounds must be registered and pay the appropriate fees with the school and display a current decal on the front windshield of the driver's side. This will help staff identify someone who does not belong on our campus. Seniors may reserve their own spot in senior parking lot for a fee which allows the senior to decorate their parking spot as long as the decorations follow school policy. All other parking on our campus is free to registered vehicles with a school parking pass. To receive a free parking pass you must register your vehicle at the school's book store. Vehicles parked in any location on our campus without a clearly visible school parking pass will be subject to towing.

## **Automotive Searches**

High School Administrators retain the authority to conduct routine patrols of the student parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles may be inspected whenever a school authority has a reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice and without consent, searches may be conducted without a search warrant in the circumstances listed above.

## **Athletics and Activities**

FUSD offers a variety of major sports on the varsity, junior varsity and freshmen levels in which students may participate. We encourage and welcome all students to participate in one or more sports and family members and friends to become involved with the various booster clubs.

All athletes, spirit line members, and music participants are required to have a clearance packet completed and on file with the athletic director's office before participation in practice or contests. This includes a physical examination that must be given by an M.D. or D.O. after March 1 and will be good through June 5 of the following year. All forms are available online.

**Please see the Athletic Handbook for further information.**

## **Nurse's Office**

The nurse's schedule is posted in his/her office and on the office door. Only first aid is given at school. In cases of emergency, the parents / guardians will be contacted. Any medication which students must take under doctor's direction during school hours must be registered with the school nurse.

## **Illness During the School Day**

If a student becomes ill during the day, he/she is to get a pass from the teacher to the nurse's office. If the condition warrants, parents will be called. A prolonged stay in the restroom because of illness is considered ditching class; a student must go to the nurse's office if ill.

## **Immunization**

The school will follow the state law in regards to the health regulations relating to immunization and school attendance.

### **Families who “opt out” of immunizations**

Families who choose to opt out of the required immunizations must fill out the appropriate forms and submit them to your school. Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the department of health services or local health department. The department of health services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the pupils.

Please see:

<http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/15/00873.htm&Title=15&DocType=ARS>

### **Injuries**

If a student is injured while in a supervised activity, he/she immediately should report the injury to the supervising teacher. Athletes should report all injuries to the athletic trainer.

### **Student Insurance**

Student Insurance is made available through a private vendor to all students in FUSD at student expense. The district does not carry student accident or medical insurance. Check at school office for information.

### **School Lunch Program**

Breakfast and Lunch is served every day for a predetermined cost. FUSD schools participate in the Federal free and reduced Lunch program for those qualified. The school lunch program follows District nutritional guidelines.

### **Student I.D. Card**

A photo identification card will be issued to each member of the student body. The card should be carried at all times and must be presented upon request to faculty and/or administration. The student ID card may be used for admittance to school activities such as dances and athletic games.

### **Student Picture Taking**

The administration may permit the taking of school day pictures of students.

### **Visitors (Policy KI)**

All visitors to FUSD schools must check in at the front office. Anyone who does not comply with the guest pass policy will be cited for trespassing at the discretion of the administration.

### **Personal Property**

The school shall not assume responsibility for the theft of, for the loss of, or damage to, personal property stored, installed, used or brought to the school premises.

### **Lockers**

Upon entry to school, students will be assigned a locker and padlock. Students must use the lock issued by the school. Students should not keep valuables in lockers. The school will not be responsible for any valuables in your locker. Valuables which must be kept at school for a day or two may be stored in the school safe. Students will be charged a replacement fee for lost locks. Lockers are the property of the school.

### **Lost and Found**

If a student loses something, he/she should check with the receptionist at the counter in the office. It is a good practice to print the student's name inside book covers and to have articles of clothing (coats, tennis shoes, etc) and other valuables so marked.

## **Telephone**

Students must have permission to use school phones to contact a parent/guardian. Please see the FUSD cell phone policy in this Handbook for information on appropriate use of personal cell phones.

## **Student Messages**

If you need to reach your student for an emergency, please contact the front office and we will get the emergency message to your child.

## **Library**

The library is used for special reading, periodical use and general research. Anyone abusing the library privilege will have future use restricted for an indefinite period of time.

## **Bus Transportation**

Bus transportation is provided for students. Only through the cooperation of those riding in the buses can the district furnish the best school transportation and keep equipment in good condition.

**No bus transportation will be provided within one and one-half miles of the school or if student is attending school not in home attendance area.**

## **Bus Regulations and Conduct (Policy EEAEC, EEAE-EA)**

The school district will not tolerate misbehavior on the buses. Students, while on the school bus, will be directly responsible to the bus driver. Disorderly conduct is sufficient reason for the driver to report the facts to the principal. The principals have authority to suspend students from the bus until the student's parent/ guardian brings the student to school for a conference and satisfactory assurance is given to principal by the parent/guardian that the student will improve his or her behavior. If the student continues to cause problems, the driver will notify the principal or school representative, who will suspend the student's bus privileges for a designated period.

### **Remember:**

- Riding the school bus is a privilege that may be revoked at any time.
- Misbehavior on a bus can jeopardize the safety of everyone on board.
- A bus driver may prevent any person from riding the bus who is unable to identify him or her as a student in attendance. This can be done by showing the current school I-D in disciplinary situations, and at any other time in the driver's discretion, the driver may ask to see a school I-D.
- Bus drivers are responsible for control and discipline while the bus is in operation.
- Conduct reports turned in by the bus driver may result in: student discipline, up to and including suspension or expulsion.

## **Dances**

An agreement, in the form of a Contract, between the student(s), the parent(s), and the administration of FHS will be provided and must be signed in order for students to participate in school-sponsored dances. By signing this agreement, all parties involved have an understanding of what is allowed and what isn't allowed at FHS school dances.

Dance Policies: \*All students must sign and submit the dance contract in order to attend a school dance.

\*Student must have a valid FHS ID and ticket to enter the dance.

\*Once a student leaves the dance they may NOT return.

\*School and district policies will apply at all times to all high school related activities.



## Technology Resources (Policy IJND, IJND-R, IJND-EB, IJNDB)

### Electronic Device Usage

All personal electronic devices, including but not limited to, cell phones, CD players, MP3 players, iPods, tablets, and accompanying ear buds and headsets are not to be used during instructional hours unless authorized by the instructor. Approval for students' use of such devices will be at the discretion of the classroom teacher. The following rules also apply.

- Students are required to turn electronic devices over to school personnel when requested.
- If a personal electronic device is used when prohibited by school personnel, the device may be confiscated. The item may be obtained by the parent or guardian from a site administrator.
- Use of cameras or camera features on an electronic device for use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited.
- Students violating this policy may be subject to disciplinary action up to and including suspension or expulsion from school.

Please note: Students bring personal electronic devices to school at their own risk. Administration will not conduct investigations for electronic devices if items are reported lost or stolen.

## Social Media

The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media sites such as Twitter, Facebook, Internet Forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking and others have many benefits in our world; however, they may also be disruptive when inappropriate posting or usage occurs. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

FUSD recognizes and supports its students and staffs rights to freedom of speech, expression and association, including the use of social networks. In this context, each student and staff member must remember that participating in FUSD activities is a privilege, not a right. Any online postings or usage must be consistent with federal and state laws, as well as, team, school and district policies.

Prohibited content includes, but is not limited to, the following:

- \* Sexually explicit, profane, indecent, illegal or defamatory language/images or actions
- \* Derogatory language regarding school personnel or other students
- \* Comments designed to harass or bully students and/or school personnel
- \* Nude, sexually-oriented or indecent photos, images or altered pictures

Any use in school or out of school of computer software, computer networks, telecommunication devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the school and a recommendation for expulsion.

## **Student User Agreement - Use of Educational Technology Resources**

(Safe and Responsible Use of Electronic Information Services)

**Please read this document carefully. When signed it becomes a binding agreement.**

The Flagstaff Unified School District may provide Electronic Information Services (EIS) to qualified students who attend District schools. Each Student User of the EIS will be required to sign and return an EIS user's agreement to their school. EIS includes District computers, mobile devices and any other computer-accessible District source of information. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require students who use the EIS to follow its policy, guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures may be denied access to the District's EIS and may be subject to disciplinary action in accordance with established FUSD disciplinary policy up to and including expulsion for students.

**Acceptable use of the EIS requires that the use of the resources be in accordance with the following guidelines and support the educational goals of the District.**

Student users must:

- Use FUSD Electronic Information Services for educational purposes only.
- Agree not to submit, publish, display or knowingly retrieve any material that is not school-appropriate. Material that is generally available in print and other media in the library or classroom sets the standard for acceptability.
- Abide by all copyright and trademark laws and regulations.
- Not reveal their home address or personal phone numbers of themselves or others unless authorized to do so by designated school authorities.
- Understand that not all electronic mail or direct electronic communication is private and may be read and monitored by school-employed persons in compliance with applicable state and federal law.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial gain **(including hardware, software and e-mail)**.
- Not attempt to damage, modify, or destroy district hardware or software, or interfere with system security and district servers.
- Agree to not engage in cyber-bullying. More resources on cyber bullying can be found at: <http://www.common sense media.org/advice-for-parents/cyberbullying>
- Not modify computer settings - for example: add or delete icons, change wallpaper, etc.
- Not compromise the web filter to access blocked pages.
- Immediately inform teacher/lab attendant if restricted information/pages are mistakenly accessed.
- Only use their own student account and not share their account with others.
- Understand that anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary up to and including expulsion for students.

A.R.S. 34-502 (enacted, 1999), which requires public schools to limit access to materials that are harmful to minors. The District may log the use of all systems and monitor all system utilization. It should be known and understood that any and all information on the FUSD network, with the exception of student records, is not deemed private unless so designated by applicable state or federal law or other District Policies. Accounts may be closed and inappropriate files may be deleted. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the EIS. The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. All District computers including those with Internet access will comply with Any disciplinary action chosen shall be consistent with the severity of the violation. Frequency of EIS violations may also be taken into account. In response to intentional malicious acts, possible financial reparations may be imposed. Other actions taken shall be hierarchical in nature, in accordance with established FUSD disciplinary policy.

**All potential users of FUSD's EIS must sign this agreement and return it to their school prior to accessing EIS.** In signing the agreement, the student agrees to be bound by its terms. If the agreement is not signed or returned to the school, the student will not be permitted to use district EIS resources. If the terms of the agreement change, all students will be expected to sign the revised policy. Failure to sign the revised policy may result in denial or revocation of EIS privileges.

## **Student Discipline Policy (Policy JK/JK-R)**

Appropriate behavior is a necessary prerequisite to learning. Each student must conduct themselves properly and in accordance with school rules, regulations, and policies at all times. Each employee of the District is responsible for helping to enforce proper student conduct.

The District further recognizes that situations may arise that, in the best interest of the majority of the students and of the District, will necessitate the removal of a student or students from school campus.

The District believes that close cooperation between parent/guardians and the school is the most effective method of preventing difficult situation from arising. The District recognizes its responsibility for helping to develop closer home-school cooperation and will:

- Inform parent guardians of situations that may be developing prior to the need for disciplinary action whenever possible.
- Develop and distribute clearly stated discipline policies, rules and regulations.

### **Student Discipline (Policy JK & Regulation JK-RA)**

The Governing Board is committed to maintaining school environments that are stable and contribute to the educational process. Within this context, the Board recognizes the need for fair, consistent, and responsive student discipline procedures designed to maximize administrator, teacher, student, and parent understanding and involvement. Students are expected to conduct themselves, at all times, in a manner that will bring credit to themselves, their parents, and the school. It is important that students know that the school staff is legally responsible for the conduct of students during school hours, while the students are on campus, or at any school function. Students are expected to follow the directions provided by all staff members during these times of responsibility. Students going to and from school and students engaging in conduct outside of school that adversely affects the school community are also subject to school discipline.

Arizona law requires that school authorities regulate student conduct and discipline students for misconduct. Consistent with students' due process rights, school authorities will discipline students based on the nature of the offense committed and the disciplinary history of the offender to preserve the good order and educational climate of the school.

Disciplinary measures include, but are not limited to: conference with the student, conference with the parent, written warning, counseling, detention, and confinement with implementation of mandatory provisions, suspension, alternative school placement, and expulsion. Detention involves the confinement of a student to a designated area of the school for a limited period of time. Detention could occur before school, after school, at lunch or during the school day. Expulsion means the permanent withdrawal of the privilege of attending or visiting a District school or a District school-sponsored function (See District Policy JKE).

**Accomplice Liability (Aiding & Abetting) – A student who, with the intent to promote or facilitate the commission of a violation by another person of District Policy or Regulation: solicits or commands another person to commit a violation, or aids, counsels, agrees to aid or attempts to aid another person in planning or committing a violation, or provides means or opportunity to another person to commit the violation, may be disciplined to the same extent as a student who may be found to have violated the other District Policy or Regulation.**

Students should be advised that additional consequences, relating to participation in extracurricular activities, may be imposed by the Principal, his designee, or the activity sponsor for the violation of any portion of the above policy. School Administrator may determine placement in an alternative educational program.

Students wishing to voluntarily participate in substance abuse course, who have not been apprehended for violation of the substance abuse policy, may do so by contacting a building-level administrator or counselor. Such students will not be subject to disciplinary action for this self-referral.

### **Orientation to student discipline**

At the beginning of each school year, the principal shall ensure that each teacher is given a copy of the jointly developed criteria for the referral of students for administrative disciplinary action. These criteria shall be reviewed with all of the teachers. In addition, the referral procedure shall be outlined and given to each teacher.

### **Procedures governing referral**

If the behavior of a student in class makes his presence unacceptable, the student shall be excluded from that class for the remainder of the period via proper transmittal slip to the appropriate administrator. The teacher shall furnish the administrator with the full particulars of the incident as promptly as his teaching obligations will permit; in all cases, however, appropriate information shall be furnished to the administrator by the end of the day on which the referral is made. Each referral shall be in writing. This information shall be furnished on a system form, with a copy to be retained by the teacher and a copy to be returned to the teacher and the student's counselor indicating the action taken. The administrator and/or the teacher may request a conference with the student and/or parent.

### **Procedures governing responses to referrals**

If the teacher has not received a response within three (3) workdays after the submission of the referral, the teacher shall contact the appropriate administrator concerning the status of the referral. If, after another three (3) workdays following such contact, the teacher has not received a response to his referral and/or inquiry, the teacher may initiate action within the District's grievance procedure.

### **Procedures governing responses to referrals (please refer to FHS Administration for *specific* levels of referrals)**

- Upon a student's first (1<sup>st</sup>) referral, a conference with the teacher, the parent and the administrator may be held.
- Upon a second (2<sup>nd</sup>) referral of the same student by the same teacher or for the same reason during a semester, a conference involving the teacher, the parent, and the administrator is required.
- Upon a third (3<sup>rd</sup>) referral of the same student by the same teacher or for the same reason during a semester, the student will be removed from the class from which the referral came until a conference involving the teacher, the parent, and the administrator can be held and a decision can be made as to the action to be taken. All parties shall be notified immediately.
- The administrator may, if circumstances warrant, close the class prior to the third (3<sup>rd</sup>) referral.
- Should subsequent conferences occur, the principal shall determine whether the teacher's presence is necessary or whether a written statement shall be prepared in lieu of actual attendance.

### **Suspension (Policy JKD)**

Approved school Administrator may suspend a student who is guilty of misconduct occurring while traveling to, attending, and returning from school, while visiting another school or at a school-sanctioned activity, or in any situation in which the District may lawfully exercise its authority to discipline a student, for a specific period of time.

Suspension means the temporary withdrawal of the privilege of attending or visiting a District school or a District school-sponsored function for a specified period of time. There are two types of suspension, a short-term suspension, up to ten (10) days, or a long-term suspension, more than ten (10) days. Any suspension is subject to the due process rights set forth in District Policy JKD.

### **Student Code of Conduct**

Students are expected to obey all rules and regulations adopted by the Governing Board and to obey any order given by a member of the faculty or staff relating to school activities (District Policy JIC).

Under Arizona law, students will be held to strict account for disorderly conduct on school property and on the way to and from school [A.R.S. 15-341(A) (13)] Students are expected to follow the directions of District personnel and agents while on school property, on the way to and from school, while visiting another school or at a school-sanctioned activity, or in any situation in which the District may lawfully exercise its authority to discipline a student. Students committing unreasonably dangerous or illegal acts while outside of normal school hours or functions may be excluded from school under certain circumstances.

### **Student discipline matrix of consequences**

The categories of misconduct specified below are intended only as examples of the kinds of misconduct justifying discipline and not as a complete list of misconduct. Note: These are recommended disciplinary guidelines for some examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be lesser or greater at the administrator's discretion on a case-by-case basis. Offenses are cumulative during each academic school year. **Please review matrix at end of handbook.**

**For the chart on the matrix the asterisks (\*) is:**

- \* The violation must be reported to the Arizona Department of Education.
- \*\* The violation must be reported to local law enforcement as well as the Arizona Department Education

### **Important Notice**

1. No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:
  - a. While on school grounds
  - b. While going to or coming from school.
  - c. During the lunch period whether on or off campus.
  - d. During, or while going to, or coming from, a school sponsored activity.
2. Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in this Student Conduct Code.
3. See A.R.S. 15-841 and 15-843

### **Due Process Procedures**

Due Process Procedures are described in Policy JK through JKE - E (Please use the link on the cover page to look up regulations contained in this handbook)

## Attendance Policy (Policy JE)

FUSD High Schools strictly adhere to Arizona law (ARS-15-901(A)(1): Once a student has accrued absences that total 10% of the possible days in the school year (more than 18 days if the school year is 180 days), no matter whether the absences were excused or unexcused, all subsequent absences must be reported as unexcused. This rule applies across schools within a district if the student transfers.

**Attendance Marks are defined as an absence or tardy in any given class.** Any student collecting over 10 Attendance Marks (see definition below) at Coconino and Flagstaff High Schools in any class period during a semester will be placed on Attendance Probation and risk loss of credit. Any absence from class, excused or unexcused, will result in an attendance mark being registered against the student. A student arriving late to class will be marked tardy and accrue an attendance mark for that period. Students late to any class without an excuse will be marked absent. Exceptions to the attendance mark policy may be:

- Students assigned in-school Suspension
- School administration excused absences listed below.
  - Administrator / Office
  - Late Bus
  - Adverse Weather
  - School Activities
  - Other Circumstances which in the administrator's judgment qualify.

State law also mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent/guardian to inform the school as to the reason for that absence. All absences not verified by parental or administrative authorization will remain unexcused. Please find below a listing of acceptable reasons under ARS 15-803 for a student to be absent from school that are excusable by their parent or guardian. In some instances school administration may require documentation:

- Bereavement
- Chronic Illness
- Illness / Medical
- Religious Holidays
- Vacation

Following are some other reasons that students miss school. These occasions are not excusable by a parent or guardian:

- Ditching / Truant
- Court Dates
- Juvenile Detention / Probation
- Runaway

The distinction between an Excused and Unexcused absence becomes very important as it relates to credit for work coming due during the time of the absence. Any classroom assignments that come due during a period of excused absence may be turned in upon the student's return for full credit. Class work missed during excused absences must be made up within a time equal to the number of days of absence. For example, a student absent for four days has four days after his or her return to make up missed class work. Any classroom assignments coming due during a period of unexcused absence will be recorded as a zero in the teacher's record book.

**Please be advised:** School policy does not allow parents, guardians, or students to excuse absences after the fact. Absences must be reported, either in writing or via telephone, by the student's parent or guardian no later than 9:00 AM on the day of the student's return.

Students wishing to leave campus for any reason during the school day must have administrative and parental permission. The student must follow the appropriate check out procedures in the attendance office before leaving campus or the absence will be considered to be truancy.

Students must be in the classroom prepared to work when the bell rings. Students arriving late to class create a significant distraction to their classmates and to the instructor. Therefore, chronic tardiness will result in an administration referral and potential additional sanctions at the discretion of school administration.

### **School Activity Absences**

District and AIA regulated activity guidelines will be followed for all school activity absences. If such regulations do not apply to the activity, and the student is failing any class, the student may be precluded from participating in the activity. If a student athlete has an absence, excused or unexcused, on a weekday he/she will not be allowed to practice or participate on that day. In the event that a student athlete has an absence, excused or unexcused, on Friday or the school day preceding a scheduled holiday break the student will be ineligible to participate in any athletic practice or contest until the next scheduled school day. A student athlete who, following established district procedures, pre-approves an absence may, with administrative approval, be deemed eligible to participate in school activities. Likewise, a student athlete who provides documentation of a doctor's appointment upon his/her return to school may, with administrative approval, be deemed eligible to participate in school activities.

### **Attendance Probation**

In the event that a student collects 10 attendance marks during a semester, that student will be placed on attendance probation for the balance of that semester. Formal, written notification may be sent via US mail to the parent/guardian of the student within 5 school days of his/her placement on the Attendance Probation list. Once placed on the list progress grade reports for the student will, at the discretion of the site administrator, reflect either an "F" or an "LC" (loss of credit) as opposed to the student's actual earned grade. Should the student fail to appeal Attendance Probation status or have an appeal denied, the "LC" will be replaced by an "F" on the student's permanent transcript.

The attendance Probation appeal process will be organized by each school site. The process must include the following:

- A committee including at least one teacher, one counselor and one administrator.
- A submission deadline 10 or fewer days prior to the semester end date.
- An appeal committee meeting date after the submission date and prior to semester end.
- Minimum appeal content to include a persuasive essay written by the student, and parent confirmation of notification receipt.
- Written guidelines (Rubric) for committee use to determine the granting or denial of individual appeals.
- Please note: Submission of Attendance Probation Persuasive Essay does not guarantee credit being granted.

Students possessing and filing a Chronic Illness Form signed by their physician and verified by the schools nurse must be submitted before the appeals process begins in order to be exempt from academic probation.

The counseling department and Special Education IEP teams of each school will have the ability to request "Special Circumstances" status for individual students. Those requests will be directed to the site Principal or designated Assistant Principal. Upon administrative approval a student granted "Special Circumstances" will be exempt from academic probation.

## **Dress Code (Policy JICA)**

We believe that the students at the three high schools (Coconino, Flagstaff, and Summit) in the Flagstaff Unified School District are mature individuals who will dress and behave responsibly and professionally. Basic rules of sanitation, safety, neatness and modesty must be observed. Students will be expected to observe modes of dress, styles of hair, and personal grooming, which support the learning environment. The purpose of the dress code is to assure consistency and interpretation is implemented district wide, thus providing ethical treatment for all students.

To maintain the image of the Flagstaff Unified School District and to reinforce attitudes of most parents and students, the following policy guidelines have been adopted by all three high schools.

We strongly encourage each parent/guardian to read the information below and have a discussion with your student regarding the appropriate dress for school.

### I. General Guidelines

- Appropriate dress will be required at all school sponsored events including school dances, competitions and activities.
- Students may not wear items that advertise alcohol, drugs, tobacco products, sex, nudity, or which allude to topics inappropriate for school or considered to be offensive to others.
- Religious medallions, medals or beads are acceptable if they do not extend below the belt but may be prohibited in certain classes by teachers as a safety precaution.
- No dress indicating gang affiliation will be tolerated.
- Chains and spikes are not permitted.
- Any personal item including clothing, hair, jewelry or accessories that are deemed as a safety hazard or a hindrance to the educational process, to the school or the classroom will not be permitted.
- The high school dress code applies to all students, male and female.

### II. Footwear

- According to Arizona law, footwear must be worn at all times.

### III. Pants/Skirts/Shorts

- Are to be worn at the waistline. No sagging will be permitted!
- Large holes in clothes will not be permitted.
- Shorts, skirts, cut-offs, or slits that go above the mid-thigh range are inappropriate at school.
- Undergarments that are visible are inappropriate.

### IV. Shirts:

- Must have an appropriate neckline. No cleavage is to be showing: halter-tops, tube-tops and spaghetti strap shirts may not be worn. Exceptions will be made for formal and semiformal events.
- Must have an appropriate length, no bare midriff of any kind is acceptable. Visible undergarments, such as bra straps and underwear are inappropriate.
- Straps that go over the shoulder must be at least the width of a student ID card.

### V. Head Coverage:

- Any type of head covering (i.e. hats, stocking caps, visors, bandannas, hair nets and hoods) are not allowed to be worn during the regular school day.
- Religious head coverings may be worn with administrative approval.



## Student Interrogations, Searches and Arrests (Policy JIH)

### **Interviews**

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

### **When child abuse or abandonment of a student is alleged.**

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken onto temporary custody in accordance with A.R.S. 8-821, the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

### **Abuse or abandonment is not alleged.**

No issue of student population safety is presented. If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent(s) cannot be reached, the peace officer will be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Safety of the student population is of concern. When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following a determination that the student may be subject of discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

### **Searches**

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from school district counsel.

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

## **Arrest**

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in collating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

# **Student Concerns, Complaints and Grievances**

## **(Policy JII-EB)**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA. A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

## **Sexual Harassment (Policy ACA)**

The Governing Board prohibits sexual harassment of or by any of its employees, students, or visitors. It is the District's policy that all individuals associated with the District, including but not limited to the Governing Board, employees, students, and visitors have a right to work, learn, and visit all District sites in an environment free of discrimination based on race, color, religion, sex, age, national origin, disability, sexual orientation, and sexual harassment. All employees, students, and visitors at all sites must avoid offensive or inappropriate sexual and/or sexually harassing behavior. Governing Board members, employees, students, and visitors have a right and responsibility to report harassment experiences. It will be ensured that there will be prompt and equitable resolution of sexual harassment complaints by providing access to any needed information and materials concerning harassment, how to file a complaint, and a step-by-step process which will guide those involved, whether it be the accused or the victim. More information on reporting can be found in Policy ACA.

## **Hazing (Policy JICFA)**

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 District 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 District 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.

"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.

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 individual authority to prevent violations of this policy. 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 District 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.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

## **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 members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

### **Definitions**

**Bullying:** Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property or placing an individual in reasonable fear of harm or damage of property,
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or

- emotional or psychological harm or distress,
- behavior, aggression or threat occurs repeatedly over time,
- occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength, or,
- may constitute a violation of law.

Bullying of an individual or group can be manifested through written, verbal, physical, emotional or psychological 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 through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Bullying may also be in violation of Title VI of the Civil Rights Act of 1964 1 (Title VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education amendments of 1972 2 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations (Section 504); and Title II of the Americans with Disabilities Act of 1994, and its implementing regulations (Title II).

**Harassment:** Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name calling (e.g., bullying): graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g. cyberbullying); or other conduct that may be physically threatening, harmful or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying or harassment 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 person electronic media and equipment. Cyberbullying may also be in violation of Section 504 of the Rehabilitation Act of 1973, and its implementing regulations, and Title II of the Americans with Disabilities Act of 1990 and its implementing regulations.

**Intimidation:** 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.

### **Prohibitions and Discipline**

Students are prohibited from engaging in behaviors that would constitute bullying and/or harassment 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 and/or harassment which occurs outside of the school and the school day when such bullying and/or harassment results in a 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 violation of law will be reported to local law enforcement.

## **Dangerous Weapons in School (Policy J)**

No student shall go onto the school premises with a firearm, explosive, knife, or any other dangerous or illegal instrument or a simulated instrument (for example, a toy gun) displayed or represented by the student as a dangerous instrument. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive, knife or other dangerous or illegal instrument, or any instrument or simulated instrument represented as a dangerous instrument.

Except as provided below, any student violating this policy shall be suspended for a period of not less than one year or expelled. Authorization by the Governing Board is required for a student to be suspended for more than 10 days or expelled. Please refer to Policy J.

### **Miscellaneous**

#### **Destruction of School Property**

(See A.R.S. 15-842)

Students may be held responsible for damage done to district facilities and equipment and may be required to pay for such damage. A student who cuts, defaces or otherwise damages any school property may be subject to disciplinary action.

Upon complaint to the board, the parents or guardians of minors who have damaged school property will be liable for all damages caused by their children or wards.

#### **Snowballing**

Because of the danger of breaking car windows and eyeglasses, and the added danger of injuring people, snowballing is prohibited. Disciplinary action may result from snowballing.

#### **Lost & Damaged Material**

Students will be required to pay replacement costs for lost or damaged property and books owned by the district.

#### **Tampering with the Fire Alarm System or Equipment**

Arizona Revised Statutes states this as a misdemeanor. In each case the law will be followed.

#### **Smoking**

Students may not smoke on school property or in the Drug Free Zone (within 300 feet of school property), or they will be subject to disciplinary action. This includes e-cigarettes, vapor products, and any other synthetic tobacco products. Non-students loitering in the above areas may be referred to law enforcement.

### **Loitering**

Students are not to loiter, either before, during or after school hours, on the school grounds, in the vicinity of the school grounds, or at any neighboring schools. Posted signs may warrant a ticket from police. Skateboarding and rollerblading are not allowed on school property. Students may not loiter in their vehicles or in the student parking lot before, during or after school or at lunch.

## **Special Programs**

### **JOM (Johnson O'Malley Program)**

This program seeks to provide Native American students with equal educational opportunities, through federal funds dispersed through the Navajo Tribe. Money is available to fund programs to provide students with supplies and to pay fees for some classes. This money allows these students to participate more fully in both curricular and co-curricular programs.

### **LINK Crew**

Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Boomerang Project's proven high school transition program trains mentors from your junior and senior classes to be Link Crew Leaders. As positive role models, Link Crew Leaders are mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success.

More and more studies show that if students have a positive experience their first year in high school, their chance for success increases dramatically. Link Crew provides the structure for freshmen to receive support and guidance from juniors and seniors who have been through the challenges that high school poses, and understand that the transition to a larger school can sometimes be overwhelming.

To learn more about the LINK Crew visit; <http://www.boomerangproject.com/link/what-link-crew>

### **Peer Mediation through LINK Crew**

Do you have a dispute or conflict with another student? Peer Mediators are here to help. They are students who are trained to be neutral third parties and to guide you through the conflict resolution process. To request mediation, fill out a form in the counseling office or obtain one from your classroom teacher.

### **TAPP (Teenage Parent Program)**

This is a short term alternative education program for pregnant and parenting students. Attendance is limited to two semesters and core subjects are completed for high school credit.

### **NHS Peer Tutoring**

This program is provided by National Honor Society members. They provide tutoring in all subjects to students who need additional academic assistance. This is a service project done on a volunteer basis.

### **National Honor Society**

Sophomores with a G.P.A. of 3.6 or higher will be offered applications to NHS.

### **Title I**

Title I, which has been operating since the mid 1960's is the largest federally-funded education program in the country. FUSD receives a little over \$1 million each year and utilizes these funds to provide a variety of programs for academically at-risk students.

### **Driver Education**

FUSD offers “Driver Education / Behind the Wheel” classes yearly. Class consists of 30 hours of classroom instruction and 6 hours of driving instruction. Students need a “Learner’s Permit” (age 15 years and 6 months) for driving instruction. Students can register at the Flagstaff Unified School District office – 3285 E. Sparrow Avenue. To receive a schedule and/or cost information, contact the Community Education Office at (928) 527-6121, business hours: 8-4 pm, Monday through Friday. Students who complete the 36 hours of driver education will receive a certificate which entitles the holder to discounts with many insurance companies (check with your individual insurance agent for discounts).

\*Driving instruction scheduled upon completion of classroom instruction.

### **Academic Letter**

Any student who has maintained a cumulative grade point average of 3.5 or higher at the end of each academic year, will receive either an academic letter or a year pin. Students must have completed two semesters to qualify for this award. Letters and year pins will be awarded during the month of September for the preceding academic year.

After a letter is awarded, a 3.5 cumulative GPA in subsequent years will entitle the student to receive an additional bar for that year.

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)**

The staff at FUSD High Schools is committed to improving our school culture, improving relationships between school personnel and FUSD families and increasing the success of our students. In this effort we are proud to announce the implementation of the Positive Behavior Interventions and Supports (PBIS) Program. PBIS is a nationally researched and recognized behavioral support program that has been shown to create positive school cultures, increase academic learning time and foster genuine connectedness within school communities. FUSD is using the PBIS model to achieve the common goal of creating a more positive culture in our school through behaviors that will foster Focus, Honor and Success of staff, students and families.

Parents are a critical part of student achievement. As such, we feel it is important that our students and their families know and understand the behavior expectations in FUSD Schools. The Behavior Expectations Chart included in this Handbook is one piece of the PBIS model. It clearly and positively states the expectations. With your support and encouragement, we will be able to increase the number of students demonstrating positive behavior and academic achievement, and reduces discipline referrals.



## FHS Expectation Matrix

	<b>Focus</b>	<b>Honor</b>	<b>Success</b>
<b>Classrooms</b>	<p><i>Arrive on time &amp; be prepared</i></p> <p><i>Participate &amp; ask questions</i></p> <p><i>Be responsible for your own learning</i></p> <p><i>Focus on solutions</i></p>	<p><i>Practice honesty</i></p> <p><i>Express gratitude</i></p> <p><i>Respect different points of view</i></p> <p><i>Use positive words &amp; language</i></p>	<p><i>Silence &amp; put away phones</i></p> <p><i>Attain your excellence</i></p> <p><i>Dress for success</i></p>
<b>Commons</b>	<p><i>Keep hallways &amp; pathways clear</i></p> <p><i>Respect others regarding space</i></p> <p><i>Leave your space better than you found it</i></p>	<p><i>Respect others &amp; dining area</i></p> <p><i>Use good table manners</i></p> <p><i>Use positive words &amp; language</i></p>	<p><i>Keep it clean &amp; recycle</i></p> <p><i>Show courtesy</i></p> <p><i>Use materials &amp; equipment properly</i></p>
<b>Hallways</b>	<p><i>Focus on your destination</i></p> <p><i>Use quiet volume</i></p> <p><i>Allow access to lockers</i></p>	<p><i>Assist others in need</i></p> <p><i>Keep the hallways PDA free</i></p> <p><i>Use positive words &amp; language</i></p>	<p><i>Walk to the right</i></p> <p><i>Keep moving</i></p> <p><i>Take initiative to pick up trash</i></p>
<b>Gym/Dome</b>	<p><i>Represent FHS positively</i></p> <p><i>Keep the facilities clean</i></p> <p><i>Respect Gym &amp; Dome as a learning environment</i></p>	<p><i>Be respectful &amp; courteous to others</i></p> <p><i>Use positive words &amp; language</i></p> <p><i>Practice honesty</i></p>	<p><i>Work through challenges</i></p> <p><i>Demonstrate positive sportsmanship</i></p> <p><i>Respect others' personal property</i></p>
<b>Restrooms</b>	<p><i>Use a Pass</i></p> <p><i>Keep area clean</i></p> <p><i>Use equipment &amp; materials properly</i></p>	<p><i>Honor the privacy of others</i></p> <p><i>Take care of personal needs quickly</i></p>	<p><i>Wash your hands</i></p> <p><i>Clean-up after yourself</i></p> <p><i>Dispose of your trash</i></p> <p><i>Flush the toilet</i></p>
<b>Outside Campus</b>	<p><i>Respect others &amp; their property</i></p> <p><i>Park in appropriate designated areas</i></p> <p><i>Drive with caution</i></p>	<p><i>Act with integrity</i></p> <p><i>Use positive words &amp; language</i></p> <p><i>Model good citizenship</i></p>	<p><i>Obey the laws</i></p> <p><i>Keep our campus clean</i></p> <p><i>Take initiative to pick up trash</i></p>



### Flagstaff Unified School District #1 - Secondary Discipline Matrix

<b>Academic Misconduct/Dishonesty:</b> Academic misconduct/dishonesty can include, but is not limited to cheating, forgery, lying and plagiarism. Examples that could apply include: (1) Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment; (2) Using the signature or initials of another person; (3) Knowingly giving false or misleading information, including false accusations against others with the intent to deceive; (4) Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately. In addition to disciplinary action, students may face academic sanctions which may include but are not limited to receiving a zero on an assignment, grade of "F" for a class, or withdrawal from the class during the academic year.				
Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
<b>Cheating:</b> Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.	1st 2nd 3rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension		<i>J4634</i>
<b>Forgery:</b> Using the signature or initials of another person.	1st 2nd 3rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension		<i>J4634</i>
<b>Lying:</b> Knowingly giving false or misleading information, including false accusations against others with the intent to deceive.	1st 2nd 3rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension		<i>J2300</i>
<b>Plagiarism:</b> Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately.	1st 2nd 3rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension		<i>J4634</i>
<b>Aggression:</b> <b>Verbal Provocation:</b> Use of language or gestures to insult or humiliate another person or that may incite another person or persons to fight.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Short-term suspension to long-term suspension		<i>J2300</i>
<b>Minor Aggressive Act:</b> Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling, or pushing.	1st 2nd 3rd	Conference to short-term suspension Short-term to long-term suspension Long-term suspension		<i>J2300</i>
<b>Disorderly Conduct:</b> The intent to disturb the peace or quiet, make unreasonable noise, use of abusive or offensive language or gestures, make a protracted commotion, utterance or display with the intent to prevent the transaction of the business of a meeting, gathering, or class, or refusal to obey a lawful order to disperse.	1st 2nd 3rd	Conference to short-term suspension (possible police referral) Short-term to long-term suspension (possible police referral) Short-term to long-term suspension (possible police referral)	<i>13-2904</i>	<i>J2300</i>
<b>Recklessness:</b> Unintentional, careless behavior that may pose a safety or health risk to others.	1st 2nd 3rd	Conference to short-term suspension (possible police referral) Short-term to long-term suspension (possible police referral) Short-term to long-term suspension (possible police referral)		<i>J2300</i>
<b>Endangerment*:</b> The reckless endangerment of another person that results in substantial risk of imminent physical injury	1st 2nd	Conference to short-term suspension (possible police referral) Long-term suspension to recommend expulsion (possible police referral)	<i>13-1201</i>	<i>J2300</i>



**Flagstaff Unified School District #1 - Secondary Discipline Matrix**

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
or death.	3rd	Long-term suspension to recommend expulsion (possible police referral)		
<b>Fighting*</b> : Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	1st 2nd 3rd	Short-term suspension (1 to 4 days) (possible police referral) Short-term suspension (5 to 10 days) (possible police referral) Long-term suspension to recommend expulsion (possible police referral)		J2300
<b>Assault*</b> Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Including taking or attempting to take anything by force or threat of force and intentional use of a vehicle in a manner dangerous to person or property.	1st 2nd 3rd	Short-term suspension (10 days) to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)	13-1203	J2300
<b>Aggravated Assault**</b> : A person commits aggravated assault if the person commits assault as defined in A.R.S. §13-1204. This could include, but is not limited to: 1. Causing serious physical injury to another, 2. Use of a deadly weapon or dangerous instrument, 3. A person eighteen years of age or older committing the assault upon a child under fifteen years of age, 4. Committing an assault knowing the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.	1st	Suspension and recommend expulsion (police referral)	13-1204	
<b>Kidnapping**</b> : The knowing restraint of another person with the intent to hold the victim for ransom, as a shield or hostage, for involuntary servitude, inflict physical injury or place the person in reasonable apprehension of imminent physical injury.	1st	Recommend expulsion (police referral)	13-1304	
<b>Homicide**</b> : Intentionally or recklessly causing the death of another person. Includes first degree murder, second degree murder, manslaughter or or negligent homicide.	1st	Recommend expulsion (police referral)	13-1101 thru 13-1105	
<b>Other Aggression</b> : Other forms of aggression that may result in humiliation or personal injury to another person.	1st 2nd 3rd	Detention to recommend expulsion (possible police referral) Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral)		J2300
<b>Classroom Disruption</b> : Interrupting or creating a disturbance or a commotion that impedes the educational process. The disruption could occur in the classroom or on campus.	1st 2nd 3rd	Conference to short-term suspension Short-term to long-term suspension Short-term to long-term suspension	13-2911	J2300
<b>Interference or Threatening an Educational Institution</b> : Defined in ASRS 13-2911 (per 15-841)	1st	Recommended Expulsion (police referral)	13-2911	



### Flagstaff Unified School District #1 - Secondary Discipline Matrix

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
<p><b>Alcohol Violations and Substance Abuse Counseling:</b> If a long-term suspension is recommended and it is the first long-term suspension for an alcohol offense, the Principal <u>may</u> allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved substance abuse program. Failure to satisfactorily complete the substance abuse program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for an alcohol offense, the student is no longer able to participate in the District-approved substance abuse program. If the recommendation is for expulsion, participation in a substance abuse program will not lessen the recommendation.</p>				
<p><b>Distribution or share**:</b> Distribution or sharing, or intent to distribute or share alcoholic substances or substances represented as alcohol.</p>	1st	Long-term suspension to recommend expulsion and substance abuse program (police referral)		<i>J3050</i>
	2nd	Recommend expulsion (police referral)		
<p><b>Use or Possession**:</b> Use or possession of alcoholic substances or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.</p>	1st	Short-term to long-term suspension and substance abuse program (police referral)		<i>J3050</i>
	2nd	Long-term suspension to recommend expulsion (police referral)		
	3rd	Recommend expulsion (police referral)		
<p><b>Sale**:</b> Sale or intent to sell alcoholic substances or substances represented as alcohol.</p>	1st	Recommend expulsion (police referral)		<i>J3050</i>
<p><b>Arson Of a Structure or Property*:</b> Damaging or attempting to damage a structure or property by fire or incendiary device. <b>Of an Occupied Structure**:</b> Damaging or attempting to damage an occupied structure by fire or incendiary device.</p>	1st	Long-term suspension to recommend expulsion (possible police referral)	<i>13-1703</i>	<i>J4200</i>
	2nd	Recommend expulsion (possible police referral)		
	1st	Recommend expulsion (police referral)	<i>13-1704</i>	
<p><b>Attendance Policy Violation</b> <b>Leaving School Grounds without Permission:</b> Leaving school grounds without following proper procedures to provide documentation to school officials of permission from a parent/guardian.</p>	1st	Conference to short-term suspension		
	2nd	Detention to short-term suspension		
	3rd	Short-term suspension		
<p><b>Tardy:</b> Arriving at school or to a class after the late bell, but prior to one-third (1/3) of the class period expiring.</p>	1st	Conference to detention		
	2nd	Detention to short-term suspension		
	3rd	Short-term suspension		
<p><b>Truancy:</b> Ten (10) or more unexcused absences.</p>	1st	Placement on attendance appeal process	<i>15-803</i>	<i>J1650</i>
	2nd		<i>15-802</i>	
	3rd			
<p><b>Unexcused Absence:</b> Any absence for a class period during the school day that is not excused by the student's parent/guardian and approved by the appropriate school official.</p>	1st	Conference to short-term suspension		
	2nd	Detention to short-term suspension		
	3rd	Short-term suspension		
<p><b>Other Attendance Violations:</b> Violations of state, school district, or school policy related to attendance</p>	1st	Conference to short-term suspension		
	2nd	Detention to short-term suspension		
	3rd	Short-term suspension		
<p><b>Drug Violation:</b> For purposes of these definitions and District policy, "drugs" shall include, but not be limited to: all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy. Hallucinogenic substances, inhalants, synthetic, counterfeit or imitation drugs.</p>				





### Flagstaff Unified School District #1 - Secondary Discipline Matrix

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
<p><b>Drug Violations and Drug/Substance Abuse Program:</b> If a long-term suspension is recommended and it is the first long-term suspension for a drug offense, the Principal <u>may</u> allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved drug/substance abuse course. Failure to satisfactorily complete the drug/substance abuse course will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for a drug offense, drug/substance abuse course will not lessen the term of suspension. If the recommendation is for expulsion, participation in a substance course will not lessen the recommendation.</p>				
<p><b>Distribution or share**:</b> Distribution or sharing, or intent to distribute or share, or the manufacture of drugs. It also includes distribution, share, intent to distribute or share, or manufacture of drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription. Distribution of a medication or a dietary supplement for recreation use will be treated as a drug violation - distribution or share.</p>	1st	Long-term suspension (police referral)		
	2nd	Recommend expulsion (police referral)		<i>J3050</i>
<p><b>Use or Possession**:</b> Use or possession of "drugs." This includes use or possession of drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription. This includes off-campus use and then being on District property or at a District function. Use or possession of a medication or a dietary supplement for recreational use will be treated as a drug violation - use or possession.</p>	1st	Short-term to long-term suspension and substance abuse program (police referral)		
	2nd	Long-term suspension to recommend expulsion (police referral)		<i>J3050</i>
	3rd	Recommend expulsion (police referral)		
<p><b>Sale**:</b> Sale or intent to sell, or manufacture of "drugs." It also includes sale, intent to sell or manufacture of drug paraphernalia and imitations of illegal drugs, including medication for which a student does not have a prescription. Sale of a medication or a dietary supplement for recreational use will be treated as a drug violation - sale.</p>	1st	Recommend expulsion (police referral)		<i>J3050</i>
<p><b>Harassment, Threat or Intimidation or Bullying :</b> If a long-term suspension is recommended and it is the first long-term suspension for a harassment, threat or intimidation, or bullying offense, the Principal <u>may</u> allow the student to return after a suspension of at least ten (10) days has been served.</p>				
<p><b>Bullying*:</b> Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological. Specific examples include, but are not limited to, hitting, punching, demeaning, teasing, name calling, taunting, derogatory nicknames, innuendos, and/or remarks; gestures, social exclusion or cyber bullying.</p>	1st	Short-term suspension (up to 5 days) to recommend expulsion. (possible police referral)		
	2nd	Short-term suspension (10 days) to recommend expulsion. (possible police referral)		<i>J2950</i>
	3rd	Long-term suspension to recommend expulsion. (possible police referral)		
<p><b>Harassment, Nonsexual*:</b> Harassment, nonsexual means harassing conduct based on and/or motivated by race, color, religion, national origin or disability.</p>	1st	Short-term suspension (5 days) to recommend expulsion. (possible police referral)		
	2nd	Long-term suspension to recommend expulsion. (possible police referral)		<i>J2950</i>
	3rd	Recommend expulsion. (possible police referral)		
<p><b>Hazing*:</b> 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:</p>	1st	Short-term suspension (up to 5 days) to recommend expulsion. (possible police referral)		
	2nd	Long-term suspension to recommend expulsion.		



**Flagstaff Unified School District #1 - Secondary Discipline Matrix**

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
(1) The act was committed in connection with the initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the District; (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.	3rd	(possible police referral) Recommend expulsion. (possible police referral)	15-2305	J2950
<b>Threatening or Intimidating*</b> : When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	1st 2nd 3rd	Short-term suspension (up to 5 days) to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (possible police referral)		
<b>School Policies, Other Violations of Combustible</b> : Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		
<b>Contraband</b> : Possession of items stated in school policy as prohibited because they may disrupt the learning environment.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		
<b>Defiance or Disrespect</b> : Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		J2300
<b>Disruption</b> : Student engages in behavior causing an interruption in a class activity. Disruption includes sustained loud talking, yelling, or screaming; noise from materials; horseplay or rough-housing; or sustained out-of-seat behavior.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		J2300
<b>Dress Code Violation</b> : Failure to comply with the District and school dress standards.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Short-term suspension to long-term suspension		J2350
<b>Gambling</b> : To play games of chance for money or to bet a sum of money or other items of value.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.		J2300 J2300
<b>Language, Inappropriate</b> : Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.		J2300
<b>Negative Group Affiliation</b> : Specific attitudes and actions of a student affiliated with a negative group typically include most of the following: <b>a)</b> May or may not have a recognized leader. <b>b)</b> Do most things together, especially socially. <b>c)</b> Stick together on issues.	1st 2nd 3rd	Conference to short-term suspension (possible police referral) Short-term suspension to long-term suspension (possible police referral) Long-term suspension to expulsion. (possible police referral)		J2900 J2911



**Flagstaff Unified School District #1 - Secondary Discipline Matrix**

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
d) Conduct themselves as though no other individuals exist in the school, including other students.				
<b>Parking Lot Violation:</b> Violation of District policy or laws related to parking lots or the operation of motorized vehicles on school property.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.		J2300
<b>Public Display of Affection:</b> Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.		J2300
<b>Other Violations of School Policies:</b> A violation of school District policy.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.		
<b>School Threat</b> <b>Bomb Threat**:</b> Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device <b>Chemical or Biological Threat**:</b> Threatening to cause harm using dangerous chemicals or biological agents. <b>Fire Alarm Misuse**:</b> Intentionally ringing or pulling the fire alarm when there is no fire <b>Other Threat*:</b> Other threats to cause harm, by any means, including but not limited to verbal, written, through use of social media, etc.	1st  1st  1st 2nd 1st	Recommend expulsion (police referral)  Recommend expulsion (police referral)  Short-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral) Recommend expulsion (possible police referral)	13-2911	J4200
<b>Sexual Offenses</b> <b>Harassment, Sexual*:</b> Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or receive benefits, services, or opportunities in the school's program. The behavior can include unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal conduct of a sexual nature.	1st 2nd 3rd	Short-term suspension to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (police referral) Recommend expulsion (police referral).		J2950
<b>Harassment, Sexual with Contact*:</b> Sexual harassment that includes unwanted physical contact of non-sexual body parts (includes areas not covered in Arizona Revised Statutes).	1st 2nd 3rd	Short-term suspension to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (police referral) Recommend expulsion (police referral).		
<b>Indecent Exposure or Public Sexual Indecency*:</b> Indecent exposure is when a student exposes his or her genitals or anus or a female student exposes the areola or nipple of her breast and another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. Public sexual indecency is intentionally or knowingly engaging in an act; act of sexual contact; act or oral sexual contact; sexual intercourse; or bestiality if another person is present and the student is reckless about whether the other person, as a	1st 2nd 3rd	Short-term suspension to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (police referral) Recommend expulsion (police referral).	13-1402 13-1403	J2950



**Flagstaff Unified School District #1 - Secondary Discipline Matrix**

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
reasonable person, would be offended or alarmed by the act.				
<b>Pornography:</b> Possessing, sharing or posting sexually explicit depictions of persons, in words or images, on a school campus or school District facility, including both in print and on cell phones or other electronic devices.	1st 2nd 3rd	Short-term suspension to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (possible police referral) Recommend expulsion (possible police referral).		J2950
<b>Sexual Abuse**:</b> Intentionally or knowingly engaging in sexual contact with any person fifteen (15) or more years of age without consent of that person or with any person who is under fifteen (15) years of age even if the physical contact only involves the female breast.	1st 2nd	Long-term suspension to recommend expulsion (police referral) Recommend expulsion. (police referral)	13-1404	
<b>Sexual Assault**:</b> Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.	1st	Recommend expulsion. (police referral)	13-1406	
<b>Technology, Improper Use of Computer:</b> Improper use of District, personal, or another person's computer in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.	1st 2nd 3rd	Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		J3150
<b>Network Infraction:</b> Improper use of the District network, in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.	1st 2nd 3rd	Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		J3150
<b>Telecommunication Device:</b> Improper use of personal cell phones or electronic devices. Electronic devices could include, but are not limited to, I-pods, Gameboys, cameras, or I-Pads, etc. <b>Note:</b> Please review the student handbook at the high school of attendance for each school's guidelines. FUSD does not assume responsibility or liability for theft or damage of personal electronic devices. Students bring prohibited devices at their own risk.	1st 2nd 3rd	Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		J3150
<b>Other Technology:</b> Improper use of other technology belonging to the District or another person in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.	1st 2nd 3rd	Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		J3150
<b>Theft</b> <b>Petty Theft:</b> The taking, concealing, or attempted taking of property	1st	Short-term suspension to recommend expulsion (possible police referral)		





**Flagstaff Unified School District #1 - Secondary Discipline Matrix**

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
belonging to the District or another person without permission and with a value of under \$250.00	2nd 3rd	Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (police referral)		J2400
<b>Theft:</b> The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of \$250.00 or more	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (police referral)	13-1802	J2400
<b>Burglary/Breaking and Entering (2nd/3rd Degree)*:</b> A student enters and remains unlawfully in or on a residential or nonresidential structure or in a fenced commercial yard or enters any part of a motor vehicle by means of a manipulation key or master key with the intent to commit theft or any felony therein.	1st 2nd	Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)	13-1506 13-1507	J2400
<b>Burglary (1st Degree)**:</b> A student commits burglary in the 1st degree if such person or an accomplice violates the provisions of second or third degree burglary and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.	1st	Recommend expulsion (police referral)	13-1508	J2400
<b>Extortion*:</b> Attempting to obtain or obtaining money or property by threat, force, or in return for protection.	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)	13-1804	J2400
<b>Robbery*:</b> Using force or threatening to use force to commit a theft or while attempting to commit a crime.	1st 2nd	Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)	13-1902	J2400
<b>Armed Robbery**:</b> In the course of committing robbery, a person is armed with uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.	1st	Recommend expulsion (police referral)	13-1904	J2400
<b>Tobacco Violation</b> <b>Distribution, Share or Use*:</b> Distribution and share means the act of giving tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors), including, but not limited to, passing tobacco from one person to another. <b>Possession*:</b> Possession of tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors). <b>Sale*:</b> Sale of tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors).	1st 2nd 3rd 4th	Conference to short-term suspension (2 days). (possible police referral) Conference to short-term suspension (3 to 5 days). (possible police referral) Conference to short-term suspension (10 days). (possible police referral) Will be treated as insubordination. (possible police referral)		J3050
<b>Vandalism or Criminal Damage</b> <b>Graffiti or Tagging:</b> Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in school buildings or school District facilities.	1st 2nd 3rd	Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Recommend expulsion and recommendation for restitution. (possible police referral)	13-1602	J4200



**Flagstaff Unified School District #1 - Secondary Discipline Matrix**

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
<b>Vandalism of Personal Property*</b> : Willful destruction, defacement or damage of personal property.	1st 2nd 3rd	Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Recommend expulsion and recommendation for restitution. (possible police referral)		J4200
<b>Vandalism of School Property*</b> : Willful destruction, defacement, or damage of school property.	1st 2nd 3rd	Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Recommend expulsion and recommendation for restitution. (possible police referral)		J4200
<b>Weapons and Dangerous Items</b> <b>Dangerous Items*</b> : This violation includes, but is not limited to, laser pointers, letter openers, mace/pepper spray, paintball guns, razor blades/box cutters, fireworks, simulated knives, taser or stun guns, tear gas, or a knife with any length of blade.	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)	13-1301	J4200 J3100
<b>Firearms**</b> : This violation includes, but is not limited to, loaded or unloaded, operable or inoperable, handguns, pistols, shotguns, rifles, air/pellet/BB guns, starter guns/pistols, flare guns and destructive devices, i.e. bombs or grenades.	1st	Recommend expulsion (police referral)	13-3111	J4200 J3100
<b>Simulated Firearm</b> : Any simulated firearm made of plastic, wood, metal, or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and as being portrayed as a firearm.	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)		J4200 J3100
<b>Other Weapons</b> : This violation includes, but is not limited to, brass knuckles, nunchakus, and billy clubs.	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)		J4200 J3100