



SELECTED STUDENT POLICIES AND REGULATIONS

The Selected Student Policies and Regulations document contains required disclosure of information, and highlights many other important components of being a successful student in our schools. Please pay particular attention to the following policies and regulations:

- **Policy JFABD** **Admissions of Homeless Students**
- **Policy JR/JR-R** **Annual Notification of Rights Under FERPA**
- **Policy IHB-R** **Child Find**
- **Policy JICH** **Drug and Alcohol Use by Students**
- **Policy JICFA** **Hazing**
- **Policy JR-R** **Notice for Student Directory Information Release / Electronic Newsletter / Notice of Nondiscrimination**

- **Policy LC** **Relations with Education Research Agencies (PPPR)**
- **Policy JE/JEA** **Student Attendance / Compulsory Attendance Ages**
- **Policy JLIE** **Student Automobile Use and Parking**
- **Policy JII** **Student Concerns, Complaints and Grievances**
- **Policy EEAEC** **Student Conduct on School Buses**
- **Policy JK** **Student Discipline**
- **Policy JICA** **Student Dress**
- **Policy JKD** **Student Suspension**
- **Policy JKE** **Expulsion of Students**
- **Matrix** **Secondary Student Discipline Matrix**
- **Policy JIH** **Student Interrogations, Searches and Arrests**
- **Policy JR** **Student Records**
- **Policy JICK** **Student Bullying, Harassment, Intimidation**
- **Policy ACA** **Sexual Harassment**
- **Policy JICG** **Tobacco Use by Students**
- **Policy IJNDB** **Use of Technology Resources in Instruction**

FLAGSTAFF UNIFIED SCHOOL DISTRICT

SELECTED STUDENT POLICIES AND REGULATIONS

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The policies listed are reflected of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive to all FUSD Governing Board Polices and are subject to change periodically throughout the school year.

ADMISSION OF HOMELESS STUDENTS (Policy JFABD)

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015, and should be read as consistent with those documents.

The implementation of this policy shall assure that:

- A. homeless students are not stigmatized or segregated on the basis of their status as homeless;
- B. homeless students are immediately enrolled in their school of origin or school of residence;
- C. transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

Definitions

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- A. students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- B. students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. migratory students who qualify as homeless because the children are living in circumstances described above.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled, including preschool.

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian.

Liaison for Homeless Students

The Superintendent will designate an appropriate staff person of authority as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include, but not be limited to, establishment of procedures to:

- A. continue the student's education in the school of origin for the duration of homelessness:
 - 1. in any case in which a family becomes homeless between academic years or during an academic year; or
 - 2. for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- B. enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

Best Interest of the Homeless Student

In determining the best interest of the homeless student, the school shall:

- A. To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- B. Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and
- C. In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

Other Relevant Policies and Procedures

Implementation of the McKinney-Vento Act requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross referenced and are incorporated in this policy and these procedures by such reference.

**ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA REGARDING CONFIDENTIALITY
OF STUDENT EDUCATION RECORDS** (Policy JR and JR-R)

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education (IDEA) and the Family Educational Rights and Privacy Act (FERPA). Under these laws, "education records" means those records are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parent's names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements. The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education (FAPE) in accordance with state and federal special education laws.

The District must ensure compliance with federal confidentiality laws at all stages of gathering, storing, retaining and disclosing education records to third parties. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

In accordance with FERPA and IDEA, the rights of parents regarding education records are transferred to the student at age 18, subject to limited exceptions.

The Family Educational Rights and Privacy Act (FERPA) affords parents, and in the case of students of Flagstaff Unified School District (the "District") who are 18 years of age or older, the students themselves, ("eligible students"), certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records no more than 45 days after the day the District receives a request for access. Parents or eligible students should submit a written request to the school Principal that identifies the records they wish to inspect. The Principal or Registrar will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should submit a written request to the school Principal, clearly identifying the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent of a parent or eligible student; please see below for some of the situations where prior written consent for disclosure is not required by FERPA. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the District Governing Board. A school official also may include a volunteer or contractor outside of the District who performs an institutional service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use of maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on the official committee, such as disciplinary or grievance committee; or a parent, student or other volunteer assisting another District official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the District discloses education records without consent of a parent without consent of a parent or eligible student to officials of another school district, charter school or other educational institution in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.
5. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in Title 34, Section 99.31 of FERPA regulations. Except for disclosures to District officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student § 99.32 of FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A District may disclose PII from the education records of a student without obtaining prior written consent of the parent or the eligible student:

- A. To other school officials, including teachers, within the educational agency or institution whom the District has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in § 99.31 (a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met. (§ 99.31 (a)(1))
- B. To officials of another school, school district, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- C. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Arizona Department of Education. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§ § 99.31 (a)(3) and 99.35)
- D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms of conditions of the aid. (§ 99.31(a)(4))
- E. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- F. To organizations conducting studies for, or on behalf, of the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- G. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- H. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- I. To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- J. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- K. Information the District has designated as "directory information" under § 99.37 (see below). (§ 99.31(a)(11))
- L. To representatives of state or local child welfare agency or tribal organization when such agency is legally responsible for the care and protection of the student.

Child Find (Policy IHB-R)

Procedures for child identification and referral shall meet the requirements of the IDEA and its regulations, A.R.S. Title 15, chapter 7, and its regulations, and the State Board of Education rules [R7-2-401](#).

The District is responsible for child identification activities for children whose parents reside in the District unless:

- A. The student is enrolled in a charter school or public education agency that is not a school district. In that event, the charter school or public education agency is responsible for child identification activities; or
- B. The student is enrolled in a nonprofit private school. In that event, the District within whose boundaries the private school is located is responsible for child identification activities.

The District will identify, locate, and evaluate all children with disabilities within its geographic boundaries who are in need of special education and related services including, but not limited to, children who are:

- A. Homeless;
- B. Highly mobile, including migrant children;
- C. Wards of the state; and
- D. Attending private schools or who are homeschooled.

In its identification process the District will include children who are suspected of being children with a disability and in need of special education, even though:

- A. They are advancing from grade to grade; or
- B. They are highly mobile children, including those who are migrant children. [34 C.F.R. 300.111]

The District will maintain a record of children who are receiving special education and related services. [34 C.F.R. 300.111]

The District will inform the general public and all parents within its boundaries of the responsibility of the availability of special education services for students aged three (3) through twenty-one (21) years, and how those services may be accessed including information regarding early intervention services for children aged birth through two (2) years. Services for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22). [A.A.C. [R7-2-401](#).C]

DRUG AND ALCOHOL USE BY STUDENTS (Policy JICH)

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance.

The nonmedical use, possession, distribution or sale of

- A. alcohol,
- B. drugs,
- C. synthetic drugs,
- D. counterfeit drugs, or
- E. imitation drugs,

on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- A. All dangerous controlled substances prohibited by law.
- B. All alcoholic beverages.
- C. Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- D. Hallucinogenic substances.
- E. Inhalants.
- F. Synthetic, counterfeit or imitation drugs.
 - 1. A compound or substance, regardless of its contents, compound or substance, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

Medical Marijuana

The conditions which follow are applicable to a District student who holds an identification as a medical marijuana cardholder issued by the Arizona Department of Health Services for the medical use of marijuana as set out in the Arizona Revised Statutes (A.R.S.).

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on District property, in a District vehicle, or at a District-sponsored event.

A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all District students.

If District officials have a reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

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:

- A. 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.
- B. 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:

- A. Customary athletic events, contests or competitions that are sponsored by an educational institution.
- B. 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.

NOTICE FOR STUDENT DIRECTORY INFORMATION RELEASE

(Regulation JR-R and Exhibit JR-EB)

Federal law (specifically, the Family Educational Rights and Privacy Act or “FERPA”) requires that the District obtain your written consent to release any personally identifiable information or educational records concerning your child. FERPA provides many exceptions to the written consent requirement. For example, personally identifiable information or education records may be released to other school or District officials, to other schools where your child seeks to enroll, to the Arizona and United States Department of Education, and under other exceptions provided by law.

Another exception to the written consent requirement is for information designated as “directory information”. Directory information is information that is typically not considered harmful to disclose. Directory information can include items such as, but not limited to, names, addresses, phone numbers, honors and awards, participation in school activities and sports, and the like. Before the District may release directory information your written consent, it must first inform you of those items that the District will designate as directory information, and provide you an opportunity to opt-out. The District has taken care to balance safeguarding your child’s information with ensuring that your child is informed of various opportunities and activities. Accordingly, the District has decided to designate the following information as “directory information” (information that can be released without your written consent):

- **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)***

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 requirements above (e.g. for-profit business that are not District-approved vendors, outside media groups and the like).

There are various pros and cons to directory information that you must weigh as a parent. If you opt-out of directory information, the District will not release your child’s information to colleges, recruiters, or other entities providing scholarship opportunities. Your child may also miss opportunities to be on vendor lists for graduation announcements, yearbook opportunities, or other student lists for participation in clubs and activities, or his/her achievements may not be publicized in District announcements.

Another item to consider is that State and Federal law require that if directory information is released to persons or organizations who inform students of educational or occupational opportunities, then, the District is also required to provide the same access to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them in the military. However, you can request in writing that the District not release the student’s directory information without your prior signed and dated written consent. If you do not object in writing to the release of any or all directory information, then the District must provide military recruiters, upon request, directory information containing the student’s name, address and telephone listing.

If you do not want directory information about your student to be released to any person or organization (including District groups) without your prior signed and dated written consent, you must notify the District in writing and returning it to your student’s school, within two (2) weeks of receiving this form. If the Flagstaff Unified School District does not receive notification from you on the form within the prescribed time, the District will assume that your permission is given to use the directory information as described above.

RELATIONS WITH EDUCATION RESEARCH AGENCIES - PPRA (Policy LC)

The Superintendent is authorized to cooperate with colleges, universities, and other recognized research agencies in promoting potentially useful research. Because of the requirements in the Protection of Pupil Rights Amendment (20 U.S.C. 1232h) it may be necessary to limit the number and establish guidelines for the approval of studies.

The District will comply with all statutes pertaining to surveys including the requirement that notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that is retained by a school district, a charter school or the department of education for longer than one (1) year and that solicits personal information about the pupil regarding a number of characteristics which are listed in the statute A.R.S. [15-117](#).

Decisions in connection with research involving students, teachers, or other employees will be influenced by the following factors:

- A. The objectives of the research should be clearly stated and the design should produce valid and reliable results that will then be made available to the District.
- B. The research should be expected to contribute to the improvement of education or the general welfare of students.
- C. Data derived from school records, interviews, surveys or questionnaires that have potential for invasion of the privacy of students or their families must have advance written authorization of parents or guardians even though the collecting and reporting of data are to be conducted under conditions of anonymity.
- D. Research proposals should be of sufficient scope and depth to justify the time and effort.
- E. In general, instructional activities will not be interrupted unless there is a clear significance for the educational program of the schools.
- F. Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

The following activities require direct annual notification to parents at the beginning of the school year of the specific or approximate dates when scheduled, if scheduled in accordance with the Protection of Pupil Rights Amendment:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- B. The administration of any survey containing one or more items described below.
 1. Political affiliations or beliefs of the student or the student's parent.
 2. Mental or psychological problems of the student or the student's family.
 3. Sex behavior or attitudes.
 4. Illegal, anti-social, self-incriminating, or demeaning behavior.
 5. Critical appraisals of other individuals with whom respondents have close family relationships.
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
 7. Religious practices, affiliations, or beliefs of the student or the student's parent.
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. Any nonemergency, invasive physical examination or screening that is:
 1. required as a condition of attendance;
 2. administered by the school and scheduled by the school in advance; and
 3. not necessary to protect the immediate health and safety of the student, or of other students.

STUDENT ATTENDANCE (Policy JE)

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

COMPULSORY ATTENDANCE AGES (Policy JEA)

It is unlawful for any child who is at least six (6) but not yet sixteen (16) years of age to fail to attend school during the hours that school is in session, unless such child is excused pursuant to:

- A. A.R.S. [15-802](#) (see attached exhibit) and verifiable records are kept of the reasons for excuse from the duties prescribed.
- B. A.R.S. [15-901](#) (for children with disabilities).
- C. The child being provided instruction at home.
- D. The child being accompanied by a parent or a person authorized by a parent.

STUDENT AUTOMOBILE USE AND PARKING (Policy JLIE)

The Superintendent shall establish procedures for registration, parking, and use of motorized vehicles and for searches for and seizures of illegal material contained therein. In the establishment of such procedures the Superintendent will be guided by the following:

- A. Students will not bring any motorized vehicles on any campus in the District other than the high school campus.
- B. All students will register their vehicles.
- C. Registration stickers must be displayed on all student vehicles.
- D. Vehicles may be towed away at student expense for failure to follow policy and procedures related to motorized vehicles.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (Policy JII)

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- B. 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.

A complaint or grievance may be raised regarding one (1) or more of the following:

- A. Violation of the student's constitutional rights.
- B. 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.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- D. Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

STUDENT CONDUCT ON SCHOOL BUSES (Policy EEAEC)

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

At any time that a school bus driver decides that the disorderly conduct is such that it is unsafe to proceed, the driver shall stop the bus at the safest reasonable opportunity in order to enable the safe transportation of students.

If, in the driver's judgment, it is unsafe to proceed to the destination, the driver may return the students to the point of origin or other safe location where authorized assistance may be obtained.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

STUDENT DISCIPLINE (Policy JK)

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. [15-843](#). These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity, or in any other situation in which the District may lawfully exercise its authority to discipline a student. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

The discipline, suspension and expulsion of pupils shall not be based on race, color, religion, sex, age, national origin, sexual orientation, disability or any other unlawful reason. A substantial or deliberate failure to comply with the prohibition against race, color, religion, sex, national origin, ancestry or any other unlawful reason may subject the District to the loss of funds imposed by A.R.S. [15-843](#).

The principal of each District school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion are distributed to each student's parents at the time the student enrolls in school each year.

Temporary Removal

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- A. Rules established for the referral of students.
- B. The conditions of A.R.S. [15-841](#), when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

Threatened an Educational Institution

Threatened an educational institution means to interfere with or disrupt an educational institution as found in A.R.S. [15-841](#) and [13-2911](#). A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

STUDENT DRESS (Policy JICA)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

Student dress codes should support equitable educational access and ensure dress does not cause a safety issue. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, gender identity, ethnicity, religion, sexual orientation, household income, or cultural observance.

Our values for student dress are:

- A. All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming;
- B. Student dress will focus on safety;
- C. Students should not face unnecessary barriers to school attendance; and
- D. Reason for conflict and inconsistent discipline should be minimized whenever possible.

The Governing Board authorizes the Superintendent to develop a dress code that accomplishes the following goals:

- A. Maintain a safe learning environment in classes where protective or supportive clothing is needed. One that does not present a health or safety hazard to the student or others in school;
- B. Does not cause excessive wear or damage to school property;
- C. Allow students to wear clothing of their choice that is comfortable;
- D. Allow students to wear clothing that expresses their self-identified gender;
- E. Allow students to wear religious attire without fear of discipline or discrimination;
- F. Prevent students from wearing clothing with images or language including profanity, hate speech, and pornography;
- G. Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs; and
- H. Ensure that all students are treated equitably regardless of race, gender, gender identity, ethnicity, religion, sexual orientation, household income, or cultural observance.

STUDENT SUSPENSION (Policy JKD)

A student may be removed from contact with other students as a temporary measure. The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. [15-843](#)]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified. The Superintendent may designate a hearing officer for suspension hearings.

Regular Education Students

Suspension for ten days or less:

- A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
1. After having received notice, the student will be asked for an explanation of the situation.
 2. The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.
- B. *Step 2:* Following Step 1:
1. Provided that a written record of the action taken is kept on file, authorized District personnel may:
 - ⇒ Suspend the student for up to ten (10) days.
 - ⇒ Choose other disciplinary alternatives.
 - ⇒ Exonerate the student.
 - ⇒ Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
 2. When suspension is involved:
 - ⇒ A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - ⇒ A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
 3. No appeal is available from a short-term suspension.

Suspension for over ten days:

- A. *Step 3:* If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.
- B. *Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:
1. The charges and the rule or regulation violated.
 2. The extent of the punishment to be considered.
 3. The date, time, and place of the formal hearing.
 4. A designation of the District's witnesses.
 5. That the student may present witnesses.
 6. That the student may be represented by counsel.
 7. If a hearing officer has been designated, the name of the hearing officer.
- C. *Step 5:* A formal hearing will be held, during which the student will be informed of the following:
1. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
 2. The student is entitled to a statement of the charges and the rule or regulation violated.
 3. The student may be represented by counsel, without prejudice.
 4. The student may present witnesses.
 5. The student or counsel may cross-examine witnesses presented by the District.
 6. The burden of proof of the offense lies with the District.
 7. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
 8. The District has the right to cross-examine witnesses, and may be represented by an attorney.
- D. *Step 6:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
1. Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days

after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.

2. The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.

3. The decision of the Board is final.

Special Education Students

Suspension for ten days or less

Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

1. After having received notice, the student will be asked for an explanation of the situation.

2. The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.

B. *Step 2:* Following Step 1:

1. Provided that a written record of the action taken is kept on file, authorized District personnel may:

⇒ Suspend the student for up to ten (10) days.

⇒ Choose other disciplinary alternatives.

⇒ Exonerate the student.

⇒ Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

2. When suspension is involved:

⇒ A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.

⇒ A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

3. No appeal is available from a short-term suspension.

Suspension for over ten days

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

A. *Step 3:* A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

B. *Step 4:* If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.

C. *Step 5:* If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before implementing the exception.)

Alternative to Suspension

Students meeting the following requirements may participate in an alternative to suspension program described below at the determination of the Superintendent:

A. Suspension from school has been determined as the punishment for an offense and any appeal has been denied.

B. The immediate suspension was not due to:

1. Fighting or engaging in violent behavior

2. Threatening an educational institution

3. Selling, using or possessing weapons, firearms, explosives, or dangerous instruments

4. Making a bomb threat

5. Engaging in arson

- C. The student has not served more than one short-term suspension or alternative to suspension of ten (10) days or less during the current academic year.
- D. The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.
- E. The student and parent or guardian has received a written admonition that the suspension as originally determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the Alternative to Suspension Program. (*Note: Follow appropriate dismissal procedures.*)
- F. Parent(s) or guardian(s) shall agree to participate by:
 - 1. Providing transportation as necessary to and from the program location.
 - 2. Furnishing meals prepackaged or purchasing same for the student.
 - 3. Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

The Alternative to Suspension Program is to be one of social isolation. It shall be discipline intensive, requiring academic work and as determined may involve community service, groundskeeping, and litter control. Parents will participate by providing support and supervision.

- A. Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school sponsored activity will be permitted during the program.
- B. Communication by students with others will be limited to adult district staff or as directed by the adult supervisor on duty.
- C. Ordered study time will be established for each student consistent with the number of classes in which the student is enrolled, divided proportionately through the academic day.
- D. Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.
- E. Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.
- F. Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

Procedures and Conditions for Readmission of Students Suspended for More Than Ten Days

Early readmission procedures

The Superintendent may authorize early readmission of a student suspended for more than ten (10) days. The student shall be considered for readmission only upon completion of the major portion of the suspension (usually one [1] day more than half [1/2] with consideration for the grading period or academic division as necessary). The following conditions must be met:

- A. A written request must be submitted to the Superintendent on behalf of the student by the student's parent or guardian asking for readmission and requesting a meeting to determine any requirements.
- B. Accompanying the written request shall be a summary of the student's activities and accomplishments during the suspension period written and signed by the student and signed and attested to by the parent or guardian. (Parents of elementary grade students may prepare the summary.)
- C. The request shall include a signed statement from local law enforcement officials that there have been no infractions of local or state codes for which the student could have been charged during the period of the suspension.
- D. At the time of the meeting to review the request the student may be required to explain the incident or incidents leading up to the suspension.
- E. The determination to allow readmission may be based on, but not limited to, the following elements:
 - 1. The age of the student.
 - 2. The frequency, type, and relative magnitude of previous misbehavior by the student.
 - 3. The relative severity of the event(s).
 - 4. Whether the student's behavior violated civil or criminal laws.
 - 5. The degree to which the incident(s) interfered with the educational process.
 - 6. The extent to which the event created endangerment to the student, others or property.
 - 7. Special intellectual, psychological, emotional, environmental and physical characteristics of the student.
 - 8. The student's attitude concerning the event(s).
 - 9. The expressed intent concerning the student's future behavior.
- F. Should early readmission be granted, the student, with parent or guardian affirmation, shall agree to the following conditions:
 - 1. Regular attendance—no unexcused absences.
 - 2. No violation of school rules or policies.
 - 3. Attendance at after school events for the remaining term of suspension only with prior approval of the administration.
 - 4. Completion of all class tasks in timely fashion, as directed.
 - 5. Student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.
- G. The student and parent or guardian shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary policies and procedures of the District.

EXPULSION OF STUDENTS (Policy JKE)

A recommendation to expel shall be by the Superintendent. All expulsions requested shall have supporting data indicating the required due process procedure provided at the time of recommendation. The Governing Board directs all expulsion hearings to be conducted by a hearing officer selected from a list of hearing officers approved by the Board.

Expulsion

Regular Education Students

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

- A. *Step 1:* Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.
- B. *Step 2:* If the Superintendent concurs with the recommendation, the Superintendent shall present the recommendation for expulsion to a hearing officer selected from a list of hearing officers approved by the Board.
- C. *Step 3:* The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.
- D. *Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:
 1. A statement of the charges and the rule or regulation violated.
 2. The extent of the punishment to be considered.
 3. The date, time, and place of the formal hearing.
 4. A designation of the District's witnesses.
 5. That the student may present witnesses.
 6. That the student may be represented by counsel.
 7. The name of the hearing officer and how the hearing officer may be contacted.
 8. Copies of this policy and A.R.S. [15-840](#) and [15-843](#) unless previously provided in connection with the same infraction.
- E. *Step 5:* The parent, guardian or emancipated student shall be informed of the following:
 1. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
 2. The student is entitled to a statement of the charges and the rule or regulation violated.
 3. The student may be represented by counsel, without bias to the student.
 4. The student may present witnesses.
 5. The student or counsel may cross-examine witnesses presented by the District.
 6. The burden of proof of the offense lies with the District.
 7. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
 8. The District has the right to cross-examine witnesses, and may be represented by an attorney.
 9. The hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
 10. If the hearing is held before the Governing Board the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance
- F. *Step 6:* A formal hearing will be held:
 1. When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
 - a. If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer), after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
 - b. If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. [15-843](#).
- G. *Step 7:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
 1. Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered

by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

- a. The time and place of the Board meeting at which the recommendation will be made.
- b. That the recommendation may be appealed at the time the recommendation is made to the Board.
- c. That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
- d. That the written appeal shall indicate a spokesperson on behalf of the student.
- e. That the spokesperson will be given time to speak to the Board on appeal.
- f. The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.

2. Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

Special Education Students

A student qualified under the Individuals with Disabilities Education Act (IDEA) as revised in 2004 may not be expelled from school unless, as a result of a manifestation determination, it has been determined that the student's behavior is unrelated to the child's disability. The manifestation determination must be held within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct. In compliance with federal law and regulation, the student may be given a change in placement in lieu of expulsion. Expulsion may not result in termination of educational services for a student qualified under the Individuals with Disabilities Education Act. The individualized education program team (IEP) generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's individualized education programs.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in 2004, may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

Readmittance procedure

A. A student expelled from the District may request readmittance by making a written application to the Board. Readmission is at the discretion of the Governing Board. In addition, it is the prerogative of the Board to stipulate appropriate conditions for readmittance. The application for readmittance shall occur no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two [2] additional semesters). The application must:

1. Be written and be directed to the attention of the Governing Board.
2. Contain all information that the student and parent(s) consider relevant to the Governing Board's determination as to whether or not to readmit the student. This should include information indicating:
 - a. An appreciation by the student of the severity and inappropriateness of the student's prior misconduct.
 - b. That such misconduct or similar misconduct will not be repeated.
 - c. A description of the student's activities since the expulsion.
 - d. Support of the student's application for readmission.
3. Be filed in the Superintendent's office.

B. The Governing Board shall meet in executive session to consider an initial application for readmission. The student and parents have the right to be present in the executive session but do not have the right to make a presentation or address the Governing Board unless they are asked to do so by the Governing Board. For this reason, it is important that the application for readmission contain all information that the Governing Board may deem important in determining whether to readmit the student. The Governing Board, in its sole discretion, shall determine whether the student should be readmitted, and, if so, under what restrictions and conditions. The burden is on the student and parent(s) to convince the Governing Board that readmission is appropriate considering the interests of the expelled student, the District, and the interests of the other students and staff members. The Governing Board's decision is final.

C. A student may file more than one (1) application for readmission. Applications subsequent to an initial application, however, may not be filed more frequently than every ninety (90) days, and the Governing Board shall meet to discuss and consider the application only if at least two (2) members of the Governing Board ask that the matter be placed on an agenda for discussion in executive session.

Readmittance conditions

As a condition for readmission from an expulsion, the student, with parent(s) or guardian affirmation, shall agree to the following conditions:

- A. Regular attendance – no unexcused absence.

B. No violation of school rules or policies.

C. Completion of all classroom tasks in a timely fashion, as directed.

D. Depending upon the nature of the original violation for which the expulsion was provided, the student may be limited as to attendance or participation in after school activities, school sports, and extracurricular events or activities.

A student allowed readmission following expulsion shall receive a written admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

SECONDARY STUDENT DISCIPLINE MATRIX

STUDENT DISCIPLINE (Policy JK)

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 CONFERENCES

- 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 class from which the referral came shall be closed 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

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.

For the chart on the next page the asterisks (*) is:

- * The violation must be reported to the Arizona Department of Education for students with disabilities.
- ** The violation must be reported to local law enforcement as well as the Arizona Department of Education.

Flagstaff Unified School District #1 – Secondary Student Discipline Matrix

Nature of Offense – Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
<p>Academic Misconduct/Dishonesty: Academic misconduct/dishonesty can include, but is not limited to cheating, forgery, lying and plagiarism. Examples that could apply include: (1) Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment; (2) Using the signature or initials of another person; (3) Knowingly giving false or misleading information, including false accusations against others with the intent to deceive; (4) Using another’s words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another’s work and for acknowledging and documenting the source appropriately. In addition to disciplinary action, students may face academic sanctions, which may include but are not limited to receiving a zero on an assignment, grade of “F” for a class, or withdrawal from the class during the academic year.</p>				
<p>Cheating: Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.</p>	1 st	Conference to short-term suspension		<i>JIC</i>
	2 nd	Conference to short-term suspension		
	3 rd	Short-term to long-term suspension		
<p>Forgery: Using the signature or initials of another person.</p>	1 st	Conference to short-term suspension		<i>JIC</i>
	2 nd	Conference to short-term suspension		
	3 rd	Short-term to long-term suspension		
<p>Lying: Knowingly giving false or misleading information, including false accusations against others with the intent to deceive.</p>	1 st	Conference to short-term suspension		<i>JIC</i>
	2 nd	Conference to short-term suspension		
	3 rd	Short-term to long-term suspension		
<p>Plagiarism: Using another’s words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another’s work and for acknowledging and documenting the source appropriately.</p>	1 st	Conference to short-term suspension		<i>JIC</i>
	2 nd	Conference to short-term suspension		
	3 rd	Short-term to long-term suspension		
<p>Aggression Verbal Provocation: Use of language or gestures to insult or humiliate another person or that may incite another person or persons to fight.</p>	1 st	Conference to short-term suspension		<i>JIC</i>
	2 nd	Short-term to long-term suspension		
	3 rd	Short-term to long-term suspension		
<p>Minor Aggressive Act: Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling or pushing.</p>	1 st	Conference to short-term suspension		<i>JIC</i>
	2 nd	Short-term to long-term suspension		
	3 rd	Long-term suspension		
<p>Disorderly Conduct: The intent to disturb the peace or quiet, make unreasonable noise, use of abusive or offensive language or gestures, make a protracted commotion, utterance or display with the intent to prevent the transaction of the business of meeting, gathering, or class or refusal to obey a lawful order to disperse.</p>	1 st	Conference to short-term suspension (possible police referral)	13-2904	<i>JIC</i>
	2 nd	Short-term to long-term suspension (possible police referral)		
	3 rd	Short-term to long-term suspension (possible police referral)		
<p>Recklessness: Unintentional, careless behavior that may pose a safety or health risk to others.</p>	1 st	Conference to short-term suspension (possible police referral)		<i>JIC</i>
	2 nd	Short-term to long-term suspension (possible police referral)		
	3 rd	Short-term to long-term suspension (possible police referral)		
<p>Endangerment*: The reckless endangerment of another person that results in substantial risk of imminent physical injury or death.</p>	1 st	Conference to short-term suspension (possible police referral)	13-1201	<i>JIC</i>
	2 nd	Long-term suspension to recommended expulsion (possible police referral)		
	3 rd	Long-term suspension to recommended expulsion (possible police referral)		
<p>Fighting*: Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.</p>	1 st	Short-term suspension (1 to 4 days) (possible police referral)		<i>JIC</i>
	2 nd	Short-term suspension (5 to 10 days) (possible police referral)		
	3 rd	Long-term suspension to recommended expulsion (possible police referral)		

Flagstaff Unified School District #1 – Secondary Student Discipline Matrix

Nature of Offense – Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
Assault* : Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Including taking or attempting to take anything by force or threat of force and intentional use of a vehicle in a manner dangerous to person or property	1 st 2 nd 3 rd	Short-term suspension (10 days) to recommended expulsion (possible police referral) Long-term suspension to recommended expulsion (possible police referral) Recommended expulsion (possible police referral)	13-203	JIC
Aggravated Assault** : A person commits aggravated assault if the person commits assault as defined in A.R.S. § 13-1204. This could include, but is not limited to: 1. Causing serious physical injury to another. 2. Use of a deadly weapon or dangerous instrument. 3. A person eighteen years of age or older committing the assault upon a child under fifteen years of age. 4. Committing an assault knowing the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school, or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher’s or nurse’s professional duties or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.	1 st	Suspension and recommended expulsion (police referral)	13-1204	JIC
Kidnapping** : The knowing restraint of another person with the intent to hold the victim for ransom, as a shield or hostage, for involuntary servitude, inflict physical injury or place the person in reasonable apprehension of imminent physical injury.	1 st	Recommended expulsion (police referral)	13-1304	JIC
Homicide** : Intentionally or recklessly causing the death of another person. Includes first-degree murder, second-degree murder, manslaughter or negligent homicide.	1 st	Recommended expulsion (police referral)	13-1101 thru 13-1105	JIC
Other Aggression : Other forms of aggression that may result in humiliation or personal injury to another person.	1 st 2 nd 3 rd	Detention to recommend expulsion (possible police referral) Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral)		JIC
Classroom Disruption : Interrupting or creating a disturbance or a commotion that impedes the educational process. The disruption could occur in the classroom or on campus.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term to long-term suspension Short-term to long-term suspension	13-2911	JIC
Interference or Threatening an Educational Institution : Defined in A.R. S. § 13-2911 (per 15-841)	1 st	Recommended expulsion (police referral)	13-2911	JIC
Alcohol Violations and Substance Abuse Counseling : If a long-term suspension is recommended and it is the first long-term suspension for an alcohol offense, the Principal <u>may</u> allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved substance abuse program. Failure to satisfactorily complete the substance abuse program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for an alcohol offense, the student is no longer able to participate in the District-approved substance abuse program. If the recommendation is for expulsion participation in a substance abuse program will not lessen the recommendation.				
Distribution or share** : Distribution or sharing, or intent to distribute or share alcoholic substances or substances represented as alcohol.	1 st 2 nd	Long-term suspension to recommend expulsion and substance abuse program (police referral) Recommend expulsion (police referral)		JIC JIC

Flagstaff Unified School District #1 – Secondary Student Discipline Matrix

Nature of Offense – Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
Use or Possession**: Use or possession of alcoholic substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	1 st 2 nd 3 rd	Short-term to long-term suspension and substance abuse program (police referral) Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)		<i>JICH</i> <i>JIC</i>
Sale**: Sale or intent to sell alcoholic substances or substances represented as alcohol.	1 st	Recommend expulsion (police referral)		<i>JICH</i> <i>JIC</i>
Arson Of a Structure or Property*: Damaging or attempting to damage a structure or property by fire or incendiary device.	1 st 2 nd	Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)	13-1703	<i>JICB</i> <i>JIC</i>
Of an Occupied Structure**: Damaging or attempting to damage an occupied structure by fire or incendiary device.	1 st	Recommend expulsion (police referral)	13-1704	
Attendance Policy Violation Leaving School Grounds without Permission: Leaving school grounds without following proper procedures to provide documentation to school officials of permission from a parent/guardian.	1 st 2 nd 3 rd	Conference to short-term suspension Detention to short-term suspension Short-term suspension		<i>JIC</i>
Tardy: Arriving at school or to a class after the late bell, but prior to one-third (1/3) of the class period expiring.	1 st 2 nd 3 rd	Conference to short-term suspension Detention to short-term suspension Short-term suspension		<i>JIC</i>
Truancy: Ten (10) or more unexcused absences.	1 st 2 nd 3 rd	Placement on attendance appeal process	15-803 15-802	<i>JHB</i>
Unexcused Absences: Any absence for a class period during the school day that is not excused by the student’s parent/guardian and approved by the appropriate school official.	1 st 2 nd 3 rd	Conference to short-term suspension Detention to short-term suspension Short-term suspension		<i>JHB</i>
Other Attendance Violations: Violations of state, school district, or school policy related to attendance.	1 st 2 nd 3 rd	Conference to short-term suspension Detention to short-term suspension Short-term suspension		<i>JHB</i>
<p>Drug Violations: For purposes of these definitions and District policy, “drugs” shall include, but not to be limited to: all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy. Hallucinogenic substances, inhalants, synthetic, counterfeit or imitation drugs.</p> <p>Drug Violations and Drug/Substance Abuse Program: If a long-term suspension is recommended and it is the first long-term suspension for a drug offense, the Principal <u>may</u> allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved drug/substance abuse course. Failure to satisfactorily complete the drug/substance abuse course will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for a drug offense, drug/substance abuse course will not lessen the term of suspension. If the recommendation is for expulsion, participation in a drug/substance abuse course will not lessen the recommendation.</p>				
Distribution or share**: Distribution or sharing, or intent to distribute or share, or the manufacture of drugs. It also includes distribution, share, intent to distribute or share, or manufacture of drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription. Distribution of a medication or a dietary supplement for recreation use will be treated as a drug violation – distribution or share.	1 st 2 nd	Long-term suspension (police referral) Recommend expulsion (police referral)		<i>JICH</i> <i>JIC</i>

Flagstaff Unified School District #1 – Secondary Student Discipline Matrix

Nature of Offense – Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
Use of Possession**: Use of possession of “drugs”. This includes use or possession of drug paraphernalia and imitations of illegal drugs, including medication for which a student does not have a prescription. This includes off-campus use and then being on District property or at a District function. Use or possession of a medication or a dietary supplement for recreational use will be treated as a drug violation – use or possession.	1 st 2 nd 3 rd	Short-term to long-term suspension and substance abuse program (police referral) Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)		<i>JICH</i> <i>JIC</i>
Sale**: Sale or intent to sell, or manufacture of “drugs”. It is also includes sale, intent to sell or manufacture of drug paraphernalia and imitations of illegal drugs, including medication for which a student does not have a prescription. Sale of a medication or dietary supplement for recreational use will be treated as a drug violation – sale.	1 st	Recommend expulsion (police referral)		<i>JICH</i> <i>JIC</i>
Harassment, Threat or Intimidation or Bullying: If a long-term suspension is recommended and it is the first long-term suspension for a harassment, threat or intimidation, or bullying offense, the Principal <u>may</u> allow the student to return after a suspension of at least ten (10) days has been served.				
Bullying*: Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal or psychological. Specific examples include, but are not limited to, hitting, punching, demeaning, teasing, name calling, taunting, derogatory nicknames, innuendos, and/or remarks; gestures, social exclusion or cyber bullying.	1 st 2 nd 3 rd	Short-term suspension (up to 5 days) to recommend expulsion (possible police referral) Short-term suspension (10 days) to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral)		<i>JICK</i>
Harassment, Nonsexual*: Harassment, nonsexual means harassing conduct based on and/or motivated by race, color, religion, national origin or disability.	1 st 2 nd 3 rd	Short-term suspension (up to 5 days) to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)		<i>JICK</i>
Hazing*: Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply: 1. The act was committed in connection with the initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the District; 2. The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.	1 st 2 nd 3 rd	Short-term suspension (up to 5 days) to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Long-Term suspension to recommend expulsion (possible police referral)		<i>JICFA</i> <i>JIC</i>
Threatening or Intimidating*: When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	1 st 2 nd 3 rd	Short-term suspension (up to 5 days) to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)		<i>JIC</i>
School Policies, Other Violations of Combustible: Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		<i>JICI</i>

Flagstaff Unified School District #1 – Secondary Student Discipline Matrix

Nature of Offense – Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
Contraband: Possession of items stated in school policy as prohibited because they may disrupt the learning environment.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		<i>JIC</i>
Defiance or Disrespect: Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		<i>JIC</i>
Disruption: Student engages in behavior causing an interruption in a class activity. Disruption includes sustained loud talking, yelling, or screaming; noise from materials; horseplay or roughhousing; or sustained out-of-seat behavior.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		<i>JIC</i>
Dress Code Violations: Failure to comply with the District and school dress standards.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Short-term suspension to long-term suspension		<i>JICA</i>
Gambling: To play games of chance for money or to bet a sum of money or other items of value.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		<i>JIC</i>
Language, Inappropriate: Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		<i>JIC</i>
Negative Group Affiliation: Specific attitudes and actions of a student affiliated with a negative group typically include most of the following: <ol style="list-style-type: none"> 1. May or may not have a recognized leader. 2. Do most things together, especially socially. 3. Stick together on issues. 4. Conduct themselves as though no other individuals exists in the school, including other students. 	1 st 2 nd 3 rd	Conference to short-term suspension (possible police referral) Short-term suspension to long-term suspension (possible police referral) Long-term suspension to expulsion (possible police referral)		<i>JICF</i>
Parking Lot Violation: Violation of District policy or laws related to parking lots or the operation of motorized vehicles on school property.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		<i>JIC</i>
Public Display of Affection: Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		<i>JIC</i>
Other Violations of School Policies: A violation of school District policy.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion		<i>JIC</i>

Flagstaff Unified School District #1 – Secondary Student Discipline Matrix

Nature of Offense – Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
<p>School Threat Bomb Threat**: Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. Chemical or Biological Threat**: Threatening to cause harm using dangerous chemicals or biological agents. Fire Alarm Misuse**: Intentionally ringing or pulling the fire alarm when there is no fire. Other Threat*: Other threats to cause harm, by any means, including but not limited to verbal, written, through use of social media, etc.</p>	<p>1st 1st 1st 2nd 1st</p>	<p>Recommend expulsion (police referral) Recommend expulsion (police referral) Short-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral) Recommend expulsion (police referral)</p>	<p>13-2911</p>	<p>JIC</p>
<p>Sexual Offenses Harassment, Sexual*: Unwelcome conduct of a sexual nature that denies or limits a student’s ability to participate in or receive benefits, services, or opportunities in the school’s programs. The behavior can include unwelcome sexual advances, request for sexual favors, and other verbal and nonverbal conduct of a sexual nature</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)</p>		<p>ACA JIC</p>
<p>Harassment, Sexual with Contact*: Sexual harassment that includes unwanted physical contact of non-sexual body parts (includes areas not covered in Arizona Revised Statutes).</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)</p>		<p>ACA JIC</p>
<p>Indecent Exposure or Public Sexual Indecency*: Indecent exposure is when a student exposes his or her genitals or anus or a female student exposes the areola or nipple of her breast and another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. Public sexual indecency is intentionally or knowingly engaging in an act; act of sexual contact; act or oral sexual contact; sexual intercourse; or bestiality if another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)</p>	<p>13-1402 13-1403</p>	<p>ACA JIC</p>
<p>Pornography: Possessing, sharing or posting sexually explicit depictions of persons, in words or images, on a school campus or school District facility, including both in print and on cell phones or other electronic devices.</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)</p>		<p>ACA JIC</p>
<p>Sexual Abuse*: Intentionally or knowingly engaging in sexual conduct with any person fifteen (15) or more years of age without consent of that person or with any person who is under fifteen (15) years of age even if the physical contact only involves the female breast.</p>	<p>1st 2nd</p>	<p>Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)</p>	<p>13-1404</p>	<p>ACA JIC</p>
<p>Sexual Assault**: Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.</p>	<p>1st</p>	<p>Recommend expulsion (police referral)</p>	<p>13-1406</p>	<p>ACA JIC</p>

Flagstaff Unified School District #1 – Secondary Student Discipline Matrix

Nature of Offense – Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
Technology, Improper Use of Computer: Improper use of District, personal, or another person’s computer in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.	1 st	Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		<i>JIC</i>
	2 nd	Short-term suspension to recommend expulsion. Possible loss of the privilege to sue District technology. (possible police referral)		
	3 rd	Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		
Network Infraction: Improper use of the District network, in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.	1 st	Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		<i>JIC</i>
	2 nd	Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		
	3 rd	Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		
Telecommunication Device: Improper use of personal cell phones or electronic devices. Electronic devices could include, but are not limited to, iPods, Gameboys, cameras, or iPads, etc. Note: Please review the student handbook at the high school of attendance for each school’s guidelines. FUSD does not assume responsibility or liability for theft or damage of personal devices. Students bring prohibited devices at their own risk.	1 st	Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		<i>JIC</i> <i>JIC</i>
	2 nd	Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		
	3 rd	Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		
Other Technology: Improper use of other technology belonging to the District or another person in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.	1 st	Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		<i>JIC</i>
	2 nd	Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		
	3 rd	Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)		
Theft Petty Theft: The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of under \$250.00.	1 st	Short-term suspension to recommend expulsion (possible police referral)	13-1802	<i>JIC</i>
	2 nd	Long-term suspension to recommend expulsion (possible police referral)		
	3 rd	Recommend expulsion (police referral)		
Theft: The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of \$250.00 or more.	1 st	Short-term suspension to recommend expulsion (possible police referral)	13-1506	<i>JIC</i>
	2 nd	Long-term suspension to recommend expulsion (possible police referral)	13-1507	
	3 rd	Recommend expulsion (police referral)		
Burglary/Breaking and Entering (2nd/3rd Degree)*: A student enters and remains unlawfully in or on a residential or nonresidential structure or in a fenced commercial yard or enters any part of a motor vehicle by means of manipulation key or master key with the intent to commit theft or any felony therein.	1 st	Long-term suspension to recommend expulsion (possible police referral)	13-1508	<i>JIC</i>
	2 nd	Recommend expulsion (police referral)		
Burglary (1st Degree)**: A student commits burglary in the 1 st degree if such person or an accomplice violates the provisions of second or third degree burglary and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.	1 st	Recommend expulsion (police referral)	13-1508	<i>JIC</i>

Flagstaff Unified School District #1 – Secondary Student Discipline Matrix

Nature of Offense – Definition	Offense	Recommended Discipline	Arizona Revised Statute	Governing Board Policy
Extortion* : Attempting to obtain or obtaining money or property by threat, force, or in return for protection.	1 st 2 nd 3 rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (police referral)	13-1804	JIC
Robbery* : Using force or threatening to use force to commit a theft or while attempting to commit a crime.	1 st 2 nd	Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (police referral)	13-1902	JIC
Armed Robbery** : In the course of committing robbery, a person is armed with uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.	1 st	Recommend expulsion (police referral)	13-1904	JIC JIC
Tobacco/Nicotine Violation Distribution, Share or Use* : Distribution and share means the act of giving tobacco/nicotine substances, products, or substances represented as tobacco/nicotine (e-cigarettes/vapors), including, but not limited to, passing tobacco from one person to another. Possession* : Possession of tobacco/nicotine substances, products, or substances represented as tobacco/nicotine (e-cigarettes/vapors). Sale* : Sale of tobacco/nicotine substances, products, or substances represented as tobacco (e-cigarettes/vapors).	1 st 2 nd 3 rd 4 th	Conference to short-term suspension (2 days) (possible police referral) Conference to short-term suspension (3-5 days) (possible police referral) Conference to short-term suspension (10 days) (possible police referral) Will be treated as insubordination (possible police referral)		JICG JIC
Vandalism or Criminal Damage Graffiti or Tagging : Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in school building or school District facilities.	1 st 2 nd 3 rd	Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Recommend expulsion and recommendation for restitution. (possible police referral)	13-1602	JICB JIC
Vandalism of Personal Property* : Willful destruction, defacement or damage of personal property.	1 st 2 nd 3 rd	Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Recommend expulsion and recommendation for restitution. (possible police referral)		JICB JIC
Vandalism of School Property* : Willful destruction, defacement, or damage of school property.	1 st 2 nd 3 rd	Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Recommend expulsion and recommendation for restitution. (possible police referral)		JICB JIC

Flagstaff Unified School District #1 – Secondary Student Discipline Matrix

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

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS (Policy JIH)

Interviews

School officials may question students regarding matters of 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 into 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 within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, 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 the determination that the student may be subject to 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 as 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.

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

The District is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

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 prohibited without express concurrence from school district counsel.

Items 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, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Arrest

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating 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 RECORDS (Policy JR)

Required student records (regular and special education) will be prepared in a manner consistent with State and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the No Child Left Behind Act of 2001 (NCLB) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

Annual Notification

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.9]. The notice shall inform the parents of:

- A. The right of the parent or an eligible student to inspect and review the student's education records.
- B. The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the NCLB Act.
- C. The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.
- D. The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

- A. The procedure for exercising the right to inspect and review education records.
- B. The procedure for requesting amendments of education records that the parent or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.
- C. The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

If the School District permits the release of directory information relating to pupils, the information shall be released on or before October 31 of each year. The Superintendent shall develop procedures to communicate to students and their parents in a timely manner information relating to access to the Arizona Department of Education form which is designed to allow pupils to request that directory information not be released pursuant to the Elementary and Secondary Education Act (ESEA) as reauthorized by the No Child Left Behind (NCLB) Act of 2001.

STUDENT BULLYING / HARASSMENT / INTIMIDATION (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 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: 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.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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.

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 can be found in Policy ACA.

TOBACCO USE BY STUDENTS (Policy JICG)

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- A. School grounds.
- B. School buildings.
- C. School parking lots.
- D. School playing fields.
- E. School buses and other District vehicles.
- F. Off-campus school-sponsored events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products (including any inhaled tobacco substitute) may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

Under the provisions of A.R.S. [36-798.03](#), a person who violates the prohibition is guilty of committing a petty offense.

As the contents of an electronic smoking device are not easily identified and can range from tobacco to a controlled dangerous substance, students found in possession of an electronic smoking device or its components, will be considered under suspicion of the influence of drugs while at school or a school sanctioned event. Parents/Guardians will be called. Devices will be taken and not returned to students/families. Policy JICG, Tobacco Use by Students/A.R.S. 36-798.03

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION (Policy IJNDB)

Appropriate Use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. 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 and/or legal action.