



# Flagstaff Unified School District Elementary Handbook

Cromer Elementary – Wildcats  
DeMiguel Elementary – Lobos  
Killip Elementary – Cougars  
Kinsey Elementary – Hotshots  
Knoles Elementary – Knights  
Leupp Elementary - Tigers  
Marshall Magnet Elementary – Mustangs  
Puente de Hozho Elementary – Eagles  
Sechrist Elementary – Trojans  
Thomas Elementary - Tigers

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# **Parents As Partners**

Welcome to the Flagstaff Unified School District where students are encouraged to “Discover Their Path” to success. As this partnership begins in the elementary years, we encourage parents to recognize the importance of teaming together to support students as they journey through academic and social experiences. We are committed to providing the Flagstaff community with the most comprehensive and enriching experience through our professional staff, rigorous programs, community partnerships and child-centered schools. Parents are a critical component and we encourage you to involve yourself with PTOs, school volunteers, or by providing feedback to your school. Thank you for sharing this educational experience with us!

## **Your Child’s Rights While at School**

A right is something which belongs to you and cannot be taken away by anyone. Your child’s classmates and his/her teachers have the same rights: A right is something which belongs to each individual and cannot be taken away by anyone.

Within FUSD, every individual possesses the following rights:

- You have a right to a safe school. This means that your school should provide safe classrooms, equipment and rules to insure your safety at school.
- You have a 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. No one is to embarrass you in front of the class.
- 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.
- 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.
- You have a right to express yourself. This means that you may talk freely about your ideas and feelings when appropriate.
- 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.

## **Your Child’s Responsibilities While at School**

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:

- 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.
- You have a responsibility to practice good personal cleanliness. This means that you come to school clean.
- You have a responsibility to take care of property. This means that you take care of school property and respect the property of others.
- You have a responsibility to obey school rules. This means observing all safety, playground, and classroom rules.
- 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.
- 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.
- You have a responsibility to help make school a good place to be. This means being thoughtful, respectful, and courteous to others.

**FUSD Student Policies and Procedures Handbook** may be found on the FUSD Website [www.fusd1.org](http://www.fusd1.org).

### **Parents/Legal Guardians Rights in Education**

In accordance with A.R.S. § 1-601, the Governing Board recognizes that parents or legal guardians have a fundamental right to direct the upbringing, education, health care and mental health of their children. The District shall not infringe on these rights without demonstrating that a compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored, and is not otherwise serviced by a less restrictive means. The Board and all District employees shall respect and comply with all rights enumerated in Parents' Bill of Rights.

[Resources for Arizona Parents & Families](#)

### **Equal Educational Opportunity and Non-Discrimination**

The Flagstaff Unified School District shall abide by all applicable state and federal laws, rules, regulations, and executive orders with respect to the provision of equal educational opportunities and shall not discriminate against any person based upon that person's race, color, religion, disability, pregnancy and parenting, sex (including sexual orientation and gender identity), national origin, veteran's status, genetic code, or political affiliation. Students and parents/legal guardians may submit a grievance to allege the following: Student's constitutional rights have been violated; Student has been denied equal opportunity to participate in a District program or activity for which the student otherwise qualifies; Student has been treated discriminatorily on the basis of race, color, religion, sex (sexual orientation or gender), national origin, disability, veteran's status, genetic code, or political affiliation; and Student is concerned for the student's personal safety. Grievances should be submitted to the Compliance Officer within thirty (30) calendar days of the date the complainant becomes aware of the alleged discriminatory action. The District shall not retaliate against any person who reports discrimination or harassment as set forth in this Policy or participates in an investigation or proceeding regarding the same.

The District's Compliance Officer(s) are as follows:

Section 504/ADA Compliance Officer: John Shirk - Director Student Support Services,  
3285 East Sparrow Ave. Flagstaff, AZ 86004, j  
[shirk@fUSD1.org](mailto:shirk@fUSD1.org)  
928-527-6178.

Title IV/VI Compliance Officer: John Shirk - Director Student Support Services,  
3285 East Sparrow Ave. Flagstaff, AZ 86004,  
[jshirk@fUSD1.org](mailto:jshirk@fUSD1.org)  
928-527-6178.

### **Equal Opportunity Prohibited Sex Discrimination (Title IX)**

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs, or activities that receive Federal financial assistance. The District does not discriminate based on sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends the District to do so without the fear of sexual harassment. Title IX Coordinator The District is obligated to identify an employee to serve as the Title IX Coordinator and authorize that individual to coordinate and facilitate the District's compliance efforts regarding its responsibilities under Title IX, including inquiries about the application of Title IX or formal complaints.

The District's Title IX Coordinator is: Mike Vogler - Director of Research & Assessment,  
3285 East Sparrow Ave. Flagstaff, AZ 86004,  
[mvogler@fUSD1.org](mailto:mvogler@fUSD1.org)  
928-527-6143.

### **Students Records-Parents Bill of Rights**

Pursuant to A.R.S. § 1-602 and A.R.S. § 15-143, a parent/legal guardian shall have access to all written and electronic records of the District or a District employee concerning their student and to all electronic accounts of the student, including all of the following:

1. Attendance records.
2. Test scores of school-administered tests and statewide assessments.
3. Grades.
4. Extracurricular activities or club participation.
5. Disciplinary records.
6. Counseling records.
7. Psychological records.
8. Applications for admission.

9. Health and immunization information, including any medical records that are maintained by a health clinic or medical facility operated or controlled by the school district or that are located on school district property.
10. Teacher and counselor evaluations.
11. Reports of behavioral patterns.
12. Email accounts. The District shall provide any requisite notice to parents/legal guardians prior to the destruction of any student records as required under state or federal regulation.

#### Student Records Requests

**Standards Based Education:** FUSD's implementation of Standards Based Education focuses on four main categories: instruction, learning, evaluation and reporting. In order to provide every student with an optimal educational experience, teachers align *instruction* to the essential standards defined by the state of Arizona, define for students the expectations for *learning* outcomes, *assess* students on those learning targets and lastly *reports* to parents the progress towards meeting the goal.

#### Promotion and Retention of Students; Passing Grades

The Superintendent shall ensure that students are promoted from one grade to another after meeting minimum competency requirements as defined by the Arizona State Board of Education, together with other requirements adopted by the Governing Board. A student shall earn academic credit in a course if the student receives a grade of D or better. Teachers shall assign grades based on the student's demonstration of competency in the subject area through tests, papers, projects, and other coursework as determined by the teacher. Competency standards shall be based on standards adopted by the Arizona State Board of Education or the Governing Board. Students shall have regular opportunities to review their progress through progress reports and other teacher feedback. Teachers shall notify students and their parent/legal guardian if the teacher determines that the student is not making satisfactory progress toward a passing grade.

#### Period of Silence

A period of silence shall be observed at the beginning of the day. The teacher in charge of the room shall announce that a period of silence for at least one minute, but not more than two minutes, will be observed, during which students may not interfere with other students' participation. A teacher or other school employee may not suggest the nature of any reflection in which a student may engage during the period of silence. Each teacher of a class in which a period of silence occurs pursuant to law shall encourage parents of students in the class to discuss with their children how best to use the period of silence.

#### Availability of and Access to Instructional Materials and Information

On written request, parents or guardians shall have access to instructional materials currently used by or being considered for use by the District. At least one (1) copy of instructional material must be made available for review. Printed textbooks, supplemental books and other printed subject matter may be checked out and removed from District premises for up to forty-eight (48) hours. All other materials, including films, may be reviewed only on District premises. A copy of each textbook considered for selection shall be available for public review for a period of sixty (60) days prior to formal selection. Parents/legal guardians who object to any learning material or activity on the basis that the material or activity constitutes harmful material may withdraw their children from the activity or from the class or program in which the material is used by submitting an objection to their child's school. An objection must be made in writing to the principal by the individual student's parents/legal guardians and contain a specific description of the activity or instructional material objected to. The objection must state that the parents/legal guardians understand that the concepts or information may not be covered in any other matter and that the student may not be able to make up the material or activity in any other way. Standardized testing material cannot be objected to as harmful material and is not subject to the review process described above. Except as authorized pursuant to A.R.S. § 15-711 and Policy 5-218, the District shall not refer students to or use any sexually explicit material unless:

1. The exempted material possesses serious educational value for minors or possesses serious literary, artistic, political, or scientific value.
2. The District obtains written parental consent on a per material basis before referring a student to or using the exempted material.

#### Family Life Education/Sex Education

The Governing Board may adopt a sex education curriculum in accordance with Arizona laws. The District may develop its own sex education course of study or adopt an existing sex education course of study to meet the requirements of Arizona law. Employees shall not deviate from the Board-approved sex education curricula. A student's parent/legal

guardian must provide prior written permission ("opt-in") for the student to participate in the sex education curricula. A student's parent/legal guardian may revoke permission at any time by providing written notification to the principal.

## **Student-centered Services**

### **Food & Nutrition Services**

All FUSD schools offer both breakfast and lunch. Families interested in applying for free and reduced cost meals can fill out an application throughout the year. Applications open 30 days prior to the first day of school. Please contact the cafeteria manager or Food Service office if you do not receive an application after school begins. If denied, you will need to pay full price for the meals. Parents are responsible for all charges incurred prior to approval of their application. Children who are receiving benefits at the end of the previous year will continue to receive benefits for the first 30 service days of the following year. However, a new application *must be completed each year*.

All children have an account maintained in the cafeteria computer. To make payments to your child's account, please enclose in an envelope and indicate the child's name, ID number, and the amount submitted. Please make sure Driver License number, address and phone number are on each check submitted. Payments received in the early morning will be posted before end of day. End of the year balance will carry over to the next year. You can also make online payments by registering with [www.myschoolbucks.com](http://www.myschoolbucks.com). To register, go to [www.fusd1.org](http://www.fusd1.org), Departments, Food Services: under Quick Links select "Meals/mySchoolBucks", first time users need to register. We encourage online payments, it is easy, secure and email reminders are sent when your child's account is low.

### **Food Services: hyper linked to the policy and nutrition page**

The Governing Board may operate school meal programs and may employ personnel, purchase equipment and food, and incur other necessary expenses for its operation. Annually, the Board shall establish prices to be paid for meals by students, staff, and visitors. The primary goal of the programs shall be the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture. Staff shall not withhold food from students as a disciplinary action. Disciplinary action that indirectly results in the loss of meals is allowable (such as suspension from school). Any student attending school who is not allowed to eat in the cafeteria for disciplinary reasons shall have a meal made available if the student has not brought the student's own meal to school. Students eligible to receive free or reduced lunch shall not be required to refund or reimburse the District.

[Food and Nutrition Services webpage](#)

**Snacks and Treats at School:** All food items, including treats provided by parents to students for birthday celebrations and other special occasions, if served during the school day must meet ADE Smart Snack Nutrition Standards. We encourage store bought/packaged treats to meet county health regulations.

**Free and Reduced-price Meal Assistance:** You may apply for free or reduced-price meal assistance TODAY at [www.heartlandapps.com](http://www.heartlandapps.com)

### **Open Enrollment**

The District will enroll at any time any resident student who applies for enrollment and will accept open enrollment students throughout the school year as capacity in the particular program, class, or grade level allows. The District will reserve capacity for and grant enrollment preference to students residing within the attendance boundaries of the school, returning students, and siblings of students currently enrolled at the school.

**The Superintendent will determine if resident transfer and nonresident students will be admitted in accordance with the following criteria:**

1. Whether the school in which the student seeks to enroll has the capacity to serve the student without adversely impacting educational opportunities for resident students attending their resident school. Factors to be considered in making this determination include, but are not limited to, the following:
2. Physical capacity of school facilities.



3. Availability of staff (e.g., administrators, teachers, other certificated employees, related service providers).
4. Capacity of grade levels, core and elective courses, and relevant special programs.
5. Whether the student has been expelled by another school or is in the process of being expelled by another school.

No school within the District shall limit admission based on any of the following:

1. Ethnicity or race
2. National origin
3. Sex
4. Income level
5. Disability
6. Proficiency in the English language
7. Athletic ability.

The capacity of each school and whether it is currently accepting open enrollment students by grade level and specialized program will be posted on the school's website and will be updated at least every twelve (12) weeks unless there are no changes to report.

#### **Compulsory Attendance and Excuse from Student Attendance**

A child between the ages of six (6) and sixteen (16) is required to attend school during the school's hours.

The student's parent/legal guardian is required to notify the school regarding the student's absence.

The District requires the parent or legal guardian to provide at least one telephone number, if available.

The District requires that the telephone number, if available, be given at the time of enrollment of the student in school and that the school of enrollment be promptly notified of any change in the telephone number. The student's school shall make a reasonable effort to promptly notify the student's parent or other custodial adult by telephone that their student is absent without excuse or without proper notice.

#### **Visitors-Classroom Visits by Parents/Legal Guardians:**

Parents/legal guardians of students who are enrolled in the District or who wish to enroll their student in a District school or program may schedule a visit, tour, and/or observation of the classroom and of the school. Parents may schedule a tour by contacting the building principal of the school that they would like to visit. The District administration shall permit a visit, tour, and/or observation unless doing so threatens the health and safety of students or District staff. The building principal may schedule the time and duration of a visit, tour, and/or observation so as to minimize disruption on instruction.

#### **Visitors-Public Conduct on School Property**

The following constitutes interference with or disruption of an educational institution under Arizona's criminal code and under this Policy:

1. Threatening to cause physical injury to any staff or student of the District or any person on the property of the District.
2. Threatening to cause damage to any District property or the property of any employee or student at the District. The threat does not need to be directed at any specific property of the District to be a violation.
3. Intentionally or knowingly refusing to leave the property after being ordered to do so by the Superintendent, building administrator, or District employee designated by the Superintendent or building administrator to maintain order. Either interfering with or disruption of an educational institution is considered a criminal act under Arizona law. Visitors on District property must adhere to all legal requirements and use obligations established by the District including, but not limited to, prohibitions against bringing alcohol, weapons, or drugs onto District property, or the use of tobacco or tobacco products, including e-cigarettes, on District property.

**Custody and Guardianship:** In most cases, parents shall be given reasonable access to their children at school and to their children's official school records. It shall be the responsibility of a custodial parent who has a court order restricting the rights of the other parent to access a child or the child's official school records to provide the school with a current copy of the court order.

In most cases, it is the responsibility of the legal guardian to notify school officials of the conditions of guardianship and to provide school officials with all pertinent written documentation or changes.

### **Homebound Students or Hospitalized Students and Students with Chronic Health Problems**

A student may be provided an opportunity to receive course credit after obtaining medical certification documenting a condition that interferes with regular school attendance. When a student is identified as possibly requiring services as a student with a chronic health condition (via registration, screening procedures, attendance data, or parent referral), a chronic health condition certification form with a letter of explanation shall be sent to the parents. The chronic health condition certification shall be returned by the parent to the campus as soon as possible.

B. A student who will be absent for more than ninety (90) days must provide medical certification from a licensed medical doctor. A student who will be absent for less than ninety (90) days must provide medical certification from a health care professional.

C. Certification of a chronic health condition is effective on the date when the licensed health care provider certifies the student's chronic health condition.

D. The certification shall detail the

- (1) student's condition
- (2) student's prognosis
- (3) physical limitations affecting physical education and corresponding requirements
- (4) any anticipated surgeries, treatments, or hospitalizations
- (5) the licensed healthcare provider's signature and date.

E. Certification is not retroactive and will not excuse any absences occurring prior to the date of certification.

F. The attendance clerk will document the chronic health condition in the student's file.

G. The teacher(s) and parent/legal guardian shall meet promptly following return of the chronic health condition certification to develop an instructional plan.

H. The parent/legal guardian must call in each absence, and the student must complete all assignments necessary for class credit within the timeframe provided. On a yearly basis, the District shall review instructional needs of any student with a chronic health condition. An updated chronic health condition certification shall be obtained for each school year to verify the need for continuing instructional support. However, the student may be recertified at any time to reevaluate appropriate services needed.

**Snow-Day & Snow-Delay Schedules:** Flagstaff Unified School has a "Delayed-Start Schedule" to help cope with inclement weather and avoid unnecessary cancellation of school. The Delayed-Start Schedule allows students walking and riding buses to avoid hazardous traffic conditions in the early morning, and the additional time allows more time for plowing and cindering streets.

On the Delayed-Start Schedule, all schools start 2 hours later than normal. School buses run 2 hours later than normal. Afternoon dismissal times and school bus return schedules do not change. Delayed start schedules on Early Release days will cancel early dismissal.

Delayed-start or cancellation of school can be found several ways: It will be announced on a local radio station, FUSD website (click on Snow Schedule) at [www.fusd1.org](http://www.fusd1.org), call the FUSD recording at 527-6012 or check Facebook.com/FUSD. A ConnectEd, automated phone call will be sent out to all parents at approximately 6:00 am each day a delayed start or cancellation of school is implemented. FUSD District Office may cancel school the evening prior to next school day if Flagstaff is experiencing blizzard conditions for all students safety.

### **Homeschool Student Participation in Interscholastic Services**

Homeschooled students may participate in District extracurricular and/or interscholastic activities at the school in which their residence would make them eligible to enroll. However, in selection of members to a team with limited membership, preference shall be given to District students. Homeschooled students participating in extracurricular and/or interscholastic athletics/activities must meet all applicable participation and eligibility requirements, including:

1. payment of the same participation or activity fee(s), if any, paid by District students,
2. insurance
3. transportation

4. physical condition
5. qualifications,
6. standards of behavior
7. academic performance policies.

## Transportation Services

For everyone's safety, students are expected to follow the school bus safety rules. Choosing to engage in unacceptable behavior will result in the denial of transportation privileges. Each student who rides the school bus is entitled to a safe, comfortable trip to and from school. Students must be respectful to the driver and all other riders. Misbehavior on a school bus is distracting to the driver and endangers all the passengers inside the bus and the traffic outside the bus. Parents will be contacted regarding unacceptable behavior. A Code of Conduct form may be found on the FUSD website under the transportation department.

The District may provide transportation to all eligible students as that term is defined in Arizona law. This may include transportation for:

1. K-8 students whose place of residence within the District is more than one mile from the school of attendance
2. High school students whose place of residence within the District is more than one and one-half miles from the school of attendance;
3. Students admitted via open enrollment policies who may be eligible for transportation under state or federal law.
4. (Required) Students with disabilities whose Individual Education Plans include transportation as a related service provided under the Individuals with Disabilities in Education Act.
5. (Required) Homeless students who are entitled to transportation under the McKinney-Vento Act. Students are expected to meet the standards of behavior as outlined by the District while on buses/District vehicles and in the bus loading and unloading process. Students that fail to meet these standards may have transportation privileges revoked. Students are prohibited from harassing, intimidating, and bullying other pupils on school buses/District vehicles and at school bus stops. Students may be transported only in District-approved vehicles during school or school sponsored events, unless otherwise approved by the Superintendent.

### Transportation Directory

**Kindergarten Students:** This notice is to remind you of the F.U.S.D. Transportation Department has implemented a departmental policy that states: There must be a parent or responsible party designated in writing by the parent or guardian at the bus stop to meet the bus for all kindergarten students. Siblings or friends 1st grade and above are acceptable escorts if the parent or guardian has made that designation in writing and provides the letter to the driver. If a responsible party is not at the bus stop, the student will be returned to the school. We apologize in advance for any inconvenience that this may cause. In cases where there are numerous incidents of having to return the student to the school, it may result in denial of student's bus riding privilege for 5 days.

**On-vehicle Video Recording:** Video and audio from all buses are routinely reviewed for training, safety, and or other inquiries. During these reviews incidents may be discovered of which the driver was unaware. All incidents will be fully investigated in the same manner as reports generated by a driver.

Questions regarding student behavior/discipline should be directed to the transportation department at 928-527-2313.

Questions regarding driver behavior should be directed to the transportation department at 928-527-2301.

## Student Safety and Support Services

### Safety and Emergency Management

The District shall develop security plans and procedures to protect the safety of students, staff, visitors, and others present on District property or at school-sponsored events. The Superintendent shall develop requirements to protect the security of each campus and District building, including security controls to prevent unauthorized visitors on campus. The District shall require all volunteers who may perform services on a District campus or with a District student to provide fingerprint clearance or a background check as required by A.R.S. § 15-512. The District shall comply with requisite notification requirements regarding sex offenders and juveniles who have been adjudicated as dangerous or sex offenders. The District shall implement procedures to safeguard District property. The District does not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on District property. The Governing Board grants to the Superintendent authority to delay the start or to close schools in the case of an emergency.

### **Safety-Reporting of Injuries**

A student injured while at school or in a supervised activity should immediately report the injury to the supervising teacher or staff. District employees shall report any injury, accident, or exposure involving a student to the building administration immediately and to the applicable health services office at the school.

### **Loss and Damage of School Property**

Students are expected to take pride in the school and its property. Any reckless, knowing, willful, intentional, or malicious damage, or loss of school property may result in discipline, cost-assessment, and legal action involving the responsible person(s).

### **Police Interview Notification**

When a peace officer seeks to interview a student on school grounds, school staff will make reasonable attempts to notify the student's parent/legal guardian before the interview occurs. However, school staff will not impede a peace officer from performing the peace officer's duties. Peace officers have the right of immediate access to a student when making an arrest, serving a subpoena, or serving or executing warrants (including search warrants). In such circumstances, advance notification and an opportunity for the parent/legal guardian to attend an interview may not be proper or possible. Parent/legal guardian notification will not be provided when: Any alleged criminal conduct involves a parent/legal guardian; Advance notification creates an unreasonable risk to personal or public safety; or the investigating peace officer expressly prohibits such notification.

### **Department of Child Safety and Interview**

When a Department of Child Safety (DCS) case worker seeks to interview a student on school grounds, staff will notify the principal. Staff will request the DCS caseworker complete the "Form for Signature of Interviewing Case Worker." Staff will not impede a DCS caseworker from performing the DCS case worker's duties. Staff shall notify a student's parent/legal guardian when a DCS case worker seeks to interview a student unless:

1. The offense was allegedly committed by the student's parent or legal guardian; or
2. The offense was already reported to the police or DCS, and the investigator has determined that notifying the parent/legal guardian would impede the investigation.

### **Staff Interview of Students and Searches**

District employees have broad authority to question students regarding prohibited or illegal activity and all matters involving the health, safety, and welfare of the student(s). Parent/legal guardian will be contacted regarding the interview of their student depending on the seriousness of the offense.

1. District employees may search students and their belongings and/or seize property pursuant to the law if reasonable suspicion exists to believe that prohibited objects are present, a school rule has been violated, illegal activity has occurred, or the student's parent/legal guardian requests the search.
2. Reasonable suspicion is a good faith belief of wrongdoing based on specific, articulable facts.
3. Students have no reasonable expectation of privacy in any items provided by the District, including but not limited to lockers and desks.
4. When reasonable suspicion exists, District employees may request that a student remove the student's shoes and socks, turn out pockets, or remove outerwear that will not require the student to expose underclothing.

### **Hazing Prevention**

Hazing is prohibited. Solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited. A person commits hazing by: Intentionally, knowingly, or recklessly, for the purpose of pre-initiation activities, pledging, initiating, holding office, admitting, or affiliating a student into or with an organization, or for the purpose of continuing, reinstating, or enhancing a student's membership or status in an organization, causing, coercing, or forcing a student to engage in or endure any of the following:

1. Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both
2. Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the student, including activities that are reasonably calculated to cause the student to harm themselves or others
3. The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug, or other substance that poses a substantial risk of death, physical injury, or emotional harm
4. An act of restraint or confinement in a small space or significant sleep deprivation

5. Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury
6. Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics, or unhealthy exposure to the elements.
  - a. With the intent to promote or aid the commission of hazing, agreeing with one or more persons that at least one of them or another person will engage in hazing, and one of the parties commits an overt act in furtherance of hazing.
  - b. Intentionally or knowingly engaging in conduct that would constitute hazing if the attendant circumstances were as the person believes them to be.
  - c. Intentionally or knowingly doing anything that, under the circumstances as the person believes them to be, is any step in a course of conduct planned to culminate in committing hazing.
  - d. Intentionally or knowingly engaging in conduct that is intended to aid another to commit hazing, although the hazing is not committed or attempted by the other person. T

his Policy shall not be construed to apply to customary athletic events, contests, or competitions that are sponsored by the school, or to any activity or conduct that furthers the goals of a legitimate educational curriculum, legitimate extracurricular program, or legitimate military training program. Victim consent to or acquiescence in hazing is not a defense to a violation of this Policy. All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this Policy. Complaints of hazing and violations of this Policy should be reported to the principal or assistant principal of the school that sponsors the organization or where any student allegedly involved is enrolled. The principal, assistant principal, or designee shall promptly investigate all complaints of hazing and violations of this Policy. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred. Students who violate this Policy are subject to disciplinary action, including suspension and expulsion. Any teacher or staff who knowingly allows, authorizes, or condones a violation of this Policy is subject to disciplinary action, including suspension without pay and termination of employment. Any organization that knowingly allows, authorizes, or condones a violation of this Policy may have its permission to conduct operations at the school suspended or revoked. All persons and organizations alleged to have violated this Policy are entitled to appropriate due process, including the right to appeal the discipline or sanction to the next administrative level. This Policy shall be posted in each school building and printed in every student handbook for distribution to parents/guardians and students.

### **Prohibition on Harassment, Intimidation, and Bullying**

Harassment, intimidation, and bullying are prohibited on school grounds and property, on school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology and electronic communication on school computers, networks, forums, and mailing lists. Harassment means intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs, and graphics. Harassment may be related, but not limited to race, color, national origin, religion, sex (including sexual orientation and gender identity), or disability and that is sufficiently severe, pervasive, and objectively offensive so as to effectively deny a person equal access to the District's education program or activity. Harassing behaviors can be direct or indirect and by use of social media. Sexual harassment will be administered pursuant to Board Policy 1-203. Intimidation means any behavior by one student toward another student intended to induce fear of physical or emotional harm, either directly or indirectly, and by use of social media. Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation, harassment, and/or intentional shaming that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law. Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to
  - A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying
  - B. exposure to social exclusion or ostracism
  - C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
  - D. damage to or theft of personal property. Cyberbullying includes, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other

Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

At the beginning of each school year, school officials are to provide all students with a written copy of the rights, protections, and support services available to victims of harassment, intimidation, or bullying. All schools shall make a written and electronic form available for the reporting of incidents of harassment, intimidation, or bullying. Anonymous reporting will also be available. Students and parents/legal guardians may make a confidential report to the appropriate school official. All reported incidents of harassment, intimidation, or bullying are to be documented and the documentation maintained for at least six years. The documentation shall not be used to impose disciplinary action unless an appropriate school official determines that the alleged harassment, intimidation, or bullying occurred. The documentation shall be maintained confidential to the extent possible, and, if provided to persons other than school officials or law enforcement, all individually identifiable information shall be redacted. If an incident of harassment, intimidation, or bullying is reported, school officials will provide an alleged victim with a written copy of the rights, protections, and support services available. An appropriate school official shall investigate reported and suspected incidents of harassment, intimidation, or bullying, and shall notify the alleged victim and alleged victim's parents/guardians of the investigation. Students who have admitted to or been found to have engaged in harassment, intimidation, or bullying are subject to disciplinary action, including suspension and expulsion. Any student determined to have submitted a false report of harassment, intimidation, or bullying is also subject to disciplinary action, including suspension and expulsion. Any student physically harmed as the result of harassment, intimidation, or bullying may be referred for emergency medical services, if appropriate. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred. [Anonymous Alerts](#)

#### **Student Records-Directory Information**

The Family Educational Rights and Privacy Act (FERPA) requires that the Flagstaff Unified School District (the "District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District's procedures. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/legal guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents/legal guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District, in writing, by September 1. The District has designated the following information as directory information: Student's name; Address; Telephone listing; Electronic mail address; Photograph; Major field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degrees, honors, and awards received; The most recent educational agency or institution attended; Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user; A student ID number or other unique personal identifiers that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

## **Student Code of Conduct**

**Disruptive Conduct**—A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process, or activity.

2. **Threatening an Educational Institution**—A student shall not threaten a school or the District by interfering with or disrupting a school, the District, or any school or District activity in violation of A.R.S. §§ 13-2911 and 15-841.H.
3. **Violation of Federal, State, or Local Law**—A student shall not violate any federal, state, or local law.
4. **Violation of School Policies and Rules**—A student shall not violate any Governing Board policy, regulation, or rule.
5. **Defiance of Authority; Untruthfulness**—A student shall obey the reasonable orders of teachers, administrators, and other District employees, and shall respond to requests for information from those persons in a truthful manner.
6. **Alcohol**—A student shall not possess, sell, offer to sell, purchase, offer to purchase, use, transfer, or be under the influence of alcohol. The term "alcohol" means beer, wine, or any distilled spirits as defined in A.R.S. § 4-101.
7. **Drugs; Drug Paraphernalia**—A student shall not possess, distribute, dispense, be under the influence of, purchase, obtain, use, sell, or transfer, or attempt to purchase obtain, sell, or transfer any controlled substance, dangerous drug, narcotic drug, or precursor chemical. The terms "controlled substance," "dangerous drug," "narcotic drug," and "precursor chemical" have the meaning as defined in Policy 4-205.
  - a. A student shall not purchase, transfer, or sell any drug that is available by prescription only, or any over-the-counter medication.
  - b. A student shall not possess or use any drug that is available by prescription only, or an over-the-counter medication, without the authorization of the building principal or the principal's designee.
  - c. A student, including a cardholder as defined in A.R.S. § 36-2801, shall not possess or use marijuana on any District property or at any District-sponsored event.
  - d. A student shall not possess, sell, offer to sell, transfer, or use drug paraphernalia as defined by A.R.S. § 13-3415.
8. **Vandalism; Destruction of Property**—A student shall not damage, destroy, or deface any school property or property belonging to any other person.
9. **Weapons or Dangerous Items**—A student shall not possess or use a firearm, weapon, explosive, fireworks, or any other instrument capable of harming any person or property, or that reasonably would create the impression of such harm.
10. **Toy Guns and Weapons**—A student shall not possess a toy gun or other toy weapon that appears to be capable of causing bodily harm.
11. **Gang Activity or Association**—A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or affiliation.
12. **Threats; Assault; Fighting**—A student shall not verbally or physically threaten, abuse, assault, or engage in a fight with any student, school employee, or any other person.
13. **Defamation**—A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, or are false and have a tendency to impugn a person's occupation, business, or office.
14. **Obscenity; Vulgarity**—A student shall not use obscene or vulgar language or gestures, or distribute obscene or vulgar materials. Obscene materials, language, or gestures are those that an average person, applying contemporary community standards of the school community, would find that, taken as a whole, appeal to the prurient interests, and lack serious literary, artistic, political, or scientific value. Vulgar language, materials, or gestures include language, materials, or gestures that depict sexual and/or excretory activities in a patently offensive manner.
15. **Harassment**—A student shall not harass another person. Harassment includes, but is not limited to, verbal abuse that insults or humiliates others. It also includes sexual innuendos, unsolicited and unwelcome conduct that has sexual overtones, or continuing to express sexual or social interest after being informed that the interest is unwelcome. Harassment also includes non-sexually oriented conduct that includes words, actions, jokes, or comments based upon an

individual's sex, gender identity, disability, race, national origin, religion, political beliefs/affiliation, marital status, home language, family, social or cultural background, or other legally protected characteristic.

16. Attire and Appearance—A student's attire or appearance shall not present health or safety problems, or cause disruption of educational activities. Items of attire with obscene words, slogans, or graphics or slogans related to drugs or alcohol shall not be worn or displayed. Footwear must be worn.

17. Forgery; Plagiarism; Cheating—A student shall not use or attempt to use the identity, signature, academic work, or research of another person and represent that it is the student's own. A student shall not share his or her knowledge or work with another student during an examination or test unless specifically approved in advance by the teacher. A student shall not use, during any examination or test, any materials or notes unless approved by the teacher. A student shall not forge a parent's/legal guardian's or any other person's signature on any communication to the school, or on any school document or form.

18. Misrepresentation—A student shall not provide false information to school personnel or impersonate another person verbally or in writing to provide false or misleading information to a school.

19. Gambling—A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property or money will be exchanged based on the outcome of the game or activity, unless the activity is otherwise lawful and properly supervised and has received the express approval of the school principal.

20. Initiation and Hazing—A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause, or does cause, bodily injury, mental harm, or personal degradation or humiliation. All initiations, including those related to any school club, athletic team, or other group are subject to these prohibitions whether or not the conduct occurs on school grounds.

21. Bullying and Cyberbullying—A student shall not bully or cyberbully another student or any District employee. Bullying and cyberbullying include acting toward someone in an unwelcome manner, repeated over time, that exerts or attempts to exert power over that person. It also includes actions that contribute to a substantial risk of, or cause, injury, mental harm, degradation, or social exclusion.

22. Emergency Alarms and Fire Control Devices—A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying the use of the device.

23. Arson—A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher-approved and supervised class activities, such as an approved and supervised experiment in chemistry class.

24. Unauthorized Entry—A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds, or designated off limits areas on school property.

25. Misrepresentation; Extortion; Theft—A student shall not take, use, or borrow any property by misrepresentation, deception, or by an express or implied threat. A student shall not take, use, or borrow property belonging to another person without that person's permission to use or take the property.

26. Tobacco, Cigarettes, Vaping—A student shall not possess or use tobacco or cigarettes, a vaping device or inhalant product, matches, or lighters.

27. Tardiness—A student shall not be tardy to class or to any required school activity.

28. Endangering the Health and Safety of Others—A student shall not engage in conduct that endangers or reasonably appears to endanger the health or safety of other students, school employees, or other persons.

29. Traffic and School Bus Rules—When operating a motor vehicle on school grounds or at a school event, a student shall follow all school and other traffic rules, and shall operate the motor vehicle in a safe and prudent manner. A student shall abide by all school rules regarding the student's conduct while in a school bus or other vehicle, and shall obey the directives of school bus drivers and monitors.

30. Cell Phones and Other Electronic Communications—A student shall not use a cell phone or other electronic communication device during class time without the express permission of the teacher. During class time, a cell phone or



other electronic communication device shall be turned off and placed in the student's purse or backpack. A student shall not record or transmit speech or other communications of other persons without those persons' express consent.

31. Leaving Class or School Grounds—A student shall not leave class without the teacher's permission. A student shall not leave school grounds during regular school hours without authorization by the principal or principal's designee.

32. Bomb Threat; Chemical or Biological Threat—A student shall not threaten to cause harm to property or persons using a bomb, explosive, arson-causing device, dangerous chemical, or biological agent.

33. Inappropriate Use of Technology—A student shall not use District computers, network, or other technology to post, send, or share personal information about the student or others without prior permission of both a teacher and parent/legal guardian. A student shall not make or attempt unauthorized access to any District information system. A student shall not use District technology to bypass or attempt to bypass any firewall, or to perform any illegal act, or to access a District-prohibited website.

### **Student Attire**

It is the policy of Flagstaff Unified School District to prohibit discrimination and harassment in student attire 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:

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

Students may wear (examples may include):

- A. Fitted pants, leggings, yoga pants, jeggings, skinny jeans.
- B. Ripped jeans, provided holes/rips do not go above mid-thigh.
- C. Religious and cultural head coverings and hair accessories.
- D. Religious and cultural medallions, medals, or beads provided it does not create a safety hazard.
- E. Headbands.
- F. Hats, beanies, and hoods in school environments, including the classroom when permitted by the teacher.

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:

- A. Shirts without shoulder material
- B. See-through materials that expose undergarments 2
- C. 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
- D. Images or language on clothing, accessories, or body that display or create a hostile or intimidating environment
- E. Bathing suits
- F. Helmets or sunglasses, inside the building (unless medically necessary)
- G. Accessories that could be considered dangerous or could be used as a weapon
- H. Gang-related clothing (may include bandanas), which is defined by law enforcement.

Exceptions for special activities or health considerations may be pre-approved by the administrator. Attire should be appropriate for the weather during outside activities. These attire expectations shall apply to regular school days and summer schools; as well as any school-related activities. The purpose of the student attire 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 attire. Enforcement should be consistent with the District's discipline matrix. Failure to comply with the student attire policy should be enforced consistently with comparable behavior and conduct violations.

### **Student Discipline**

- 1. Students shall behave responsibly and respectfully to achieve school success socially and academically, and comply with the rules, pursue the required course of study, and adhere to the authority of the teachers, the administrators, and the Governing Board.
- 2. Students shall be held accountable for disorderly conduct on school property or that takes place to and from school.

3. A teacher may send a student to the principal's office to maintain effective discipline in the classroom. If a student is sent to the principal's office, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the Board.

*Suspension and Expulsion of Students -*

1. A student may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in A.R.S. § 13-105, use or possession of a gun, or excessive absenteeism.

2. A student may be expelled for excessive absenteeism only if the student has reached the age or completed the grade after which school attendance is not required as prescribed in A.R.S. § 15-802.

3. A student may be suspended or expelled for other conduct that is deemed a violation of District policies, regulations, or the student code of conduct.

4. A student shall be expelled from school for a period of at least one (1) year if the student is determined to have brought a firearm to a school within the jurisdiction of the school district, except that the school district may modify this expulsion requirement for a student on a case-by-case basis.

5. A student shall be expelled for at least one (1) year if the student is determined to have threatened an educational institution, except that the school district may modify this expulsion requirement for a student on a case-by-case basis if the student participates in mediation, community service, restitution, or other programs in which the student takes responsibility for the results of the threat. A student may be reassigned to an alternative education program if the student participates in mediation, community service, restitution, or other programs in which the student takes responsibility for the threat. The student's parent/legal guardian may be required to participate in mediation, community service, restitution, or other programs in which the parent/legal guardian takes responsibility with the student for the threat.

6. A student who cuts, defaces, or otherwise injures any school property may be suspended or expelled. On complaint of the Board, the parents/legal guardians of minors who have injured school property are liable for all damages caused by their children or wards.

7. A student may be suspended or expelled for excessive absenteeism pursuant to A.R.S. § 15-803. This provision shall not be applied to students who have completed the course requirements, or whose absence from school is due solely to illness, disease, or accident as certified by a person who is licensed pursuant to title 32, chapter 7, 13, 14, 15 or 17.

8. Students who have been found to have committed incidents of harassment, intimidation, or bullying may be disciplined up to and including suspension and expulsion. Students may also be disciplined for submitting false reports of incidents of harassment, intimidation, or bullying.

9. The suspension and expulsion of students shall not be based on real or perceived race, color, sexual orientation, gender expression or identity, national origin, or ancestry discrimination.

10. If a student withdraws from school after receiving notice of possible action concerning discipline, suspension, or expulsion, the District may continue with the action after the withdrawal and may record the results of such action in the student's permanent file.

11. The principal of each school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of students is distributed to the parent/legal guardian of each student at the time the student is enrolled in school or transfers into the school.

*Suspension and Expulsion Hearings -* The Board is statutorily authorized to discipline students and to suspend or expel students as it deems appropriate. The Board vests the Superintendent, or a person designated by the Superintendent, with the power to suspend students. In schools that do not have a Superintendent or principal, a teacher may suspend a student from school.

2. All hearings concerning the expulsion of a student will be conducted before a hearing officer selected from a list of hearing officers approved by the Board, unless the Board, in executive session, determines that the Board will conduct the expulsion hearing.

3. The District will give written notice at least five (5) working days before the hearing by the Board, or the hearing officer or officers designated by the Board, to all students subject to expulsion and their parent/legal guardian of the date, time, and place of the hearing. If the Board decides that the hearing is to be held in executive session, the written notice shall include a statement of the right of the parent/legal guardian, or an emancipated student who is subject to expulsion, to object to the Board's decision to have the hearing held in executive session. Objections shall be made in writing to the Board.

*Students with Disabilities -* School employees shall ensure that any discipline, suspension, or expulsion of students with disabilities complies with the provisions of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

*Criminal Activity -* The principal or designee shall contact law enforcement if a student is suspected of committing a crime.

*Corporal Punishment* - The District does not permit the use of corporal punishment.

### **Student Freedom of Expression**

The District and Board recognize that students enjoy the freedom of speech. However, the free speech rights of students are not unlimited and are subject to certain restrictions. In certain circumstances, the District and/or Board reserve the right to regulate student speech that may be considered vulgar, lewd, plainly offensive, speech that promotes drug use, or illegal activities and that speech that may reasonably be perceived as bearing the official endorsement of the school. In addition, the District and/or Board reserve the right to regulate speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. Depending on the facts and circumstances surrounding speech, the District and/or Board may also regulate speech that occurs both on and off campus as well as before, during, or after school or any school activity. The District does not discriminate against a student on the basis of a religious viewpoint or religious expression.

### **Restraint and Seclusion**

Restraint and seclusion are not authorized to be used for disciplinary purposes. Restraint or seclusion techniques may be used on a student only if both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

1. School personnel shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use.
2. The restraint or seclusion technique shall end when the student's behavior no longer presents an imminent danger to the student or others.
3. The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques, unless an emergency situation does not allow sufficient time to summon trained personnel.
4. The restraint technique employed may not impede the student's ability to breathe.
5. The restraint technique may not be out of proportion to the student's age or physical condition. Restraint or seclusion techniques may be included in the school's safety or crisis intervention plan if the plan is not specific to any individual student.

### **School Libraries, Media, and Resource Centers**

The District shall be responsible for the care of the library, media, or resource center with the assistance of a District librarian or other qualified individual appointed by the Governing Board.

The District shall develop procedures to allow for parents to have access to: The school library's collection of available books and materials; and A list of books and materials borrowed from the library by their child or children.

The District shall make available on the District's website for review by the public a list of all books and materials purchased for any of the District's school libraries for a period of at least sixty (60) days after the purchase. This does not include books and materials purchased to replace a lost or damaged item.

The District shall ensure that each school notifies the parents of each enrolled student regarding the opening and closing dates of the public review no less than seven (7) days prior to the opening date.

## **Student Technology Responsible Use Agreement Use of Educational Technology Resources—Policy 3-403.A**

### **Technology Use Requirements**

The Superintendent shall put systems in place to encourage appropriate use of District technology and may require all users to execute an agreement regarding the applicable requirements.

The District shall provide for measures that protect against Internet access by both adults and minors to visual depictions that are pornographic. The protective measures shall also include monitoring the online activities of students while using District technology.

The District shall educate students on becoming digital citizens so that students learn the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. No person, with knowledge of the character of the item involved, may intentionally or knowingly transmit or send to a minor by means of technology an item that is harmful to minors when the person knows or believes at the time of the transmission that a minor in this state will receive the item. Violation of this provision is a criminal felony and any violation will be submitted to law enforcement for investigation.

The Superintendent shall implement and maintain data management and security controls that ensure maximum availability and effective use of accurate, timely, and reliable data and information while protecting the privacy, confidentiality, security, and safety of data regarding staff, students, and their families.

The District shall strive to meet the following objectives:

1. Encourage and support effective use of data and information resources in academic and operational performance management and decision making.
2. Ensure confidentiality, privacy, and security of data and communications pertaining to staff, students, and their families.
3. Comply with federal, state, and local laws and regulations regarding information privacy and security, as well as records retention and disposal.
4. Implement prudent and reasonable measures to protect the District's data and information resources and technology infrastructure from unauthorized use, theft, exploitation, modification, destruction, and denial of use.
5. Create plans and procedures for responding to cyber attacks and, in the event of a successful attack, for effectively and fully recovering data in an ethical and lawful manner.
6. Ensure that authorized access to District data, information resources, and technology infrastructure by third parties is monitored and protected to the fullest extent.
7. Train staff regarding data management, security policies, and procedures.
8. Periodically conduct data governance and security risk assessments. District employees shall abide by all District requirements pertaining to the use of District technology or personal devices when communicating with students or minors.

## **Student Health Services**

### **Service Animals**

"Service animal" means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks. The Superintendent shall allow for the presence of service animals in District schools or on District owned property in accordance with applicable laws, while safeguarding the health, safety, and welfare of students, staff, and visitors. The District prohibits discrimination against individuals with disabilities for the use of service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Service animals must be under the control of the handler at all times. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. The District may need to provide some assistance to enable a particular student to handle his or her service animal. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises.

### **Administration of Medication**

The Governing Board directs the Superintendent to prescribe and enforce procedures governing the administration of a prescription medication or a patent or proprietary medication to students by District staff. The District will coordinate with the parent/legal guardian and the student's health care provider when it is necessary for a student to take medication during the school day.

Before administering prescription medication to a student, the District will obtain a written order from the physician, nurse practitioner, or physician assistant stating the name of the medicine, the dosage, and the time it is to be given. In the case of a minor student, the District shall obtain written permission from the student's parent/legal guardian to allow the school to administer or the student to self-administer the medicine, except for an emergency administration pursuant to A.R.S. §15-157 (epinephrine) or A.R.S. § 15-158 (inhalers) or A.R.S. § 15-341, subsection A, paragraph 43, (naloxone hydrochloride/any other opioid antagonist). Medication administered by the District under this policy, whether prescription or over the counter, must be delivered to the District in the original container with all warnings and directions intact.

### **Immunizations and Communicable Diseases**

Except as required by state or federal law, no student shall be permitted to attend school unless the District has first obtained immunization documentation for all listed diseases with respect to that student. Notwithstanding the previous sentence, the District shall immediately enroll homeless children and youths. District personnel shall work with the corresponding McKinney-Vento liaison to promptly obtain immunization records or required immunizations.

During an outbreak of a listed disease, no student who does not have either proof of immunization or an immunity certification for such listed disease shall be permitted to attend school for the duration of the outbreak. The Superintendent shall develop procedures by which students who are unable to attend school during an outbreak may remain current with their coursework.

Parent/Legal guardian requesting exemption from immunization requirements shall submit a medical exemption certification, a religious beliefs exemption statement, or a personal beliefs exemption statement using forms provided by the Arizona Department of Health Services.

<https://azdhs.gov/preparedness/epidemiology-diseasecontrol/immunization/index.php#schools-immunization-forms>

**Head Lice/Pediculosis:** Head lice are not considered an infectious disease but rather a nuisance. Lice are not a sign of poor hygiene and they do not spread disease. They are commonly found in children due to their close contact with each other. Parents should discourage their children from sharing personal items such as hats, scarves, head bands, helmets, brushes, combs, or pillow to decrease the likelihood of spread from one person to another. Head lice are confirmed by the identification of a live louse on the head. Parents are encouraged to check their child's hair weekly and may consult with the school nurse as a resource. Students identified with live lice will be sent home from school and may return after treatment with a pediculicide.

## **Exceptional Student Services**

### **Students with Disabilities (IDEA)-Child Find**

The District will ensure that all children with disabilities within its jurisdiction who are in need of special education and related services are identified, located, and evaluated.

1. The District will identify, locate, and evaluate all children with disabilities within its population served who are in need of special education and related services.
2. Child find must also include children who are suspected of being a child with a disability and in need of special education, including:
  - a. Children who are advancing from grade to grade.
  - b. Highly mobile children, including migrant children.
3. The District will maintain a record of children who are receiving special education and related services.
4. The District shall establish, implement, and disseminate written procedures for the identification and referral of all children with disabilities, birth through 21 years.
5. The District will require all District-based staff to review the written procedures related to child identification and referral on an annual basis and maintain documentation of the staff review.
6. Identification (screening for possible disabilities) shall be completed within fortyfive (45) calendar days after:
  - a. Entry of each preschool or kindergarten student and any student enrolling without appropriate records of screening, evaluation, and progress in District; or
  - b. Parent/Legal guardian notification of developmental or educational concerns.
7. Screening procedures shall include vision and hearing status and consideration of the following areas:

- a. Cognitive or academic
- b. Communication
- c. Motor
- d. Social or behavioral
- e. Adaptive development.

8. For a student transferring into the District, the District shall review enrollment data and educational performance in the prior District. If there is a history of special education for a student not currently eligible for special education or an indication of inadequate progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services.

9. If a concern about a student is identified through screening procedures or review of records, the parent/legal guardian of the student shall be notified of the concern within ten (10) school days and informed of the District's procedures to follow-up on the student's needs.

10. The District shall maintain documentation of the identification procedures utilized, the dates of entry into District, notification by parent/legal guardian of a concern, and the dates of screening. The dates shall be maintained in the student's permanent records.

11. If the screening indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent/legal guardian or a student may request an evaluation of the student.

12. If, after consultation with the parent/legal guardian, the District determines that a full and individual evaluation is not warranted, the District shall provide prior written notice and procedural safeguards notice to the parent/legal guardian in a timely manner.

#### **Students with Disabilities (504)**

It is the responsibility of the District to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need or are believed to need special education or related services because of a disability in order that such students may receive the required free appropriate education. Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). The District has developed procedural safeguards for actions related to the identification, evaluation, and placement of students entitled to Section 504 protections.

For questions regarding Section 504 or the District's procedural safeguards, please contact the District's Section 504/ADA Coordinator  
Student Support Services Director  
3285 E. Sparrow Avenue, Flagstaff, AZ 86004  
(928) 527-6178.

#### **Students with Disabilities (IDEA)-Procedural Safeguards**

The District will establish, maintain, and implement procedural safeguards that meet the requirements of 34 C.F.R. §§ 300.500 through 300.536 of the IDEA Regulations. A copy of the procedural safeguards available to the parent/legal guardian of a child with a disability must be given to the parent/legal guardian only one time a school year, except that a copy also must be given to the parent/legal guardian:

- a. Upon initial referral or parent/legal guardian request for evaluation
- b. Upon receipt of a first complaint to the State or first request for a due process hearing in the school year
- c. When a disciplinary change of placement/removal has been initiated
- d. Upon request by a parent/legal guardian.

**Gifted Education:** Gifted students are defined as those who score at or above the 97<sup>th</sup> percentile on national norms in one or more of three areas- verbal (language), quantitative (math), and nonverbal (spatial) reasoning: Tests for gifted identification must be approved by the Arizona State Board of Education. Testing occurs at various times throughout the school year.

At the middle and high schools, specialized magnet programs and advanced placements classes are offered.

If you have a child whom you feel might qualify in one or more of the assessed areas, contact the program specialist at your child's school.

**Family and Community Services:** The Family Resource Center serves all families of Northern Arizona. All services are free and include the following: Tutoring K-12; Computer and Internet Access; School Information; Community Resources and Referrals; Family Workshops; School Interpreters; Family Activities. For more information call 773-1103 or 527-6103.

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 other distribution requests shall be submitted on the FUSD Application for Distribution of Information Form for review and approval by the district office. Questions related to this policy should be addressed to the district office.

