



This handbook is intended to provide a general understanding of the policies, practices and procedures used at Coconino 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

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 legal 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

SIGNING THIS FORM IS **REQUIRED**. PLEASE SIGN AND RETURN THIS FORM TO YOUR SCHOOL SITE

Student Receipt for orientation to *School Handbook, *Selected Student Policies and Regulations, *Student Directory, *Student Media Information and *Technology Responsible Use Agreement

TO BE SIGNED BY **STUDENT** AND RETURNED
2019-2020 SCHOOL YEAR

STUDENT NAME _____
(PLEASE PRINT)

ID NUMBER: _____

SCHOOL ATTENDING: _____

DATE: _____

I. ACKNOWLEDGEMENT OF RECEIPT:

Check to acknowledge:

- I acknowledge that I have been orientated to my school's **Student Handbook including the Flagstaff Unified School District's School's Selected Student Policies and Regulations** and I have been given the opportunity to read/view the Handbook and review it with my parent/guardian. I understand that this Handbook is available on the District's website. I understand that I may contact the Principal if I have any questions about the information contained in the Handbook or if I would like to receive a hard copy of the Handbook.
- I acknowledge that I have read/reviewed the **Student Directory Information and the Student Media information**. If I do not wish to have any directory information released, I or my parent/guardian have filled out and returned the form. If I do not wish to be recognized by or participate in authorized media activities of the District, I or my parent/guardian have filled out and returned the form. I understand that I may contact the principal if I have any questions about the form.

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

I have read and agree to abide by the Flagstaff Unified School District Policy and Regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

SIGN HERE _____
STUDENT SIGNATURE

DATE _____

PARENT RECEIPT FOR RECEIVING SCHOOL HANDBOOK, SELECTED STUDENT POLICIES AND REGULATIONS, STUDENT DIRECTORY INFORMATION, STUDENT MEDIA INFORMATION AND TECHNOLOGY RESPONSIBLE USE AGREEMENT

TO BE SIGNED BY **PARENT** AND RETURNED

2019-2020 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 school's **Student Handbook and Selected Student Policies and Regulations** is available on the FUSD's website. 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 read the **Student Directory Information Release Form and the Student Media Release Form**. If I do not wish to have any directory information released, I have filled out and returned the form. If I do not wish to have my child recognized or participate in authorized media activities of the District, I have filled out and returned the form. I understand that I may contact the principal if I have any questions about these forms.

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

- As the parent or 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 FUSD technology resources. I also agree to report any misuse of the technology resources 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).

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

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 permission to have my child use the electronic information services.

PARENT/GUARDIAN NAME: _____

(PLEASE PRINT)

SIGN HERE _____

DATE _____

PARENT/GUARDIAN SIGNATURE

SIGNING THIS FORM IS **OPTIONAL**. SIGN AND RETURN THIS FORM **ONLY** IF YOU DO NOT WISH TO HAVE DIRECTORY INFORMATION RELEASED

STUDENT DIRECTORY INFORMATION OPT-OUT FORM

The District may release “directory information” (specified below) concerning your student without your written consent, **unless you have provided the District notice of your desire to opt-out of directory information.**

NOTE: Your student’s home address, home telephone number, e-mail address, and rank will **only** be released as “directory information” under the following circumstances and to the following individuals and groups without your written consent: 1) Colleges, universities, and prospective employers for purposes of recruitment, notification of scholarship offers or job opportunities, and similar purposes; or 2) Flagstaff Unified School District-affiliated and approved groups or vendors [e.g. student groups and clubs (yearbook, student newspapers, student council, marching band, National Honor Society, and the like); student athletic teams, parent booster clubs; site council; parent-teacher groups; graduation vendors (photographs, caps and gowns, announcements), and the like]. This information will not be considered “directory information” if being requested by an individual or group that does not conform to the requirements above (e.g. for-profit business that are not District-approved vendors, outside media groups, and the like).

If you do not want directory information about your student to be released to any person or organization, you must notify the District in writing, signing and returning this form to your student’s school with two (2) weeks of receiving this form. **If the Flagstaff Unified School District does not receive the student’s Student Directory Information Opt-Out Form within the prescribed time, the District will assume that your permission is given to use the directory information as described above.**

TO: Principal: I DO NOT wish to have the Flagstaff Unified School District disclose the directory information below under any circumstances. The information will not be released to colleges or universities, it will not be used for scholarships, placed on athletic/activity rosters, or school programs, and photographs will not appear in the yearbook or other similarities for:

Student’s Name

Student’s I.D. Number

Parent/Legal Guardian/Eligible Student Signature

Date

Student’s name
Student’s parents’ names
Student’s home address
Student’s home telephone number*
Student’s District assigned electronic (e-mail) address
Student’s current school of attendance
Student’s major field of study
Student’s photograph
Student’s grade Level (9th, 10th etc.)
Student’s enrollment status (part time or full time)

Student’s honors and awards received
Student’s dates of attendance (semester, quarter, etc., not specific days in school)
Student’s participation in officially recognized activities and sports
Student’s height, weight and athletic number if member of an athletic team
Student’s most recently attended educational agency or institution
Class rank by percentages (for example, top 10%, top 20%)*
Class rank by GPA (for example, 3.0 and above)

Military Opt-Out: Check this box if you do want directory information released to military recruiters or military schools.

This form will remain in effect unless written notification is received from you, by the school Principal, identifying any changes you wish to make to your student’s directory information.

SIGNING THIS FORM IS **OPTIONAL**. SIGN AND RETURN THIS FORM **ONLY** IF YOU DO NOT WISH TO HAVE INFORMATION RELEASED.

ELEMENTARY AND SECONDARY STUDENT MEDIA RELEASE OPT-OUT FORM

Throughout the school year, students may be highlighted in efforts to promote Flagstaff Unified School District 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.

Parent or Guardian must notify the District in writing by checking the box below (I **do not** give), signing the form at the bottom of this page, and returning it to the Principal with two (2) weeks of receiving this form. 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 Unified School District and its employees, representatives, and authorized media organizations permission to print, photograph, and record my student _____ for use in newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

Parent/Guardian **PRINTED NAME**

Parent/Guardian **SIGNATURE**

DATE

FUSD Governing Board

Name	Title	Email
Christine Fredericks	Member	cfredericks@fUSD1.org
Kara Kelty	Member	kara.kelty@fUSD1.org
Carole Gilmore	Member	cgilmore@fUSD1.org
Carol Haden	President	chayden@fUSD1.org
Anne Dunno	Clerk	adunno@fUSD1.org

FUSD Administration

Name	Title	Email	Phone
Michael Penca	Superintendent	mpenca@fUSD1.org	928.527.6001
Mary K. Walton	Asst. Superintendent	mwalton@fUSD1.org	928.527.6020
Bob Kuhn	Asst. Superintendent	bkuhn@fUSD1.org	928.527.6010
Scott Walmer	Director of Finance	swalmer@fUSD1.org	928.527.6062

District Office			928.527.6000
Transportation			928.527.2300
Food Service			928.527.6090

School Holidays 2019-2020

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

Teachers Begin	August 6, 2019
Classes Begin	August 8, 2019
Labor Day	September 2, 2019
Fall Holiday	October 10 – 11, 2019
Staff Development	November 8, 2019
Veterans' Day	November 11, 2019
Thanksgiving	November 27 - 29, 2019
Winter Recess	December 23 – January 3, 2020
M.L. King Day	January 20, 2020
Presidents' Day	February 17, 2020
Spring Break	March 16- 20, 2020
Memorial Day	May 25, 2020
Last Day of Classes	May 28, 2020

~Please check the district calendar for make-up snow days~

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.

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
Total Credits Needed	22

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.

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.

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 1st semester or 2nd 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 (2nd) week of the semester are allowed.**
3. If, after school starts, the student is considering a schedule change for the 2nd 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. 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.

[BUS ROUTE FINDER WEBSITE](#)

Dances

Each FUSD high school has Dance Guidelines that must be followed. Please request a copy of these guidelines at your school office or view them on the school's website

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 staff's 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, 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

- Upon a student's first (1st) referral, a conference with the teacher, the parent and the administrator may be held.
- Upon a second (2nd) 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 (3rd) referral of the same student by the same teacher or for the same reason during a semester, the student will not be able to return to 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 (3rd) 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

Responsible Thinking Process

A process that teaches respect for others ...Through responsible thinking

A school discipline process that is an alternative to classroom management programs.

The intent of this school discipline process is to teach students who are acting as a disturbance within the school environment, how to search within themselves, reflect on their values, priorities, and standards, decide how they want to act, then learn to think of ways to achieve their goals without violating the rights of another.

A classroom management program, to be effective, must treat students the same way as those having difficulty in an academic subject: in a non-punitive, non-controlling atmosphere with understanding, respect and patience.

This is the Responsible Thinking Process (RTP).

It is based on Perceptual Control Theory (PCT) by Edward E. Ford, which explains how human beings act to control their perceptions in ways that are consistent with their standards and values.

A process that teaches respect for others through responsible thinking.

This unique discipline process is both non-manipulative and non-punitive. It creates mutual respect by teaching students how to think through what they are doing in relation to the rules of wherever they are. This gives students personal accountability for their actions. The key component of this process is its focus on how students can achieve their goals without getting in the way of others who are trying to do the same thing. In short, it teaches students how to respect others.

Students sent to the Responsible Thinking Classroom (RTC) will spend the period developing an action plan that outlines the behavior and corrections that need to be made to be successful. Once completed, the RTC instructor will go over the plan and present it to the classroom teacher. Once accepted by the teacher the student will be accepted back into the class. Multiple classroom disruptions will result in further disciplinary actions to ensure a safe and non-disruptive learning environment for all students. Further disciplinary action will include; in school suspension; community service; and out of school suspension. Any student that is involved in an after-school extracurricular activity who is sent to the RTC for any reason will not be allowed to participate in the activity that day.

Student Suspension and Expulsion/Due Process Rights (Policy JKD):

1. Student shall not report to school during the period of suspension, except in the case of in-school suspension, unless coming to the office on official business with prior arrangement from a school administrator. Student is expected to be under the supervision of a parent during school hours when serving suspension days at home. (7:00 a.m. - 3:00 p.m.).
2. Student is not to attend any school event at any school campus during out of school suspension.
3. All work missed during a suspension is eligible to be made up within the amount of days of the suspension.

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)

Be in school every day. Attendance is the number one school success factor!

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.

*Definition: All attendance marks, whether excused, unexcused or tardies are considered when counting attendance marks. School activities and sports are not included in the counting of these marks. According to the State, you must be in class 90% of the time in order to get credit in that class. You must have enough instructional minutes to receive credit. This is why **all attendance marks** are considered except for school activities, sports or administrative.*

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: Absences must be reported, either in writing or via telephone, by the student's parent or guardian no later than 48 hours following the absence.

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 school's 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)

Dress Code

(Policy JICA)

STUDENT DRESS

It is the policy of Flagstaff Unified School District to prohibit discrimination and harassment in student dress and appearance. The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

Students must wear:

1. Shirt with fabric in the front, back, and on the sides under the arms
2. Bottoms that extend to at least mid-thigh
3. Shoes appropriate to a safe educational environment

Students may wear (examples may include):

1. Fitted pants, leggings, yoga pants, jeggings, skinny jeans
2. Ripped jeans, provided holes/rips do not go above mid-thigh
3. Religious and cultural head coverings and hair accessories
4. Religious and cultural medallions, medals or beads provided it does not create a safety hazard
5. Head bands

Note: Students may be asked to remove accessories and/or change clothing during curriculum or activities in which these items present a safety hazard

Students may not wear:

1. Shirts without shoulder material
2. See through materials that expose undergarments
3. Graphic representations on clothing, accessories, or the body that display profanity, vulgarity, obscenities, hate speech, or promote alcohol, cigarettes, vaping, drugs, gang-related behavior*, or sexual activity
4. Images or language on clothing, accessories, or body that display or create a hostile or intimidating environment
5. Bathing suits
6. Hats, beanie's, hoods, helmets or sunglasses (unless medically necessary)
7. Accessories that could be considered dangerous or could be used as a weapon
8. Gang related clothing which may include bandanas
Gang related behavior or clothing which is defined by the Law Enforcement Information Network

Exceptions for special activities or health considerations may be pre-approved by the administrator. Dress should be appropriate for the weather during outside activities. These dress expectations shall apply to regular school days and summer schools; as well as any school-related activities.

Student Dress Enforcement for The District

The purpose of the student dress policy and regulation is to ensure consistency and interpretation is implemented district wide. It is the expectation and responsibility of staff to appropriately enforce student dress. Enforcement should be consistent with the District's discipline matrix. Failure to comply with the student dress policy should be enforced consistently with comparable behavior and conduct violations.

1. To comply with policy and regulation a student should be asked to modify their dress with their own clothing if available at school or have the option to wear school provided clothing. Should a student refuse to modify their dress it will be addressed according to the district discipline matrix.
2. Student's parents should be notified of infractions and provided the option to provide alternative clothing for the remainder of the day.
3. Repeated and/or continued failure to comply with student dress will be addressed according to the district discipline matrix.

The following are basic principles that we adhere to as a district:

1. Students may be removed from a classroom with minimal loss of instructional time as a result of a dress violation.
2. No student will be disproportionately affected by student dress enforcement because of gender, race, body size, or body maturity.
3. Students are not to be shamed or required to display their body in front of others (students, parents or staff) during any school activity.
4. Student dress expectations will be clearly communicated to all members of the school community.
5. Teachers and staff will be properly trained on how to enforce expectations of student dress.

Student Interrogations, Searches and Arrests

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, etc. 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 personal 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 reduce discipline referrals.