

# Flagstaff High School Family & Student Handbook



## Fight Song

Fight, fight for our Flagstaff High  
Always on top, we reach for the  
sky!  
Let us see your Eagle Pride  
Standing together, side by side.  
We are the Eagles, never say die  
We never quit, that's our battle  
cry  
We will fight and we will strive  
for the honor of Flagstaff High.  
FHS

Jon Eder, 2006  
Jeannine Brandel  
& Tony Cullen, 2008



## Alma Mater

At the foot of 'Frisco Mountain  
Under the skies of blue,  
Stands our noble Alma Mater  
Glorious to view.  
When these carefree days are over  
And from friends we part,  
Then will memories of our high  
school  
Gladden every heart.  
And no matter where we wander,  
Or what life may bring,  
We will always love you Flagstaff  
Loud your praises sing.  
Chorus:  
Lest her praises be forgotten  
Sing them to the sky;  
Hail to thee, our Alma mater;  
Hail, dear Flagstaff High

*Written by Theodora Brown, 1930*

NOTICE OF NONDISCRIMINATION	4
CONTACTS	5
<b>FUSD Governing Board</b>	<b>5</b>
<b>FUSD Administration</b>	<b>5</b>
COUNSELING & STUDENT SERVICES	6
BELL SCHEDULE	7
ATTENDANCE POLICY	7
<b>Tardies</b>	<b>8</b>
<b>Attendance Probation</b>	<b>9</b>
<b>Special Circumstances</b>	<b>9</b>
<b>Make-Up Work</b>	<b>9</b>
ACADEMICS & GRADUATION REQUIREMENTS	9
<b>State Mandated Assessments</b>	<b>10</b>
<b>Scholarships</b>	<b>10</b>
<b>Career Planning Center</b>	<b>11</b>
<b>Class Load for Students</b>	<b>11</b>
<b>Removal of an Incomplete Grade</b>	<b>11</b>
<b>Schedule Change Policy</b>	<b>11</b>
<b>Early Graduation</b>	<b>12</b>
<b>Graduation Practices</b>	<b>12</b>
REGISTRATION INFORMATION	12
<b>Open Enrollment</b>	<b>13</b>
<b>Transferring into FUSD mid year</b>	<b>13</b>
<b>Bus Transportation</b>	<b>13</b>
<b>Change of Address</b>	<b>13</b>
<b>Withdrawal from School</b>	<b>13</b>
<b>Summer School</b>	<b>14</b>
<b>Transcripts and Student Records</b>	<b>14</b>
<b>Withdrawing from School Prior to the End of the Year or Semester</b>	<b>14</b>
<b>Student Insurance</b>	<b>15</b>
<b>Lockers</b>	<b>15</b>
<b>Immunizations</b>	<b>15</b>
<b>School Lunch Program</b>	<b>15</b>
<b>Student I.D. Card</b>	<b>15</b>
<b>Child Find</b>	<b>15</b>
<b>Course Fees</b>	<b>16</b>
GENERAL INFORMATION	17
<b>Nurse's Office</b>	<b>17</b>

<b>Illness During the School Day</b>	<b>17</b>
<b>Injuries</b>	<b>17</b>
<b>Lost and Found</b>	<b>17</b>
<b>Telephone/Student Messages</b>	<b>17</b>
<b>Library</b>	<b>17</b>
<b>Student Teachers</b>	<b>18</b>
<b>Substitute Teachers</b>	<b>18</b>
<b>Report to Parents</b>	<b>18</b>
<b>Dances</b>	<b>18</b>
School Deliveries	18
<b>Activating ParentVUE Account</b>	<b>18</b>
<b>ACADEMIC PROGRAMS, CLUBS, SPORTS AND ACTIVITIES</b>	<b>19</b>
<b>Honors Courses</b>	<b>19</b>
<b>Dual Enrollment or Advanced Placement</b>	<b>19</b>
<b>Dual Enrollment</b>	<b>19</b>
<b>Advanced Placement</b>	<b>19</b>
<b>TAPP (Teenage Parent Program)</b>	<b>20</b>
<b>Driver Education</b>	<b>20</b>
<b>Campus Clubs and Sponsors</b>	<b>20</b>
<b>Athletics and Activities</b>	<b>21</b>
<b>Fall Sports</b>	<b>21</b>
<b>Winter Sports</b>	<b>21</b>
<b>Spring Sports</b>	<b>21</b>
<b>Musical Performing Groups</b>	<b>22</b>
<b>Athletic Insurance</b>	<b>22</b>
<b>Sportsmanship</b>	<b>22</b>
<b>Student Funds and Activity Purchasing Guidelines</b>	<b>23</b>
<b>SCHOOL POLICIES</b>	<b>23</b>
Dress Code Policy	27
<b>Academic Integrity Policy</b>	<b>28</b>
<b>Parking, Vehicle Registration, and Driving on Campus</b>	<b>30</b>
<b>Use Of Educational Technology Resources</b>	<b>34</b>
<b>Digital Citizenship Expectations</b>	<b>34</b>
<b>Digital Resources</b>	<b>35</b>
<b>Use Of Personal Electronic Devices In School</b>	<b>35</b>
<b>Student Concerns, Complaints &amp; Grievances (Policy 1-201)</b>	<b>37</b>
Annual Notification to Parents Regarding Confidentiality of Student Education Records	38
District Policies and Procedures	40

# NOTICE OF NONDISCRIMINATION

The Flagstaff Unified School District shall abide by all applicable state and federal laws, rules, regulations, and executive orders with respect to the provision of equal educational opportunities and shall not discriminate against any person based upon that person's race, color, religion, disability, pregnancy and parenting, sex (including sexual orientation and gender identity), national origin, veteran's status, genetic code, or political affiliation. Students and parents/legal guardians may submit a grievance to allege the following: Student's constitutional rights have been violated; Student has been denied equal opportunity to participate in a District program or activity for which the student otherwise qualifies; Student has been treated discriminatorily on the basis of race, color, religion, sex (sexual orientation or gender), national origin, disability, veteran's status, genetic code, or political affiliation; and Student is concerned for the student's personal safety. Grievances should be submitted to the Compliance Officer within thirty (30) calendar days of the date the complainant becomes aware of the alleged discriminatory action. The District shall not retaliate against any person who reports discrimination or harassment as set forth in this Policy or participates in an investigation or proceeding regarding the same. The District's Compliance Officer(s) are as follows: Section 504/ADA Compliance Officer: John Shirk - Director Student Support Services, 3285 East Sparrow Ave. Flagstaff, AZ 86004, [jshirk@fUSD1.org](mailto:jshirk@fUSD1.org) 928-527-6178. Title IV/VI Compliance Officer: John Shirk - Director Student Support Services, 3285 East Sparrow Ave. Flagstaff, AZ 86004, [jshirk@fUSD1.org](mailto:jshirk@fUSD1.org) 928-527-6178.

# CONTACTS

Position	Name	Contact Number	Email
Principal	Libby Miller	928.773.8101	<a href="mailto:lmiller@fUSD1.org">lmiller@fUSD1.org</a>
Assist. Principal/Curriculum	Matthew Barquin	928.773.8115	<a href="mailto:mbarquin@fUSD1.org">mbarquin@fUSD1.org</a>
Administrator of Safety and Restorative Practices	Frank Alvillar	928.773.8116	<a href="mailto:falvillar@fUSD1.org">falvillar@fUSD1.org</a>
Athletics/Activities Director	Jeannine Brandel	928.773.8105	<a href="mailto:jbrandel@fUSD1.org">jbrandel@fUSD1.org</a>
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Main Office	Melanie Osborne	928.773.8100	<a href="mailto:mosborne@fUSD1.org">mosborne@fUSD1.org</a>
Attendance	Mikkel Gutzwiller	928.773.8110	<a href="mailto:mgutzwiller@fUSD1.org">mgutzwiller@fUSD1.org</a>
Attendance Clerk Attendance (24 hour line)	Kim Johnston	928.773.8111 928.7738404 x.4002	<a href="mailto:kjohnston@fUSD1.org">kjohnston@fUSD1.org</a>
Bookstore	Candice Lomaheftewa	928.7738144	<a href="mailto:clomaheftewa@fUSD1.org">clomaheftewa@fUSD1.org</a>
Counseling Office	Celeste Velduis	928.773.8120	<a href="mailto:mveldhuis@fUSD1.org">mveldhuis@fUSD1.org</a>
Nurse	Alison Jencka	928.773.8102	<a href="mailto:ajencka@fUSD1.org">ajencka@fUSD1.org</a>
Library	Tristen Stanley	928.773.8145	<a href="mailto:tstanley@fUSD1.org">tstanley@fUSD1.org</a>
Data Clerk	Ellie Rodriguez	928.773.8137	<a href="mailto:erodriguez@fUSD1.org">erodriguez@fUSD1.org</a>
Registrar	Tonya Cannon	928.773.8130	<a href="mailto:tcannon@fUSD1.org">tcannon@fUSD1.org</a>
School Fax		928.773.8146	
District Office		928.527.6000	
Transportation		928.527.2300	

## FUSD Governing Board

Name	Title	Email
Kristine Pavlik	Member	<a href="mailto:kpavlik@fUSD1.org">kpavlik@fUSD1.org</a>
Erik Sather	Member	<a href="mailto:esather@fUSD1.org">esather@fUSD1.org</a>
Dorothy Denetsosie Gishie	President	<a href="mailto:ddgishie@fUSD1.org">ddgishie@fUSD1.org</a>
Carole Gilmore	Member	<a href="mailto:cgilmore@fUSD1.org">cgilmore@fUSD1.org</a>
Christine Fredericks	Clerk	<a href="mailto:cfredericks@fUSD1.org">cfredericks@fUSD1.org</a>

## FUSD Administration

Name	Title	Email	Phone
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Lance Huffman	Assist. Superintendent	<a href="mailto:lhuffman@fusd1.org">lhuffman@fusd1.org</a>	928.527.6021
Dawn Anderson	HR Director	<a href="mailto:danderson@fusd1.org">danderson@fusd1.org</a>	928.527.6010
Ginger Stevens	Director of Finance	<a href="mailto:gstevens@fusd1.org">gstevens@fusd1.org</a>	928.527.6062
Susan Smith	Director of Equity, Inclusion, and Student Support	<a href="mailto:ssmith@fusd1.org">ssmith@fusd1.org</a>	928.527.6171
Mike Vogler	Director of Research and Assessment and Title IX	<a href="mailto:mvogler@fusd1.org">mvogler@fusd1.org</a>	928.527.6143
John Shirk	Director of Student Support Services	<a href="mailto:jshirk@fusd1.org">jshirk@fusd1.org</a>	
Justin DiNardi	Director of Operations	<a href="mailto:jdinardi@fusd1.org">jdinardi@fusd1.org</a>	928.527.6010
Frank Garcia	Director of Educational Enrichment	<a href="mailto:fgarcia@fusd1.org">fgarcia@fusd1.org</a>	928.527.6152

## COUNSELING & STUDENT SERVICES

The Flagstaff High School Student Services Office is founded on the principles of advocacy, leadership, collaboration, and systemic change through data informed practice. We are committed to developing and maintaining an environment where students will have equitable access to academic, college/career and social/emotional educational opportunities. Our comprehensive school counseling program will eliminate barriers and empower students to successfully reach higher toward their personal and academic potential. We work to build relationships using collaboration between school, family and community to help students acquire positive skills, attitudes and knowledge in order to improve attendance, behavior, and academic achievement.

Alpha List	Name	Phone	Email
A – D	Jennifer Bland	773-8120	<a href="mailto:jbland@fusd1.org">jbland@fusd1.org</a>
E – K	Kate Jaffie	773-8120	<a href="mailto:kjaffie@fusd1.org">kjaffie@fusd1.org</a>
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Counseling Secretary	Celeste Veldhuis	773-8120	<a href="mailto:mveldhuis@fusd1.org">mveldhuis@fusd1.org</a>
School Social Worker	Vanessa Billegas	773-6727	<a href="mailto:vbillegas@fusd1.org">vbillegas@fusd1.org</a>

# BELL SCHEDULE

Revised 7.13.23

2023-24 FHS HIGH SCHOOL DAILY BELL SCHEDULE				
Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:00-9:00 (60)	Period 1 8:00-9:00 (60)	Period 1 8:00-8:40 (40)	Period 1 8:00-9:00 (60)	Period 1 8:00-9:00 (60)
Period 2 9:05-10:00 (55)	Period 2 9:05-10:00 (55)	Period 2 8:45-9:20 (35)	Period 2 9:05-10:00 (55)	Period 2 9:05-10:00 (55)
Period 3 10:05 – 11:00 (55)	Period 3 10:05 – 11:00 (55)	Period 3 9:25 – 10:10 (45)	Period 3 10:05 – 11:00 (55)	Period 3 10:05 – 11:00 (55)
Period 4 11:05-12:00 (55)	Period 4 11:05-12:00 (55)	Period 4 10:15-10:50 (35)	Period 4 11:05-12:00 (55)	Period 4 11:05-12:00 (55)
Period 5: Lunch 12:00-12:30 (30)	Period 5: Lunch 12:00-12:30 (30)	Period 5: Lunch 10:50-11:20 (30)	Period 5: Lunch 12:00-12:30 (30)	Period 5: Lunch 12:00-12:30 (30)
Period 6 12:35-1:30 (55)	Period 6 12:35-1:30 (55)	Period 6 11:25-12:00 (35)	Period 6 12:35-1:30 (55)	Period 6 12:35-1:30 (55)
Period 7 1:35-2:30 (55)	Period 7 1:35-2:30 (55)	Period 7 12:05-12:40 (35)	Period 7 1:35-2:30 (55)	Period 7 1:35-2:30 (55)

\*There are 5 minutes added to the 1st period to allow for announcements.

### Delayed Start Schedule

Period 1 10:00-10:40	Period 2 10:45-11:20	Period 3 11:25-12:00	Lunch 12:00-12:30	Period 4 12:35-1:10	Period 6 1:15-1:50	Period 7 1:55-2:30
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# ATTENDANCE POLICY

Students must be present in the classroom prepared to engage when the bell rings. Students who arrive late create a distraction to the class that can affect other students. We want students on time and ready to learn, which also adheres to state law.

The Flagstaff Unified School District follows the Arizona State law ARS-15-803 which requires that students attend school at least 90% of the available class periods in order to receive credit. Any student collecting over 10 absences (please see definition below) in any class period during a semester will be placed on attendance probation and risk loss of credit towards graduation requirements.

Attendance marks are defined as any absence in any given class. Any absence from class, excused or unexcused, will be recorded in Synergy and count against the student. Exceptions to the attendance mark policy may be:

- Students assigned In School Suspension
- School administration excused absences listed below.
  - Administrator / Office
  - Late Bus
  - Adverse Weather
  - School Activities

- o Other Circumstances which in the administrators' judgment qualify.

A parent or guardian must call within 48 hours of the absence to the attendance office. Calls after that period of time are not able to be excused due to the requirements of state reporting.

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

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

The difference between an excused and unexcused absence is the ability to make up class work. If the absence is verified, any classroom assignments may be turned in upon return for full credit. Students have one day for every absence to make up the work. After that, it is up to the teacher's discretion. Unexcused absences (due to but not limited to ditching/truancy) may result in the inability to make up work, which can then result in a loss of credit.

Students wishing to leave campus for any reason during the school day must check out in the front office. Parents must call into the attendance office prior to students leaving. If these procedures are not followed, the absence will be considered truant.

## **Tardies**

A student arriving late to class will be marked tardy in Synergy (our student information system) and remain on the student's permanent record. Chronic tardiness will result in an office referral and will be handled by school administration. Chronic tardies can be included under ARS Code 13-2911: Classroom Disruption defined as: "Interrupting or creating a disturbance or a commotion that impedes the educational process. The disruption could occur in the classroom or on campus. Students may be required to make up the time lost in class, attend an alternative to suspension after school hours, and/or be referred to the Coconino County Juvenile Diversion if the tardies become habitual.

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

## Attendance Probation

In the event that a student collects 10 absences in any class during a semester, that student will be placed on attendance probation for the balance of that semester and will be referred to the Coconino County Juvenile Division. Students will be notified and warned after 5 and then 8 absences that they are approaching probation status. Once placed on attendance probation, the final semester grade will reflect an “F” as opposed to their actual earned grade. Students will be provided opportunities to recover the credit loss through provided school options. The “F” will remain on the final transcript if the attendance is not resolved with an administrator.

## Special Circumstances

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

Students possessing and filing a Chronic Illness Form signed by their physician and verified by the school's nurse will be exempt from academic probation. This form needs to be submitted each year. For the attendance mark to be marked excused a parent/guardian must call in the student daily if their absence is due to their chronic illness.

## Make-Up Work

- Class work for excused absences must be made up within time equal to the number of days absent.
- Class work must be accepted for full credit for absences resulting from out-of-school suspensions. Students are responsible for work missed during their suspensions.
- Unexcused absences (due to but not limited to eloping/truancy) may result in the inability to make up work, which can then result in a loss of credit.

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# ACADEMICS & GRADUATION REQUIREMENTS

It is the student's responsibility to make sure there is a sufficient number of credits and required courses to be eligible to graduate. See table below for guidance. If you have a question, please contact your counselor.

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

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

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

Graduation Requirements	
English	4 credits
Math <sup>(1)</sup>	4 credits
Science	3 credits
Social Studies	3 credits
CTE/Fine Art	1 credit
P.E./Health	1 credit
Electives	6 credits
Total	22 credits

<sup>(1)</sup> Math courses consist of Algebra I, Geometry, Algebra II (or its equivalent) and an additional course with substantial math content as determined by districts or charter schools.

### State Mandated Assessments

The State of Arizona has selected the ACT as the State mandated assessment for 11th graders and the ACT Aspire for the 9th grade cohort. The ACT assessment can also be used for college admission. These State mandated assessments are required for all 9th and 11th graders unless an alternative assessment is written into a student’s IEP. Information concerning dates of administration will be announced on the school website.

The PSAT and ASVAB are available for all students in Fall if they elect to take these assessments. Both assessments assist in predicting college/career success and are good practice in preparing for future admission tests. The PSAT test is used for National Merit Scholarships guidance purposes, and is recommended for college-bound students. The ASVAB can be used for career exploration and also prepare for the ACT in the Spring.

### Scholarships

The Internet is the best source for scholarship information. Scholarships are also posted on the FHS Counseling website as well as on the student’s Major Clarity account. This process should begin during the student’s junior year and no later than the beginning of the senior year.

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

## Career Planning Center

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

## Class Load for Students

Freshmen, sophomores and juniors must be enrolled for six (6) periods daily. Seniors should be enrolled for six (6) periods unless in a CAVIAT program that includes a release period to attend class at a different site. Seniors may qualify to enroll concurrently in NAU or CCC Courses. See your counselor for details. Seniors may also have the option of having one or two approved “No Hours” pending counselor and administrative approval. Based on AIA guidelines, and District direction, athletes are only permitted one No Hour.

## Removal of an Incomplete Grade

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

## Schedule Change Policy

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

1. Anticipated schedule changes for 1<sup>st</sup> semester or 2<sup>nd</sup> semester must be done prior to the beginning of school.
2. After the first 13 days of school, all schedule changes will require parent/guardian and administrator approval.
3. Requesting to drop an advanced core class:
  1. If a student requests to drop an advanced core class within the first 13 days of the semester they must have the approval of the advanced class teacher and parent/guardian. Please complete the schedule change form that can be found in the Counseling office. They will only be placed in a lower level class if there is space available, example: moving from AP World History to regular World History.
  2. If a student requests to drop an advanced core class after the 13th day of the semester they must have approval of the advanced class teacher, parent/guardian, and an Administrator. They will only be placed in a lower level class if there is space available, example: moving from AP World History to regular World History. The current grade in the advanced course will transfer to the new class. The student will assume the responsibility of making up for the course work missed in the new course and improving the grade that transferred from the previous advanced course.

4. If, after school starts, the student is considering a schedule change for the 2<sup>nd</sup> semester or has received an F (failing) for a class, he/she must initiate this change before winter break.
5. Any schedule changes that are requested or needed due to special circumstances will be reviewed by an Administrator who will determine the disposition of the situation.
6. Absences collected from the previous class will transfer to the new course.

## Early Graduation

Per FUSD Policy 5-217, a student may graduate early. A student shall graduate and receive a high school diploma upon passing the civics test and earning a total of twenty-two (22) credits, including elective courses and the following required courses: English 4.0 units; Math 4.0 units; Science 3.0 units; Social Studies 3.0 units, American Government and Arizona Government 0.5 unit, American History - including Arizona History 1.0 unit World History and Geography 1.0 unit Economics 0.5 unit; Health/PE 1.0 unit; Fine Arts or Career Technical Education 1.0 unit; and Electives 6.0 units. Students may earn credit through accredited: online education, transfer credits, dual enrollment, and career and technical education courses consistent with Board policies and applicable law.

To be considered for early graduation, students and their parents must submit a written request to the principal during the year prior to their graduation after consulting with their counselor. The deadline for early graduation applications is May 1 of the year prior to graduation.

## Graduation Practices

FUSD honors and respects the hard work of all of our students and their dedication to academics. Therefore all graduating Seniors at FHS may apply to be the student speaker at graduation. FUSD, which includes Flagstaff High School, Coconino High School, and Summit High School, do not recognize the practice of identifying Valedictorians or Salutatorians at graduation, due to the complexity of GPAs, Dual Enrollment courses, AP courses, No Hours, electives, CAVIAT, students taking concurrent courses, and other programming.

\*Due to some College admittance requirements, class rank can be found on the bottom of student transcripts.

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## REGISTRATION INFORMATION

*The reporting of correct and accurate student information is essential in maintaining proper school records. Students providing false information will be subject to disciplinary measures.*

## Open Enrollment

Regular enrollment is attending the local school you are assigned based on your home address. This is also referred to as attending your default school or home school. Schools must ensure there is enough classroom space for these students.

Open enrollment allows parents to apply for admission to any public school in the state as long as there is classroom space available. Parents choose to enroll their child in another school or school district for many reasons such as unique program offerings, teaching philosophy, extracurricular activities, or a closer proximity to work. Regardless of the reason, open enrollment is an option for parents if there is space. For more information, click [HERE](#)

## **Transferring into FUSD mid year**

Students transferring into FUSD during the school year are encouraged to bring current grades from their previous school. The Counselor will attempt to place transfer students into courses similar to what they had at their previous school, if seats are available. The grades from the previous school will be entered into the gradebook and the student will work with the new teachers on any make-up work needed to be successful in the new course.

Students who enroll after the 45th day with no transfer grades will audit the courses and will not be awarded a credit at the end of the semester. The students will participate in the courses and will need to make up the credits through an alternative pathway. Students can talk to Counselors and Administration on the options.

## **Bus Transportation**

Bus transportation is provided for students. Only through the cooperation of those riding in the buses can the district furnish the best school transportation and keep equipment in good condition. For all information pertaining to transportation, including routes and behavior expectations, please visit the FUSD Transportation website [HERE](#).

## **Change of Address**

Students should notify the Registrar or Data Clerk immediately of physical and email address or phone number changes during the year.

## **Withdrawal from School**

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

## **Summer School**

It is recommended that students complete graduation requirements in a planned manner. Summer school information is available at each school office. Registration information is announced during the Spring Semester in April. It is strongly recommended that a student attend summer school for failed classes, and not double up on required classes during the year; however, summer school is available for all students for a fee.

## **Transcripts and Student Records**

All transcripts are mailed directly from school to school through the Counseling Office. The most recent copy of a student's unofficial transcript is under the documents tab in the StudentVue/ParentVue platform. Official transcripts can be requested via the [Google form link](#) on the main page of the Flagstaff High School website.

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

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

The parent or guardian has the right to attach a written response to any item in the records when the accuracy is disputed.

## **Withdrawing from School Prior to the End of the Year or Semester**

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

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

## **Student Insurance**

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

## **Lockers**

Lockers are rarely used. However, students who wish for a locker can be assigned one along with a padlock. Students must use the lock issued by the school. The school will not be

responsible for any valuables in your locker. Students should not keep valuables in lockers. Valuables which must be kept at school for a day or two may be stored in the school safe. Students will be charged a \$5 replacement fee for lost locks. Lockers are the property of the school. Lockers may be inspected whenever a school authority has a reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Locker searches may be conducted without consent or notice and without a search warrant.

## **Immunizations**

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

## **School Lunch Program**

Lunch is provided everyday for a predetermined cost. Also, each school participates in the [Federal free Lunch program](#) for those qualified. The school lunch program follows District nutritional guidelines.

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

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

## **Child Find**

If you suspect that your child, age 3-21, has a disability, screening, evaluation, and Special Educational services are available at no cost to you if you live within the boundaries of the Flagstaff Unified School District.

# Course Fees

Flagstaff Unified School District Fee Schedule 2023-2024

<b><u>Student Fees</u></b>	<b><u>Fee</u></b>	<b><u>Career and Technical Education Programs</u></b>	<b><u>Fee</u></b>
Middle School Student Dues	25.00	Agriscience	50.00
High School Student Dues	25.00	Automotive Technologies	40.00
Middle School Athletics Participation	40.00	Business Management	30.00
High School Athletics Participation	150.00	Cabinetmaking/Woodworking	40.00
High School Performing Arts Participation	150.00	Culinary Arts	60.00
High School Athletics & Performing Arts Family Max	225.00	Digital Photography	30.00
Music Instrument Rental	80.00	Early Childhood Education	25.00
		Education Professions	30.00
		Engineering	30.00
<b><u>Elective Course Areas</u></b>	<b><u>Fee</u></b>	Fashion Design	25.00
AP Music Theory	25.00	Film & TV	25.00
Art	30.00	Graphic Design	30.00
Band	80.00	Interior Design	25.00
Choir	25.00	Law & Public Safety	30.00
Color Guard	80.00	Software & App Design	25.00
Computer Science	25.00	Sports Medicine	30.00
Jazz Band	25.00	Welding Technologies	40.00
Links Elective	15.00		
Military History	15.00		
Orchestra	50.00		
Outdoor Discovery	35.00		
PE Elective	25.00		
Piano	25.00		
Science (Lab)	25.00		
Science (Non-Lab)	15.00		
Theatre	15.00		
Student Council Elective	25.00		
Yearbook Elective	30.00		

Not all classes are offered at each High School. Course names may vary under Elective Course Areas and Career and Technical Education Programs.

Student Fees are adopted annually by the FUSD Governing Board at a public meeting after notice has been given to all parents of students enrolled at schools in the district.

The Governing Board grants authority to the principals at each school to waive the assessment of all or part of any fee if it creates an economic hardship for a specific student. FUSD parents and families with an economic

Students participating in online instruction offered at Northern Arizona Distance Learning (NADL) will be assessed a \$225 fee per .5 credit course taken outside of their normal schedule. Students enrolled in credit recovery courses may be charged a fee.

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

# **GENERAL INFORMATION**

## **Nurse's Office**

The nurse's schedule is posted in his/her office and on the office door. Only first aid is given at school. In cases of emergency, 911 may be called and parents/guardians will be contacted. Any medication which students must take under doctor's direction during school hours must be registered with the school nurse.

## **Illness During the School Day**

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

## **Injuries**

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

## **Lost and Found**

If a student loses something, he/she should check with the receptionist at the counter in the office. It is a good practice to print the student's name inside book covers and to have articles of clothing (coats, tennis shoes, etc) and other valuables marked. The school is not responsible for any lost or stolen articles.

## **Telephone/Student Messages**

Students may request to use the phone in the front office to contact a parent/guardian. If you need to reach your student for an emergency, please contact the front office and we will get the emergency message to your child.

## **Library**

The library is open to students throughout the school day from 7:30 until 3:45 with the exception of Wednesdays when it closes at 3:30. Students may come to the library for academic purposes with the requirement of a pass if it is between the hours of 8:00 and 2:30

## **Student Teachers**

Some classes will be taught by student teachers under the supervision of regularly assigned teachers. These student teachers are at FHS to learn and gain experience in actual classroom situations. Student teachers are very helpful to the administration, faculty, and student body. The school expects students to cooperate with student teachers and assist them as much as possible. Problems with student teachers should be reported to the student teacher's supervising teacher.

## **Substitute Teachers**

Substitute teachers are certified, and they are entitled to the same respect and courtesy as regular teachers. The school expects students to show patience and understanding with a substitute teacher. Keep in mind, these teachers are asked to take over in the middle of a lesson and they may not have all of the preparation needed for the lesson. Positive conduct and cooperation with substitute teachers is very important.

## **Report to Parents**

It is the policy of the high school to inform parents if their child is doing unsatisfactory work in any class.

Students and parents are encouraged to request conferences with a counselor or teacher as soon as they see indications of possible failure rather than waiting for failure or a grade report to arrive. Parents are encouraged to discuss, with appropriate school officials, any problems they or their children are having with school.

## **Dances**

All FHS students must have a school ID to gain admittance to any dance. Guests are welcome upon administrative approval. A guest pass must be submitted to the administration for approval no later than the Wednesday prior to the dance. Guest passes must be approved before a ticket can be purchased, no invitations will be sold or passes approved at the door of the event. Guest passes may be denied if the FHS student requesting the pass is not in good academic and attendance standing.

## **School Deliveries**

Students are not permitted to have items delivered to school by outside food delivery service. Any items delivered will be held at the front office until the end of the school day. This also applies to other delivery companies that can include but are not limited to fast food delivery, flowers, online orders, balloons, or any other type of delivery company that can lead to school disruption.

## **Activating ParentVUE Account**

Use the link below for first time activation of ParentVUE:

# ACADEMIC PROGRAMS, CLUBS, SPORTS AND ACTIVITIES

## Honors Courses

Honors courses are accelerated courses to challenge students and prepares them for Advanced Placement (AP) courses and Dual Enrollment courses that they can take in future school years. The goal of the Honors courses is to allow students to experiment with a more advanced curriculum.

## Dual Enrollment or Advanced Placement

Many students and parents wonder which path may be most appropriate for them to pursue as a college bound student. Below are two pathways to help students enter with college credits earned at FHS.

### Dual Enrollment

These courses have been approved through Coconino Community College to receive course credit if a student meets their criteria through an entrance exam and/or performance in a previous course. Students will dual enroll with CCC and with FHS, pay the fees, and meet the grading criteria to receive credit. These courses are often skill-based to ensure students have the capacity to succeed in the community college system. Teachers of these courses have been approved through the Higher Learning Commission and must teach from the approved Community College syllabi. These credits may or may not be transferred to a university for credit. Students will need to check with the university of choice for that information.

### Advanced Placement

These courses demand a different type of rigor than most courses. Students will often synthesize information from multiple sources, expecting that students will demonstrate their knowledge of both breadth and depth of the content matter. Showing capacity for working independently with initiative is an expectation of students enrolled in these courses. Students who successfully complete AP coursework often show a high persistence and success rate at the college level as stated in college reports of student retention. Teachers of these courses have received College Board training for their content areas and must submit and have an approved course syllabus on file with the College Board for students to receive credit. Students pay to take the final AP exam, results which may or may not qualify them for exemptions from an appropriate college course. Students will need to check with the university of choice for that information.

AP Weighted Grade Scale benefits overall GPA

A = 5 point    B = 4 points    C = 2.5 points    D = 1 point    F = 0 point

## TAPP (Teenage Parent Program)

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

## Driver's Education

Click [HERE](#) for more information

## Campus Clubs and Sponsors

The following clubs and organizations are regulated and coordinated by the Student Leadership Council. The Council grants club charters and participates in the control of their finances. Clubs wishing to schedule activities such as dances and fundraising sales, must petition the council to have the event entered on the student calendar and cleared with school administration to be added to the school calendar. No solicitation of funds, sales, circulation of petitions, or drives may be carried out in the school without the approval of Student Council and the administration. Student clubs sponsored by agencies outside of the schools but wishing to use school facilities must meet all school regulations concerning school clubs and sponsors. They must also have the approval of the school student council involved and the building principal.

For more information about our FHS clubs use this [link](#).

Club Name	Sponsor
Aises (American Indian Science and Engineering Society)	Darrell Marks
Anime Club	Kathy Corcoran
Bible Club/Prayze	Kelly Graham
C.H.I.C.C.S.	Shelly Stearns
Drama	Anne Cuevas
FCCLA (Family, Career and Community Leaders of America)	Cristy Auble
Girls Who Code	Matthew Minister
Humanitarian Club	TBD
Hispanic Club	Kellen Brandel
Mountain Bike Club	Kyle Gandy
National Honor Society	Kayce Klecker
Native American Club	Darrell Marks
Oceanography	Kayce Klecker
Pride Club	Emma Mandzuch
Skills USA Autos	TBD
SkillsUSA Woods	Ernie Rice
SkillsUSA Metals	Mike Rust
SkillsUSA Graphic Design & Screen Printing	Kayley Quick

Star Wars Club	Joel Steiger
Tabletop Games Club	Tristen Stanley
Veterans Heritage Project	Shelly Stearns
Writing Club	Peter Baxter

## Athletics and Activities

*Athletics and Activities are in alignment with all FHS expectations found in this handbook. Please see the Athletic handbook for more information pertaining specifically to Athletics.*

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

All athletes, spirit line members, and Marching Band participants are required to have a clearance packet completed and on file with the athletic director's office before participation in practice or contests. This includes a physical examination that must be given by an MD, DO, ND, NMD, NP, PA-C OR CCSP, after March 1 and will be good through June 5 of the following year.

All forms are available online on the FHS web page under Athletics; Athlete Registration. If there are any questions regarding athletics or activities at Flagstaff High School, please call 773-8105.

### Fall Sports

Cross Country ~ Boys & Girls	Trina Painter
Football ~ Coed	Mickey Clements
Flag Football ~ Girls	Tyrone Johnson
Golf ~ Coed	Michael "Sean" Manning
Swimming and Diving ~ Boys & Girls	Rachel Perugini
Volleyball ~ Girls	Beth Haglin
Cheer ~ Coed	Jett McReynolds
Dance ~ Coed	TBD

### Winter Sports

Basketball ~ Boys	TBD
Basketball ~ Girls	Tyrone Johnson
Soccer ~ Boys	Mike Jenkins
Soccer ~ Girls	Savannah Berry
Wrestling ~ Coed	Scott Neuburger

### Spring Sports

Baseball ~ Boys	Kenny Macias
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Softball ~ Girls	Rudy Baca
Tennis ~ Boys	Richard Dean
Tennis ~ Girls	Steve Boadway
Track and Field ~ Boys & Girls	Chris Pabst & Trina Painter
Beach Volleyball ~ Girls	Beth Haglin

## Musical Performing Groups

Marching Band ~ Coed	Richard McEnaney
Wind Ensemble/Concert Band ~ Coed	Richard McEnaney
Orchestra ~ Coed	Richard McEnaney
Choir ~ Coed	Stephanie Galloway

No student will be permitted to practice or participate in any interscholastic athletic contest or performing arts activity without completing the registration process

- Athletic Insurance. Before being permitted to practice or participate in an interscholastic athletic contest, a student must have insurance. Student Insurance is made available through a private vendor to all students in the Flagstaff District at student expense. The district does not carry student accident or medical insurance.
- Athletic Code of Conduct. All students wishing to compete must sign the athletic code. This code will be strictly enforced for all sports.
- Birth Certificate. All students who have not previously presented their birth certificates to the school for recording, must do so before they are allowed to practice or participate in interscholastic athletics.

These documents should be authentic State Birth Certificates or hospital certificates with the hospital seal. We will not accept baptismal certificates or other unofficial documents showing birth dates.

## Athletic Insurance

As per Arizona Interscholastic Association bylaws, all students must provide proof of medical insurance in order to participate in interscholastic activities. Student Insurance is made available through a private vendor to all students in the Flagstaff District at student expense. The district does not carry student accident or medical insurance.

## Sportsmanship

America loves sports! The lessons learned from sports, either as participants or spectators can benefit everyone. Students should take pride in the school's athletic team. The school will be judged not only by the performance of the athletes, but also by sportsmanship. Elements of sportsmanship learned as an athlete or fan can contribute to the pleasures and satisfaction of daily life.

- Remember that at all times, as either a guest or a host, act accordingly.
- Cheer for both teams as they come on the field.
- Accept the decisions of the officials as final.
- Applaud the outstanding plays made by either team.
- Refrain from yelling during infliction of a penalty.

- Remain silent during free throw shots.
- Applaud opponent in case of injury.
- No “cat-calling” or booing of opponents
- Encourage players and classmates to live up to the spirit of the rules.
- Promote good sportsmanship at all time

## Student Funds and Activity Purchasing Guidelines

State law dictates strict guidelines for spending school allocated and student activity funds. Funds that have been collected by fees and/or fundraising must be spent on and benefitted by those students who participated or paid. To spend student activity funds, this procedure is to be followed:

- The club sponsor or teacher of the event should obtain a requisition form from the accounting office.
- The requisition form must include minutes from the club meeting indicating that the students approved the expenditure of the club’s funds for the specific purchase.
- The requisition form must be turned in to the FHS Bookkeeper signed by the club sponsor.
- The FHS Bookkeeper will prepare the purchase order for the required signatures (club officers and principal) before forwarding it to the District Business Office for processing. Allow at least two weeks for purchase orders to be processed.
- After processing, the FHS Bookkeeper will notify the sponsor that the purchase order is available.
- The purchase order is then issued either to the vendor or given to the representative of the club.
- When the club’s officer takes the purchase order to the vendor a receipt must be obtained and brought to the FHS Bookkeeper that same day.
- If circumstances make it impossible to follow the above procedure, then contact the bookkeeper before committing any student funds.
- Payment from an activity account will be refused except under the conditions stated above. Arizona State Law Dictates the procedures that must be followed for the disbursement of Activity Account Funds.
- If this process is not followed the sponsor will be held responsible for payment.

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## SCHOOL POLICIES



## **DISTRICT EXPECTATIONS FOR STUDENT SUCCESS**

Flagstaff Unified School District is committed to providing a positive school climate that is supportive and conducive to learning for all members of the school environment. To this end, the FUSD utilizes data-based decision-making and multi-tiered systems of support. The FUSD believes in creating a District-wide, positive relationship-based culture that supports all school district community members. This support is grounded in restorative practices, positive behavior, interventions and support (PBIS), and trauma-informed practices. This multi-tiered system of support is characterized by active parent engagement and the consistent use of effective school and classroom management strategies. A school climate that sets the tone for learning and teaching will minimize the need for disciplinary measures that exclude students from the classrooms and campus that disrupt instruction.

The Flagstaff Unified School District's goal is to maximize each student's learning potential by creating emotionally safe and trusting school climates and nurturing mutually respectful relationships among students, between students and staff, and between parents and staff. Every student has the right to receive an education in a safe, respectful, and welcoming school environment. Every educator has the right to teach in a school environment in which barriers to learning and teaching are effectively addressed and effective interventions and supports are readily available. The policy detailed in this document provides a framework for student conduct, the disciplinary interventions and consequences to be used in schools throughout the district, and the rights and responsibilities of students, parents, and school personnel.

### **What are Restorative Practices?**

Restorative Practices effectively foster supportive and safe school climates by preventing, addressing, and changing behaviors that hurt individuals, families, schools, and communities. They provide the structures and skills needed to create and maintain positive relationships. Restorative Practices help strengthen the communication between adults and students on campus. They are also the preferred approach to address student behavior issues because they reflect the importance of relationships among students and between teachers and students.

These approaches provide students with opportunities to develop self-discipline and positive behaviors in a caring, supportive environment. A restorative approach sees conflict or misbehavior as an opportunity for students to learn about the consequences of their actions, develop empathy for others, and experience making amends in such a way that strengthens the community bonds that may have been damaged.

On a Restorative Practices continuum, informal practices include affective statements and questions that communicate peoples' feelings and allow for reflection on how one's behavior has affected others. Impromptu restorative dialogues and circles are more structured, while

formal conferences require more preparation and include more representation from the community, such as family members.

Restorative Practices are used in the classroom to help create a caring and supportive environment with a focus on relationship building. They are also used to re-enter students into school after suspension, expulsion, or incarceration.

### **Examples of Restorative Practices**

**Affective Statements and Questions** – Statements and questions that appropriately communicate one’s feelings and allow for reflection on how their behavior has affected others.

**Restorative Dialogue-** A structured conversation used to resolve conflict or appreciate others and asks some version of the following questions:

#### **From your point of view, what happened?**

- What do you remember thinking at the time?
- How have you and others been affected?
- What feelings and needs are still with you?
- What do you think should happen next?

**Classroom Circles-** A group discussion format of Restorative Practices questions used in a variety of ways including but not limited to:

- Building community
- Making agreements
- Solving problems

**Restorative Discipline and Other Means of Correction-** More formal actions taken by site administration that maintain high behavioral expectations for which all students are held accountable and may be used in lieu of, or in addition to, traditional means of discipline such as suspension. They may include:

- Restorative conferences
- Behavior support plans
- Peer mediation
- Restitution
- Community service
- Referral to counseling, mentoring, or after-school program

### **The Restorative Discipline Matrix**

The student discipline Matrix applies to all students attending school in the Flagstaff Unified School District, including the following circumstances: (1) while on any school grounds; (2) while going to or coming from any school; (3) during the lunch period, whether on or off the school campus; (4) during, going to, or coming from a school-sponsored activity; and (5) “electronic devices” that has originated on or off the school site. Where appropriate, discipline should be progressive. This means that a student’s first violation will usually merit a consequence of a

lesser degree than subsequent violations, taking into account all factors relevant to the severity of the current violation. Except where specified by Arizona State Statute 15-841, a student may be suspended when there has been a determination that other means of correction have failed to bring about proper conduct or are not currently feasible or that the student's presence causes a danger to persons.

The student discipline matrix also applies to (1) all school-related trips and excursions approved according to governing board standards; and (2) optional District educational programs such as: (a) summer school; (b) after-school programs, and (c) pre-kindergarten or preschool programs.

### **Consequences and Interventions:**

Understanding that consequences and interventions represent “teachable moments” is fundamental to a positive approach to discipline. The goal of progressive consequences and interventions is the teaching of prosocial behavior. Progressive consequences seek accountability and behavioral change. Prevention of negative behavior occurs by helping students learn from their mistakes. Essential to progressive discipline in a restorative culture is helping students who have engaged in unacceptable behavior to:

1. Understand why the behavior is unacceptable and the harm it has caused
2. Understand what they could have done differently in the same situation
3. Reflect on their personal feelings about what happened
4. Determine how to repair the harm and solve the problem
5. Take responsibility for their action
6. Be given the opportunity to learn prosocial strategies and skills to use in the future
7. Understand the progression of more stringent consequences if the behavior reoccurs

Consequences and interventions are most effective with students when they deal directly with the problem in a fair and impartial way. These procedures were developed to establish a uniform Tiered Behavior Discipline Matrix; this matrix is expected to be followed and consistently enforced throughout the Flagstaff Unified School District. All District staff authorized to impose disciplinary actions are expected to do so promptly, fairly, and lawfully and to emphasize the student's ability to grow in self-discipline. All District staff are to ensure due process for students. When choosing interventions and consequences for a student's behavior, District staff should consider the following factors:

1. Age, health, maturation, and disability or special education status of the student
2. Student's prior conduct and record of behavior
3. Student's understanding of the impact of their behavior
4. Student's willingness to repair the harm caused by their behavior
5. Seriousness of the behavior offense and the degree of harm caused
6. Impact of the incident on the overall school community
7. Whether the student's violation threatened the safety of any student or staff member
8. The likelihood that a lesser intervention or consequence would adequately address the violation

When students are disruptive or act inappropriately, and following consideration of the factors previously mentioned, District staff shall determine the level of consequence and intervention needed to assist the student in bringing about proper conduct. Consequences should be paired with an appropriate intervention reflecting a restorative practices culture. Levels of interventions and consequences shall be applied logically, appropriately, and consistently.

[Please find the FUSD Discipline Matrix here.](#)

The following is a list of student expectations and policies:

## **Dress Code Policy**

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

*Students must wear:*

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

*Students may wear (examples may include):*

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

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

*Students may not wear:*

- A. Shirts without shoulder material
- B. See through materials that expose undergarments
- C. Graphic representations on clothing, accessories, or the body that display profanity, vulgarity, obscenities, hate speech, or promote alcohol, cigarettes, vaping, drugs, gang-related behavior\*, or sexual activity
- D. Images or language on clothing, accessories, or body that display or create a hostile or intimidating environment

- E. Bathing suits
- F. Helmets or sunglasses (unless medically necessary)
- G. Accessories that could be considered dangerous or could be used as a weapon
- H. Gang related clothing, which may include bandanas:

*\* Gang related behavior or clothing which is defined by law enforcement.*

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

### **Student Dress Enforcement for the District**

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

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

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

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

## **Academic Integrity Policy**

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

Flagstaff High School expects all students to abide by high ethical academic standards in all aspects of the school environment. Academic dishonesty which can include plagiarism, cheating, copying the work of another, using Artificial Intelligence (AI), using technology for illicit

purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination, is strictly prohibited. Flagstaff High School’s Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of Flagstaff High School’s Academic Integrity Policy is to prepare students for the world where cheating and plagiarism have significant consequences.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one’s own ideas or words, and to create the production of another. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else’s ideas you must give the author credit. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below.

Violations of the Flagstaff High School Academic Integrity Policy will be considered on a case by case basis. Cheating on a 5 point homework assignment when compared to a 100 point test will be handled differently.

If a student is involved in extracurricular activities other consequences will be enforced based on the Student-Athlete Handbook with the Athletic Director.

<b>Range of Possible Consequences</b>			
	<b>1st Violation</b>	<b>2nd Violation</b>	<b>3rd Violation</b>
<b>Class Work or Homework</b>	Teacher Discretion on if student can	Zero on Assignment	Zero on Assignment

<b>(smaller point value)</b>	make up the assignment for full or partial credit Parent Notification Entered as a Discipline Incident Restorative conference with Student and Teacher	Parent Notification Entered as a Discipline Incident Referral to Administration Possible Short-Term Suspension Restorative conference with Student, Teacher, and Administration	Parent Notification Entered as a Discipline Incident Referral to Administration Parent and Student Conference Short-Term Suspension Academic Probation Contract with potential lose of Academic Credit
<b>Exam, Paper/Essay, or Major Project (large point value)</b>	Teacher Discretion on if student can make up the assignment for full or partial credit Parent Notification Entered as a Discipline Incident Referral to Administration Possible Short-Term Suspension	Zero on Assignment Parent Notification Entered as a Discipline Incident Referral to Administration Parent and Student Conference Long-Term Suspension Academic Probation Contract with potential lose of Academic Credit	Loss of credit

## Parking, Vehicle Registration, and Driving on Campus

If you are planning to park your vehicle on FHS property this year, please read this section carefully:

Parking permits are required for all students and staff parking on campus. Staff will receive a brown decal which will allow them to park in any of the brown lots. Students will either receive an assigned, numbered stall or there is a limited number of spaces in the green lots for students with a green decal.

Parking permits will be awarded to the Seniors first and a waiting list will be created if all parking spots are given out. There is a mandatory fee for a parking permit which must be paid within the first week of school or the permit will be offered to the next student on the waiting list. A completed student application for a parking permit must be presented to the FHS bookstore in order to be issued a parking permit.

Operating a vehicle is a significant responsibility and driving to school is a privilege. While students are highly encouraged to use bus transportation provided by FUSD, or carpool, we recognize that it is often necessary for students to transport themselves to school. For the convenience and safety of all our students and staff the following parking and driving rules are in effect for the current school year.

PERMITS: Drivers parking their vehicles in school parking lots must have:

- A. Parking registration form with student and parent/guardian signature on file.
- B. Parking permit affixed to inside driver's side, lower corner, windshield (lost or stolen permits may be replaced for a fee of \$10.00).

PARKING: Parking regulations are strictly enforced. Since it is a privilege to park on school property, suspension of parking privileges, citations, booting or towing of vehicles, and/or suspension from school may occur if these regulations are violated. Students applying for and receiving parking permits should fully understand their responsibility in following these rules.

- A. Parking lots are reserved for students and staff who register their vehicle(s) with the FHS Bookstore and agree to abide by the parking lot regulations. Parking on school property is limited to those who have a legal state registered vehicle, driver's license and insurance, and who obtain a parking permit through the FHS Bookstore.
- B. It will be the responsibility of the student driver to ensure that the permit, including the permit number, is visible from the outside of the vehicle. Permits must be on the inside, driver's side, lower corner of the windshield.
- C. Motorcycle drivers must also obtain a permit and are subject to all rules and regulations.
- D. All drivers must park in one of the two general parking lots located on the lower end of Kendrick Street or the "Senior Parking" lot in front of the gym.
- E. Spaces are limited and will be issued on a first come, first served basis during the "Senior Sunrise".
- F. Students may NOT park in the Substitute Teacher, staff or visitor parking, bus lanes, and non designated stall or fire lanes.
- G. Parking is NOT permitted in disabled parking spaces unless the student has a valid handicap plate or sticker. In addition, the handicap plate or sticker MUST apply to the student operating the vehicle or regular daily passenger.
- H. Parking is NOT permitted in open or unmarked areas including along fence lines. All vehicles must be parked within the lines of a designated parking space. One car per space and one space per car.
- I. The Auto Shop and Welding lot are NOT for student parking and all violators will be ticketed, booted, or towed.

DRIVING: All students must have a valid driver's license and insurance. While FHS/FUSD makes a concerted effort to maintain a safe and orderly campus environment, FHS/FUSD is not responsible for theft or vandalism that may occur to a vehicle while parked on school property or in the vicinity of the school.

- A. Speed on school property is to be kept at or below 5 mph and drivers MUST operate their vehicles with due care and caution at all times.
- B. Drivers MUST come to a complete stop at all stop signs and driveway entrances/exits on school property.
- C. Drivers MUST yield to all pedestrians at all times.
- D. Drivers MUST stop when directed to do so by any member of the school staff.
- E. Spinning or sliding tires is NOT allowed on school property or in the vicinity of FHS.
- F. Driving on islands, curbing, dirt or grass areas, or pedestrian walkways is NOT allowed.
- G. Inappropriate driving/parking may result in discipline and/or loss of parking privileges.  
By parking on school property, students agree that their vehicles are subject to search by school officials if the officials develop individualized suspicion that student(s) are currently, or have been, violating a law or student conduct rule.
- H. By accessing school parking lots, students agree that they will not allow contraband in their vehicles.
- I. The parking lots will be subject to periodic patrols by drug sniffing dogs at times when students are not in the vicinity of the dogs. If a drug sniffing dog “alerts” on a vehicle while it is parked on school property, the District has the authority to search the vehicle(s). If said search is refused, students will lose their parking privileges and FHS/FUSD will presume that the dogs have accurately discovered contraband and will use that information in determining whether student disciplinary action is warranted.

TICKETS: Campus security will issue tickets for violations of the above rules. Each violation carries a fine of \$20 and must be paid within five school days of receipt. Failure to pay parking fines may result in school disciplinary action, including but not limited to, loss of parking privileges, booting, or towing of vehicle at owner’s expense.

PARKING LOTS: Student parking is allowed in the following lots ONLY:

- A. Numbered and assigned parking stalls, ‘Gold’ lots, in front of the Gym, west side of the Gym/Dome, and Auditorium.
- B. Parking is also available in the two general parking, ‘Green’ lots, located on the North and South end of Kendrick Street. Permits are required for the general lots.
- C. The middle Kendrick lot is reserved for FHS staff, ‘Brown’ lots.
- D. The east side of the Elm Avenue lot (in front of the Main Auditorium), but NOT to the left of the Elm Avenue entrance is reserved for Substitute Teachers and students and staff with a numbered decal, Visitors, Counselors and Support staff will park in the lot in front of the school.
- E. The Auto Shop and Welding lots are not available for Student Parking. This lot is designated for staff only as posted.
- F. The roadway from Bonito into the Auto Shop is considered a Fire Lane, therefore parking is not allowed.
- G. No parking is allowed in the Kids Center or the Fire Lane running alongside the baseball and football fields.
- H. The Fire Lane running alongside the softball fields is not to be used as an open roadway. Please use Elm Avenue entrance and exit only!

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

## Use Of Educational Technology Resources

Responsible use of district technology requires that the use of the resources be in support of the educational goals of the district and in accordance with the following guidelines. Please review this document carefully regarding responsible use of Flagstaff Unified School District (FUSD) technology resources before signing the Technology Responsible Use Agreement section of the Student or Parent Handbook signature page. When signed it becomes a binding agreement. Failure to provide a signed agreement will impact instructional opportunities for students such as access to an FUSD iPad and classroom activities.

### Introduction

Flagstaff Unified School District believes access to technology resources provides students with the opportunity to learn, innovate, create, communicate, collaborate and much more. Along with the advantages that come when using technology in instruction, the regular use of technology provides an opportunity for students to become responsible digital citizens. The following information is provided to guide and support students in that process.

## Digital Citizenship Expectations

Being a good digital citizen is more than knowing how to get around online. It's about thinking critically, behaving safely, and participating responsibly in our digital world.

### Responsible digital citizens:

- Agree to not submit, publish, display or knowingly retrieve any material that is not school appropriate (acceptable for school). Material that is generally available in print and other media in the library or the classroom sets the standard for acceptability.
- Abide by all copyright and trademark laws and regulations.
- Protect their own privacy and that of others by not revealing the home address or personal phone numbers of themselves or others unless authorized to do so by designated school authorities and by not sharing account usernames (such as a student's lunch number) or passwords.
- Agree to not engage in cyberbullying. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Resources on cyberbullying can be found at: <https://www.stopbullying.gov/>

### Responsible Use Expectations

- Responsible digital citizens:
  - Use their own student account and not share their account information (username and password) with others.
  - Understand that communications, documents and online activities are not private and will be monitored by district staff.
  - Use FUSD Technology resources for educational purposes only.
  - Use the network in any way that will not disrupt the use of the network by others. For example, downloading of large files while connected to the district wireless network may disrupt services for district staff and students.
  - Do not compromise the web filter to access blocked pages.

\* Immediately inform a teacher if restricted information/pages are mistakenly accessed.

#### Technology Care Expectations

- Users responsibly care for technology when they:
  - Do not attempt to harm, modify, or destroy district hardware (including keyboards) or software, or interfere with system security and district servers.
  - Do not modify device settings.

## Digital Resources

FUSD provides our students and teachers with numerous digital tools and systems to facilitate teaching and learning. A list of these tools can be found at: <https://www.fusd1.org/digitalresources>. You may also request a printed copy from your school site. This list is updated regularly as additional resources are added and may be modified during the school year. For these digital resources, the district makes every reasonable effort to ensure that these tools and systems -- and any other digital tools and systems adopted at the district level -- are compliant with all applicable laws and regulations, including the Children's Online Privacy Protection Act (COPPA) and the Family Educational Rights and Privacy Act (FERPA). By signing agreement to this form, you acknowledge that you will support the responsible use of these tools and resources by your student.

### Additional Information

FUSD students may use personal devices for instruction. The device may belong to the user but the network belongs to FUSD, therefore, all FUSD responsible use guidance applies. If personal devices disrupt network operations, FUSD has the right to discontinue future use and the user may be liable for restitution for damages and/or disciplinary action. For purposes of assessment, personal devices may not be used. A district device must be used for district assessments.

FUSD may log the use of all systems and monitor all system utilization. It should be understood that any and all information on the FUSD network, with the exception of student records, is not deemed private. Accounts may be closed and inappropriate files may be deleted. FUSD is not responsible for any service interruptions, changes, or consequences. FUSD reserves the right to establish rules and regulations as necessary for the efficient operation of technology resources. FUSD does not assume liability for information retrieved via, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. All FUSD devices with internet access will comply with A.R.S. 34-502, which requires public schools to limit access to materials that are harmful to minors.

## Use Of Personal Electronic Devices In School

Students may possess and use portable electronic devices that are subject to the following District policies, conditions and guidelines:

- The school is not responsible for lost or stolen electronic devices that are brought to school.
- Personal electronic devices shall not be turned on or used in any way during instructional time or when use is otherwise prohibited by school personnel. Instructional time includes the entire period of a scheduled class, other times when students are participating in any instructional activity, or at other times when school personnel prohibit

their use. If such portable electronic devices are used when prohibited by school personnel the entire device, including the battery, may be confiscated by school personnel. They may be obtained by the parent or guardian from a site administrator.

- Students are required to turn personal electronic devices over to school personnel when requested. Students who refuse to do so may be removed from class or other school activity, have committed insubordination and resisting authority and may be subject to disciplinary action up to and including suspension from school.
- Personal electronic devices are allowed to be taken and used on school trips except that they may not be used during any instructional activity or at other times when school personnel prohibit their use. Coaches and sponsors are encouraged to set guidelines for their use.
- Use of cameras or the camera features of a cell phone or any other personal electronic device in a restroom or a locker room or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited.
- The site administrator may establish and school personnel may enforce additional guidelines appropriate to campus needs.
- Students violating the policy may be subject to disciplinary action up to and including suspension from school.
- There is, in certain instances, educational value in utilizing personal electronic devices in class or during instructional activities when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class or activity they are attending. Approval for students' use of such devices will be at the discretion of the classroom teacher and/or site administrator unless such a device is mandated in a student's individual Educational Program (IEP) or the extreme nature of a bona fide emergency renders the securing of such permission impractical under the circumstances.

*A copy of the Student Technology Responsible Use Agreement Use of Educational Technology Resources Policy can be found of the FHS web page under Parent Resource*

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## Student Concerns, Complaints & Grievances (Policy 1-201)

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

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

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with FUSD Board Policy 5-409.

Provided that:

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

The guidelines to be followed are:

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

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

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

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

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

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

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## **Annual Notification to Parents Regarding Confidentiality of Student Education Records**

Dear Parent:

The governing Board of Flagstaff Unified School District No. 1 has established written policies regarding the collection, storage, retrieval, use and transfer of student educational records collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' right to privacy.

Students' records maintained by the district may include – but are not necessarily limited to – identifying data, report cards, transcripts, test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious recurrent behavioral patterns.

These records are collected and maintained in the administrative offices of each school under the supervision of the building principal. They are available for review by you, and by the teachers and staff working with the student. Information is not released to others unless: (1) a parent (or student who is at least 18 years old) has provided written consent for the disclosure (2) it is directory information or (3) it can be released to others without written consent under limited exceptions permitted by law.

Pursuant to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. sec. 1232g; 34 CFR part 99, you have the right to inspect and review all records related to your child, including the listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the school office and arrange an appointment with the principal. School personnel will be available to explain the contents of the records to you. Copies of student records will be made available when it is not practical for you to inspect and review the records at school. A reasonable fee will be charged for copies.

If you believe the information in the record files is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own to the record. When an agreement between the parent and the principal cannot be reached, you have a right to a hearing. A hearing officer – one who does not have direct interest in the outcome – will be assigned by the school to arbitrate the matter within the guidelines set forth in district policy.

A copy of the District Student Education record Confidentiality Policies may be reviewed in the principal's office in each school. Federal law permits a parent to file a complaint with the U.S. Department of Education in Washington D.C. if you feel the school is violating public school record statutes.

Flagstaff Unified School District follows state and federal law concerning Directory Information. This is considered non-confidential information and may be publicly released without permission of parents. Directory information includes data such as:

Student's name, date and place of birth, address, telephone number, grade, school of attendance, most recent school attended, diplomas, awards and honors received participation in officially recognized activities (sports and school events), weight, height, and team number.

Directory information can be requested by outside organizations, including the United States armed forces.

You have the right to request that the school not disclose directory information. You can do so by utilizing the opt out form provided with this notice.

*Handbook Revised 7/20/2023 ~ L. Miller*

# District Policies and Procedures

The following FUSD policies are common policies that pertain to High School. For a list of all District policies please visit [fusd1.org](http://fusd1.org).

## **Equal Educational Opportunity and Non-Discrimination (Policy 1-201):**

The Flagstaff Unified School District shall abide by all applicable state and federal laws, rules, regulations, and executive orders with respect to the provision of equal educational opportunities and shall not discriminate against any person based upon that person's race, color, religion, disability, pregnancy and parenting, sex (including sexual orientation and gender identity), national origin, veteran's status, genetic code, or political affiliation. Students and parents/legal guardians may submit a grievance to allege the following: Student's constitutional rights have been violated; Student has been denied equal opportunity to participate in a District program or activity for which the student otherwise qualifies; Student has been treated discriminatorily on the basis of race, color, religion, sex (sexual orientation or gender), national origin, disability, veteran's status, genetic code, or political affiliation; and Student is concerned for the student's personal safety. Grievances should be submitted to the Compliance Officer within thirty (30) calendar days of the date the complainant becomes aware of the alleged discriminatory action. The District shall not retaliate against any person who reports discrimination or harassment as set forth in this Policy or participates in an investigation or proceeding regarding the same. The District's Compliance Officer(s) are as follows: Section 504/ADA Compliance Officer: John Shirk - Director Student Support Services, 3285 East Sparrow Ave. Flagstaff, AZ 86004, [jshirk@fusd1.org](mailto:jshirk@fusd1.org) 928-527-6178. Title IV/VI Compliance Officer: John Shirk - Director Student Support Services, 3285 East Sparrow Ave. Flagstaff, AZ 86004, [jshirk@fusd1.org](mailto:jshirk@fusd1.org) 928-527-6178.

## **Equal Opportunity - Prohibited Sex Discrimination, Title IX (Policy 1-203):**

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs, or activities that receive Federal financial assistance. The District does not discriminate based on sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends the District to do so without the fear of sexual harassment. Title IX Coordinator The District is obligated to identify an employee to serve as the Title IX Coordinator and authorize that individual to coordinate and facilitate the District's compliance efforts regarding its responsibilities under Title IX, including inquiries about the application of Title IX or formal complaints. The District's Title IX Coordinator is: Mike Vogler - Director of Research & Assessment, 3285 East Sparrow Ave. Flagstaff, AZ 86004, [mvogler@fusd1.org](mailto:mvogler@fusd1.org) 928-527-6143.

## **Parent/Legal Guardian Rights in Education (Policy 1-401):**

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

[Resources for Arizona Parents & Families](#)

## **Service Animals (Policy 3-202.B):**

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

**Visitors - Classroom Visits by Parents/Legal Guardians (Policy 3-203):**

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

**Visitors - Public Conduct on School Property (Policy 3-203):**

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

**Food Services (Policy 3-301):**

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

## [Federal free Lunch program](#)

### **Transportation (Policy 3-302):**

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

[Transportation Website](#)

[Bus Route Finder Website](#)

### **Safety and Emergency Management (Policy 3-401):**

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

### **Safety - Reporting of Injuries (Policy 3-401):**

District employees shall report any injury, accident, or exposure involving a student to the building administration immediately and to the applicable health services office at the school. If injured it is the responsibility to communicate the injury to a school staff member.

### **Student Records - Parent's Bill of Rights (Policy 3-402):**

Pursuant to A.R.S. § 1-602 and A.R.S. § 15-143, a parent/legal guardian shall have access to all written and electronic records of the District or a District employee concerning their student and to all electronic accounts of the student, including all of the following: 1. Attendance records. 2. Test scores of school-administered tests and statewide assessments. 3. Grades. 4. Extracurricular activities or club participation. 5. Disciplinary records. 6. Counseling records. 7. Psychological records. 8. Applications for admission. 9. Health and immunization information, including any medical records that are maintained by a health clinic or medical facility operated or controlled by the school district or that are located on school district property. 10. Teacher and counselor evaluations. 11. Reports of behavioral patterns. 12. Email accounts. The District shall provide any requisite notice to parents/legal guardians prior to the destruction of any student records as required under state or federal regulation.

### **Technology Use Requirements (Policy 3-403.A):**

The Superintendent shall put systems in place to encourage appropriate use of District technology and may require all users to execute an agreement regarding the applicable requirements. The District shall provide for measures that protect against Internet access by both adults and minors to visual depictions that are pornographic. The protective measures shall also include monitoring the online activities of students while using District technology. The District shall educate students on becoming digital citizens so that students learn the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. No person, with knowledge of the character of the item involved, may intentionally or knowingly transmit or send to a minor by means of technology an item that is harmful to minors when the person knows or believes at the time of the transmission that a minor in this state will receive the item. Violation of this provision is a criminal felony and any violation will be submitted to law enforcement for investigation. The Superintendent shall implement and maintain data management and security controls that ensure maximum availability and effective use of accurate, timely, and reliable data and information while protecting the privacy, confidentiality, security, and safety of data regarding staff, students, and their families. The District shall strive to meet the following objectives: 1. Encourage and support effective use of data and information resources in academic and operational performance management and decision making. 2. Ensure confidentiality, privacy, and security of data and communications pertaining to staff, students, and their families. 3. Comply with federal, state, and local laws and regulations regarding information privacy and security, as well as records retention and disposal. 4. Implement prudent and reasonable measures to protect the District's data and information resources and technology infrastructure from unauthorized use, theft, exploitation, modification, destruction, and denial of use. 5. Create plans and procedures for responding to cyber attacks and, in the event of a successful attack, for effectively and fully recovering data in an ethical and lawful manner. 6. Ensure that authorized access to District data, information resources, and technology infrastructure by third parties is monitored and protected to the fullest extent. 7. Train staff regarding data management, security policies, and procedures. 8. Periodically conduct data governance and security risk assessments. District employees shall abide by all District requirements pertaining to the use of District technology or personal devices when communicating with students or minors.

**Compulsory Attendance and Excuse from Student Attendance (Policy 5-103):**

A child between the ages of six (6) and sixteen (16) is required to attend school during the school's hours. The student's parent/legal guardian is required to notify the school regarding the student's absence. The District requires the parent or legal guardian to provide at least one telephone number, if available. The District requires that the telephone number, if available, be given at the time of enrollment of the student in school and that the school of enrollment be promptly notified of any change in the telephone number. The student's school shall make a reasonable effort to promptly notify the student's parent or other custodial adult by telephone that their student is absent without excuse or without proper notice.

**Homebound or Hospitalized Students and Students with Chronic Health Problems (Policy 5-104.A):**

A student may be provided an opportunity to receive course credit after obtaining medical certification documenting a condition that interferes with regular school attendance. When a student is identified as possibly requiring services as a student with a chronic health condition (via registration, screening procedures, attendance data, or parent referral), a chronic health condition certification form with a letter of explanation shall be sent to the parents. The chronic health condition certification shall be returned by the parent to the campus as soon as possible. B. A student who will be absent for more than ninety (90) days must provide medical certification from a licensed medical doctor. A student who will be absent for less than ninety (90) days must provide medical certification from a health care professional. C. Certification of a chronic health condition is effective on the date when the licensed health care provider certifies the student's chronic health condition. D. The certification shall detail the (1) student's condition; (2) student's prognosis; (3) physical limitations affecting physical education and corresponding

requirements; (4) any anticipated surgeries, treatments, or hospitalizations; and (5) the licensed healthcare provider's signature and date. E. Certification is not retroactive and will not excuse any absences occurring prior to the date of certification. F. The attendance clerk will document the chronic health condition in the student's file. G. The teacher(s) and parent/legal guardian shall meet promptly following return of the chronic health condition certification to develop an instructional plan. H. The parent/legal guardian must call in each absence, and the student must complete all assignments necessary for class credit within the timeframe provided. On a yearly basis, the District shall review instructional needs of any student with a chronic health condition. An updated chronic health condition certification shall be obtained for each school year to verify the need for continuing instructional support. However, the student may be recertified at any time to reevaluate appropriate services needed.

#### **Open Enrollment (Policy 5-105):**

The District will enroll at any time any resident student who applies for enrollment and will accept open enrollment students throughout the school year as capacity in the particular program, class, or grade level allows. The District will reserve capacity for and grant enrollment preference to students residing within the attendance boundaries of the school, returning students, and siblings of students currently enrolled at the school. The Superintendent will determine if resident transfer and nonresident students will be admitted in accordance with the following criteria: 1. Whether the school in which the student seeks to enroll has the capacity to serve the student without adversely impacting educational opportunities for resident students attending their resident school. Factors to be considered in making this determination include, but are not limited to, the following: 2. Physical capacity of school facilities. 3. Availability of staff (e.g., administrators, teachers, other certificated employees, related service providers). 4. Capacity of grade levels, core and elective courses, and relevant special programs. 5. Whether the student has been expelled by another school or is in the process of being expelled by another school. No school within the District shall limit admission based on any of the following: 1. Ethnicity or race 2. National origin 3. Sex 4. Income level 5. Disability 6. Proficiency in the English language 7. Athletic ability. The capacity of each school and whether it is currently accepting open enrollment students by grade level and specialized program will be posted on the school's website and will be updated at least every twelve (12) weeks unless there are no changes to report.

#### **Homeschooled Student Participation in Interscholastic Activities (Policy 5-106):**

A child who resides within the District and who is homeschooled shall be allowed to try out for interscholastic activities for the District in the same manner as a student enrolled at the District. Homeschooled students may participate in District extracurricular and/or interscholastic athletics/activities at the school in which their residence would make them eligible to enroll. However, in selection of members to a team with limited membership, preference shall be given to District students. Homeschooled students participating in extracurricular and/or interscholastic athletics/activities must meet all applicable participation and eligibility requirements, including: 1. payment of the same participation or activity fee(s), if any, paid by District students, 2. insurance, 3. transportation, 4. physical condition, 5. qualifications, 6. standards of behavior, and 7. academic performance policies. The school will request that the individual providing primary instruction to the homeschooled child submit written verification that provides: 1. Whether the student is receiving a passing grade in each course or subject being taught, and 2. Whether the student is maintaining satisfactory progress towards advancement or promotion. Homeschool students shall not be permitted to participate in District athletics in a manner that would violate Arizona Interscholastic Association rules applicable to District students. Homeschool students suspended or expelled from any school may not participate in District programs until they have completed all requirements for readmission. A child who is homeschooled and who was previously enrolled in a public, private, or charter school shall be ineligible to participate in interscholastic activities for the remainder of the school year during which the child was enrolled in a school.

**Period of Silence (Policy 5-201):**

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

**Students with Disabilities, Section 504 (Policy 5-202):**

It is the responsibility of the District to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need or are believed to need special education or related services because of a disability in order that such students may receive the required free appropriate education. Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). The District has developed procedural safeguards for actions related to the identification, evaluation, and placement of students entitled to Section 504 protections. For questions regarding Section 504 or the District's procedural safeguards, please contact the District's Section 504/ADA Coordinator: Student Support Services Director, 3285 E. Sparrow Avenue, Flagstaff, AZ 86004, (928) 527-6178.

**Students with Disabilities (IDEA) - Child Find (Policy 5-203):**

The District will ensure that all children with disabilities within its jurisdiction who are in need of special education and related services are identified, located, and evaluated. 1. The District will identify, locate, and evaluate all children with disabilities within its population served who are in need of special education and related services. 2. Child find must also include children who are suspected of being a child with a disability and in need of special education, including: a. Children who are advancing from grade to grade. b. Highly mobile children, including migrant children. 3. The District will maintain a record of children who are receiving special education and related services. 4. The District shall establish, implement, and disseminate written procedures for the identification and referral of all children with disabilities, birth through 21 years. 5. The District will require all District-based staff to review the written procedures related to child identification and referral on an annual basis and maintain documentation of the staff review. 6. Identification (screening for possible disabilities) shall be completed within fortyfive (45) calendar days after: a. Entry of each preschool or kindergarten student and any student enrolling without appropriate records of screening, evaluation, and progress in District; or b. Parent/Legal guardian notification of developmental or educational concerns. 7. Screening procedures shall include vision and hearing status and consideration of the following areas: a. Cognitive or academic; b. Communication; c. Motor; d. Social or behavioral; and e. Adaptive development. 8. For a student transferring into the District, the District shall review enrollment data and educational performance in the prior District. If there is a history of special education for a student not currently eligible for special education or an indication of inadequate progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. 9. If a concern about a student is identified through screening procedures or review of records, the parent/legal guardian of the student shall be notified of the concern within ten (10) school days and informed of the District's procedures to follow-up on the student's needs. 10. The District shall maintain documentation of the identification procedures utilized, the dates of entry into District, notification by parent/legal guardian of a concern, and the dates of screening. The dates shall be maintained in the student's permanent records. 11. If the screening indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent/legal guardian or a student may request an evaluation of the student. 12. If, after consultation with the parent/legal guardian, the District determines that a full and individual evaluation is not warranted, the

District shall provide prior written notice and procedural safeguards notice to the parent/legal guardian in a timely manner.

**Students with Disabilities (IDEA) - Procedural Safeguards (Policy 5-204):**

The District will establish, maintain, and implement procedural safeguards that meet the requirements of 34 C.F.R. §§ 300.500 through 300.536 of the IDEA Regulations. A copy of the procedural safeguards available to the parent/legal guardian of a child with a disability must be given to the parent/legal guardian only one time a school year, except that a copy also must be given to the parent/legal guardian: a. Upon initial referral or parent/legal guardian request for evaluation; b. Upon receipt of a first complaint to the State or first request for a due process hearing in the school year; c. When a disciplinary change of placement/removal has been initiated; and d. Upon request by a parent/legal guardian.

**Availability of and Access to Instructional Materials and Activities (Policy 5-208):**

On written request, parents or guardians shall have access to instructional materials currently used by or being considered for use by the District. At least one (1) copy of instructional material must be made available for review. Printed textbooks, supplemental books and other printed subject matter may be checked out and removed from District premises for up to forty-eight (48) hours. All other materials, including films, may be reviewed only on District premises. A copy of each textbook considered for selection shall be available for public review for a period of sixty (60) days prior to formal selection. Parents/legal guardians who object to any learning material or activity on the basis that the material or activity constitutes harmful material may withdraw their children from the activity or from the class or program in which the material is used by submitting an objection to their child's school. An objection must be made in writing to the principal by the individual student's parents/legal guardians and contain a specific description of the activity or instructional material objected to. The objection must state that the parents/legal guardians understands that the concepts or information may not be covered in any other matter and that the student may not be able to make up the material or activity in any other way. Standardized testing material cannot be objected to as harmful material and is not subject to the review process described above. Except as authorized pursuant to A.R.S. § 15-711 and Policy 5-218, the District shall not refer students to or use any sexually explicit material unless: 1. The exempted material possesses serious educational value for minors or possesses serious literary, artistic, political, or scientific value. 2. The District obtains written parental consent on a per material basis before referring a student to or using the exempted material.

**School Libraries, Media, and Resource Centers (Policy 5-209):**

The District shall be responsible for the care of the library, media, or resource center with the assistance of a District librarian or other qualified individual appointed by the Governing Board. The District shall develop procedures to allow for parents to have access to: The school library's collection of available books and materials; and A list of books and materials borrowed from the library by their child or children. The District shall make available on the District's website for review by the public a list of all books and materials purchased for any of the District's school libraries for a period of at least sixty (60) days after the purchase. This does not include books and materials purchased to replace a lost or damaged item. The District shall ensure that each school notifies the parents of each enrolled student regarding the opening and closing dates of the public review no less than seven (7) days prior to the opening date.

**Student Clubs and Activities (Policy 5-212.A):**

The principal of each school shall maintain a list of all active student groups that includes the name of the group, the name of the faculty sponsor or faculty advisor, and a general description of the purpose and nature of the student group. The list shall include the classification of each group as curricular, extracurricular, and non curricular. In the case of extracurricular student groups, the list shall include the credit-earning courses that directly relate to the extracurricular student group. The list of student groups shall be made available to students and the parent/legal guardian of a student upon request.

**Course, Activity, and Program Fees (Policy 5-214):**

The following participation fees will be assessed of high school students: 1. Fees for the costs associated with fine arts and vocational education courses and for optional services, equipment, and materials offered to the students beyond those required to successfully complete the basic requirements of any other course. 2. Rental fees for the use of non-required textbooks, subject matter materials and equipment, and supplementary books. The nonpayment of fees will not prevent a student from generally enrolling in, applying to, or remaining enrolled in the school. The Governing Board shall adopt fees annually after notice of the proposed fees has been given to all parents of students enrolled at schools in the district before the Governing Board acts to adopt fees. The Principal may reduce or waive any fee if, in the discretion of the Principal, the fee creates an economic hardship for the student.

[Course Fees Link](#)

**Loss and Damage of School Property (Policy 5-215):**

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

**Promotion and Retention of Students; Passing Grades (Policy 5-216):**

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

**Graduation Requirements (Policy 5-217):**

A student shall graduate and receive a high school diploma upon passing the civics test and earning a total of twenty-two (22) credits, including elective courses and the following required courses: English 4.0 units; Math 4.0 units; Science 3.0 units; Social Studies 3.0 units, American Government and Arizona Government 0.5 unit, American History - including Arizona History 1.0 unit World History and Geography 1.0 unit Economics 0.5 unit; Health/PE 1.0 unit; Fine Arts or Career Technical Education 1.0 unit; and Electives 6.0 units. Students may earn credit through online education, transfer credits, dual enrollment, and career and technical education courses consistent with Board policies and applicable law.

**Family Life Education/Sex Education (Policy 5-218):**

The Governing Board may adopt a sex education curriculum in accordance with Arizona laws. The District may develop its own sex education course of study or adopt an existing sex education course of study to meet the requirements of Arizona law. Employees shall not deviate from the Board-approved sex education curricula. A student's parent/legal guardian must provide prior written permission ("opt-in") for the student to participate in the sex education curricula. A student's parent/legal guardian may revoke permission at any time by providing written notification to the principal.

**Student Freedom of Expression (Policy 5-301):**

The District and Board recognize that students enjoy the freedom of speech. However, the free speech rights of students are not unlimited and are subject to certain restrictions. In certain circumstances, the District and/or Board reserve the right to regulate student speech that may be considered vulgar, lewd, plainly offensive, speech that promotes drug use, or illegal activities and that speech that may reasonably be perceived as bearing the official endorsement of the school. In addition, the District and/or Board reserve the right to regulate speech that materially disrupts classwork or involves substantial disorder or

invasion of the rights of others. Depending on the facts and circumstances surrounding speech, the District and/or Board may also regulate speech that occurs both on and off campus as well as before, during, or after school or any school activity. The District does not discriminate against a student on the basis of a religious viewpoint or religious expression.

**Student Attire (Policy 5-302.A):**

It is the policy of Flagstaff Unified School District to prohibit discrimination and harassment in student attire and appearance. The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Students must wear: A. Shirt with fabric in the front, back, and sides under the arms. B. Bottoms that extend to at least mid-thigh. C. Shoes appropriate to a safe educational environment. Students may wear (examples may include): A. Fitted pants, leggings, yoga pants, jeggings, skinny jeans. B. Ripped jeans, provided holes/rips do not go above mid-thigh. C. Religious and cultural head coverings and hair accessories. D. Religious and cultural medallions, medals, or beads provided it does not create a safety hazard. E. Headbands. F. Hats, beanies, and hoods in school environments, including the classroom when permitted by the teacher. Note: Students may be asked to remove accessories and/or change clothing during curriculum or activities in which these items present a safety hazard. Students may not wear: A. Shirts without shoulder material B. See-through materials that expose undergarments C. Graphic representations on clothing, accessories, or the body that display profanity, vulgarity, obscenities, hate speech, or promote alcohol, cigarettes, vaping, drugs, gang-related behavior\*, or sexual activity D. Images or language on clothing, accessories, or body that display or create a hostile or intimidating environment E. Bathing suits F. Helmets or sunglasses, inside the building (unless medically necessary) G. Accessories that could be considered dangerous or could be used as a weapon H. Gang-related clothing (may include bandanas), which is defined by law enforcement. Exceptions for special activities or health considerations may be pre-approved by the administrator. Attire should be appropriate for the weather during outside activities. These dress expectations shall apply to regular school days and summer schools; as well as any school-related activities. The purpose of the student dress policy and regulation is to ensure consistency and interpretation is implemented District-wide. It is the expectation and responsibility of staff to appropriately enforce student dress. Enforcement should be consistent with the District's discipline matrix. Failure to comply with the student dress policy should be enforced consistently with comparable behavior and conduct violations.

**Student Records - Directory Information (Policy 5-303.B):**

The Family Educational Rights and Privacy Act (FERPA) requires that the Flagstaff Unified School District (the "District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District's procedures. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/legal guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents/legal guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District, in writing, by September 1. The District has designated the following information as directory information: Student's

name; Address; Telephone listing; Electronic mail address; Photograph; Major field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degrees, honors, and awards received; The most recent educational agency or institution attended; Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user; A student ID number or other unique personal identifiers that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

#### **Staff Interviews of Students and Searches (Policy 5-304):**

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

#### **Student Code of Conduct (Policy 5-305):**

Disruptive Conduct—A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process, or activity. 2. Threatening an Educational Institution—A student shall not threaten a school or the District by interfering with or disrupting a school, the District, or any school or District activity in violation of A.R.S. §§ 13-2911 and 15-841.H. 3. Violation of Federal, State, or Local Law—A student shall not violate any federal, state, or local law. 4. Violation of School Policies and Rules—A student shall not violate any Governing Board policy, regulation, or rule. 5. Defiance of Authority; Untruthfulness—A student shall obey the reasonable orders of teachers, administrators, and other District employees, and shall respond to requests for information from those persons in a truthful manner. 6. Alcohol—A student shall not possess, sell, offer to sell, purchase, offer to purchase, use, transfer, or be under the influence of alcohol. The term "alcohol" means beer, wine, or any distilled spirits as defined in A.R.S. § 4-101. 7. Drugs; Drug Paraphernalia—A student shall not possess, distribute, dispense, be under the influence of, purchase, obtain, use, sell, or transfer, or attempt to purchase obtain, sell, or transfer any controlled substance, dangerous drug, narcotic drug, or precursor chemical. The terms "controlled substance," "dangerous drug," "narcotic drug," and "precursor chemical" have the meaning as defined in Policy 4-205. a. A student shall not purchase, transfer, or sell any drug that is available by prescription only, or any over-the-counter medication. b. A student shall not possess or use any drug that is available by prescription only, or an over-the-counter medication, without the authorization of the building principal or the principal's designee. c. A student, including a cardholder as defined in A.R.S. § 36-2801, shall not possess or use marijuana on any District property or at any District-sponsored event. d. A student shall not possess, sell, offer to sell, transfer, or use drug paraphernalia as defined by A.R.S. § 13-3415. 8. Vandalism; Destruction of Property—A student shall not damage, destroy, or deface any school property or property belonging to any other person. 9. Weapons or Dangerous Items—A student shall not possess or use a firearm, weapon, explosive, fireworks, or any other instrument capable of harming any person or property, or that reasonably would create the impression of such harm. 10. Toy Guns and Weapons—A student shall not possess a toy gun

or other toy weapon that appears to be capable of causing bodily harm. 11. Gang Activity or Association—A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or affiliation. 12. Threats; Assault; Fighting—A student shall not verbally or physically threaten, abuse, assault, or engage in a fight with any student, school employee, or any other person. 13. Defamation—A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, or are false and have a tendency to impugn a person's occupation, business, or office. 14. Obscenity; Vulgarity—A student shall not use obscene or vulgar language or gestures, or distribute obscene or vulgar materials. Obscene materials, language, or gestures are those that an average person, applying contemporary community standards of the school community, would find that, taken as a whole, appeal to the prurient interests, and lack serious literary, artistic, political, or scientific value. Vulgar language, materials, or gestures include language, materials, or gestures that depict sexual and/or excretory activities in a patently offensive manner. 15. Harassment—A student shall not harass another person. Harassment includes, but is not limited to, verbal abuse that insults or humiliates others. It also includes sexual innuendos, unsolicited and unwelcome conduct that has sexual overtones, or continuing to express sexual or social interest after being informed that the interest is unwelcome. Harassment also includes non-sexually oriented conduct that includes words, actions, jokes, or comments based upon an individual's sex, gender identity, disability, race, national origin, religion, political beliefs/affiliation, marital status, home language, family, social or cultural background, or other legally protected characteristic. 16. Attire and Appearance—A student's attire or appearance shall not present health or safety problems, or cause disruption of educational activities. Items of attire with obscene words, slogans, or graphics or slogans related to drugs or alcohol shall not be worn or displayed. Footwear must be worn. 17. Forgery; Plagiarism; Cheating—A student shall not use or attempt to use the identity, signature, academic work, or research of another person and represent that it is the student's own. A student shall not share his or her knowledge or work with another student during an examination or test unless specifically approved in advance by the teacher. A student shall not use, during any examination or test, any materials or notes unless approved by the teacher. A student shall not forge a parent's/legal guardian's or any other person's signature on any communication to the school, or on any school document or form. 18. Misrepresentation—A student shall not provide false information to school personnel or impersonate another person verbally or in writing to provide false or misleading information to a school. 19. Gambling—A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property or money will be exchanged based on the outcome of the game or activity, unless the activity is otherwise lawful and properly supervised and has received the express approval of the school principal. 20. Initiation and Hazing—A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause, or does cause, bodily injury, mental harm, or personal degradation or humiliation. All initiations, including those related to any school club, athletic team, or other group are subject to these prohibitions whether or not the conduct occurs on school grounds. 21. Bullying and Cyberbullying—A student shall not bully or cyberbully another student or any District employee. Bullying and cyberbullying include acting toward someone in an unwelcome manner, repeated over time, that exerts or attempts to exert power over that person. It also includes actions that contribute to a substantial risk of, or cause, injury, mental harm, degradation, or social exclusion. 22. Emergency Alarms and Fire Control Devices—A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying the use of the device. 23. Arson—A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher-approved and supervised class activities, such as an approved and supervised experiment in chemistry class. 24. Unauthorized Entry—A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds, or designated off limits areas on school property. 25. Misrepresentation; Extortion; Theft—A student shall not take, use, or borrow any property by misrepresentation, deception, or by an express or implied threat. A student shall not take, use, or borrow property belonging to another person

without that person's permission to use or take the property. 26. Tobacco, Cigarettes, Vaping—A student shall not possess or use tobacco or cigarettes, a vaping device or inhalant product, matches, or lighters. 27. Tardiness—A student shall not be tardy to class or to any required school activity. 28. Endangering the Health and Safety of Others—A student shall not engage in conduct that endangers or reasonably appears to endanger the health or safety of other students, school employees, or other persons. 29. Traffic and School Bus Rules—When operating a motor vehicle on school grounds or at a school event, a student shall follow all school and other traffic rules, and shall operate the motor vehicle in a safe and prudent manner. A student shall abide by all school rules regarding the student's conduct while in a school bus or other vehicle, and shall obey the directives of school bus drivers and monitors. 30. Cell Phones and Other Electronic Communications—A student shall not use a cell phone or other electronic communication device during class time without the express permission of the teacher. During class time, a cell phone or other electronic communication device shall be turned off and placed in the student's purse or backpack. A student shall not record or transmit speech or other communications of other persons without those persons' express consent. 31. Leaving Class or School Grounds—A student shall not leave class without the teacher's permission. A student shall not leave school grounds during regular school hours without authorization by the principal or principal's designee. 32. Bomb Threat; Chemical or Biological Threat—A student shall not threaten to cause harm to property or persons using a bomb, explosive, arson-causing device, dangerous chemical, or biological agent. 33. Inappropriate Use of Technology—A student shall not use District computers, network, or other technology to post, send, or share personal information about the student or others without prior permission of both a teacher and parent/legal guardian. A student shall not make or attempt unauthorized access to any District information system. A student shall not use District technology to bypass or attempt to bypass any firewall, or to perform any illegal act, or to access a District-prohibited website.

**Student Discipline (Policy 5-306):**

1. Students shall behave responsibly and respectfully to achieve school success socially and academically, and comply with the rules, pursue the required course of study, and adhere to the authority of the teachers, the administrators, and the Governing Board. 2. Students shall be held accountable for disorderly conduct on school property or that takes place to and from school. 3. A teacher may send a student to the principal's office to maintain effective discipline in the classroom. If a student is sent to the principal's office, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the Board. *Suspension and Expulsion of Students* - 1. A student may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in A.R.S. § 13-105, use or possession of a gun, or excessive absenteeism. 2. A student may be expelled for excessive absenteeism only if the student has reached the age or completed the grade after which school attendance is not required as prescribed in A.R.S. § 15-802. 3. A student may be suspended or expelled for other conduct that is deemed a violation of District policies, regulations, or the student code of conduct. 4. A student shall be expelled from school for a period of at least one (1) year if the student is determined to have brought a firearm to a school within the jurisdiction of the school district, except that the school district may modify this expulsion requirement for a student on a case-by-case basis. 5. A student shall be expelled for at least one (1) year if the student is determined to have threatened an educational institution, except that the school district may modify this expulsion requirement for a student on a case-by-case basis if the student participates in mediation, community service, restitution, or other programs in which the student takes responsibility for the results of the threat. A student may be reassigned to an alternative education program if the student participates in mediation, community service, restitution, or other programs in which the student takes responsibility for the threat. The student's parent/legal guardian may be required to participate in mediation, community service, restitution, or other programs in which the parent/legal guardian takes responsibility with the student for the threat. 6. A student who cuts, defaces, or otherwise injures any school property may be suspended or expelled. On complaint of the Board, the parents/legal guardians of minors who have injured school

property are liable for all damages caused by their children or wards. 7. A student may be suspended or expelled for excessive absenteeism pursuant to A.R.S. § 15-803. This provision shall not be applied to students who have completed the course requirements, or whose absence from school is due solely to illness, disease, or accident as certified by a person who is licensed pursuant to title 32, chapter 7, 13, 14, 15 or 17. 8. Students who have been found to have committed incidents of harassment, intimidation, or bullying may be disciplined up to and including suspension and expulsion. Students may also be disciplined for submitting false reports of incidents of harassment, intimidation, or bullying. 9. The suspension and expulsion of students shall not be based on real or perceived race, color, sexual orientation, gender expression or identity, national origin, or ancestry discrimination. 10. If a student withdraws from school after receiving notice of possible action concerning discipline, suspension, or expulsion, the District may continue with the action after the withdrawal and may record the results of such action in the student's permanent file. 11. The principal of each school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of students is distributed to the parent/legal guardian of each student at the time the student is enrolled in school or transfers into the school.

*Suspension and Expulsion Hearings* - The Board is statutorily authorized to discipline students and to suspend or expel students as it deems appropriate. The Board vests the Superintendent, or a person designated by the Superintendent, with the power to suspend students. In schools that do not have a Superintendent or principal, a teacher may suspend a student from school. 2. All hearings concerning the expulsion of a student will be conducted before a hearing officer selected from a list of hearing officers approved by the Board, unless the Board, in executive session, determines that the Board will conduct the expulsion hearing. 3. The District will give written notice at least five (5) working days before the hearing by the Board, or the hearing officer or officers designated by the Board, to all students subject to expulsion and their parent/legal guardian of the date, time, and place of the hearing. If the Board decides that the hearing is to be held in executive session, the written notice shall include a statement of the right of the parent/legal guardian, or an emancipated student who is subject to expulsion, to object to the Board's decision to have the hearing held in executive session. Objections shall be made in writing to the Board.

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

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

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

**Police Interview Notification (Policy 5-401):**

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

**Department of Child Safety Interview and Custody (Policy 5-402):**

When a Department of Child Safety (DCS) case worker seeks to interview a student on school grounds, staff will notify the principal. Staff will request the DCS caseworker complete the "Form for Signature of Interviewing Case Worker." Staff will not impede a DCS caseworker from performing the DCS case worker's duties. Staff shall notify a student's parent/legal guardian when a DCS case worker seeks to interview a student unless: 1. The offense was allegedly committed by the student's parent or legal guardian; or 2. The offense was already reported to the police or DCS, and the investigator has determined that notifying the parent/legal guardian would impede the investigation.

**Immunizations and Communicable Diseases (Policy 5-403):**

Except as required by state or federal law, no student shall be permitted to attend school unless the District has first obtained immunization documentation for all listed diseases with respect to that student. Notwithstanding the previous sentence, the District shall immediately enroll homeless children and youths. District personnel shall work with the corresponding McKinney-Vento liaison to promptly obtain immunization records or required immunizations. During an outbreak of a listed disease, no student who does not have either proof of immunization or an immunity certification for such listed disease shall be permitted to attend school for the duration of the outbreak. The Superintendent shall develop procedures by which students who are unable to attend school during an outbreak may remain current with their coursework. Parent/Legal guardian requesting exemption from immunization requirements shall submit a medical exemption certification, a religious beliefs exemption statement, or a personal beliefs exemption statement using forms provided by the Arizona Department of Health Services.

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

**Administration of Medication (Policy 5-404):**

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

**Restraint and Seclusion (Policy 5-406):**

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

**Hazing Prevention (Policy 5-408):**

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

or endure any of the following: 1. Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both; or 2. Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the student, including activities that are reasonably calculated to cause the student to harm themselves or others; or 3. The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug, or other substance that poses a substantial risk of death, physical injury, or emotional harm; or 4. An act of restraint or confinement in a small space or significant sleep deprivation; or 5. Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury; or 6. Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics, or unhealthy exposure to the elements. a. With the intent to promote or aid the commission of hazing, agreeing with one or more persons that at least one of them or another person will engage in hazing, and one of the parties commits an overt act in furtherance of hazing. b. Intentionally or knowingly engaging in conduct that would constitute hazing if the attendant circumstances were as the person believes them to be. c. Intentionally or knowingly doing anything that, under the circumstances as the person believes them to be, is any step in a course of conduct planned to culminate in committing hazing. d. Intentionally or knowingly engaging in conduct that is intended to aid another to commit hazing, although the hazing is not committed or attempted by the other person. This Policy shall not be construed to apply to customary athletic events, contests, or competitions that are sponsored by the school, or to any activity or conduct that furthers the goals of a legitimate educational curriculum, legitimate extracurricular program, or legitimate military training program. Victim consent to or acquiescence in hazing is not a defense to a violation of this Policy. All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this Policy. Complaints of hazing and violations of this Policy should be reported to the principal or assistant principal of the school that sponsors the organization or where any student allegedly involved is enrolled. The principal, assistant principal, or designee shall promptly investigate all complaints of hazing and violations of this Policy. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred. Students who violate this Policy are subject to disciplinary action, including suspension and expulsion. Any teacher or staff who knowingly allows, authorizes, or condones a violation of this Policy is subject to disciplinary action, including suspension without pay and termination of employment. Any organization that knowingly allows, authorizes, or condones a violation of this Policy may have its permission to conduct operations at the school suspended or revoked. All persons and organizations alleged to have violated this Policy are entitled to appropriate due process, including the right to appeal the discipline or sanction to the next administrative level. This Policy shall be posted in each school building and printed in every student handbook for distribution to parents/guardians and students.

**Prohibition on Harassment, Intimidation, and Bullying (Policy 5-409):**

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

student or group of students engages in any form of behavior that includes such acts as intimidation, harassment, and/or intentional shaming that A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, C. occurs when there is a real or perceived imbalance of power or strength, or D. may constitute a violation of law. Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying, B. exposure to social exclusion or ostracism, C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and D. damage to or theft of personal property. Cyberbullying includes, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment. At the beginning of each school year, school officials are to provide all students with a written copy of the rights, protections, and support services available to victims of harassment, intimidation, or bullying. All schools shall make a written and electronic form available for the reporting of incidents of harassment, intimidation, or bullying. Anonymous reporting will also be available. Students and parents/legal guardians may make a confidential report to the appropriate school official. All reported incidents of harassment, intimidation, or bullying are to be documented and the documentation maintained for at least six years. The documentation shall not be used to impose disciplinary action unless an appropriate school official determines that the alleged harassment, intimidation, or bullying occurred. The documentation shall be maintained confidential to the extent possible, and, if provided to persons other than school officials or law enforcement, all individually identifiable information shall be redacted. If an incident of harassment, intimidation, or bullying is reported, school officials will provide an alleged victim with a written copy of the rights, protections, and support services available. An appropriate school official shall investigate reported and suspected incidents of harassment, intimidation, or bullying, and shall notify the alleged victim and alleged victim's parents/guardians of the investigation. Students who have admitted to or been found to have engaged in harassment, intimidation, or bullying are subject to disciplinary action, including suspension and expulsion. Any student determined to have submitted a false report of harassment, intimidation, or bullying is also subject to disciplinary action, including suspension and expulsion. Any student physically harmed as the result of harassment, intimidation, or bullying may be referred for emergency medical services, if appropriate. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred.

**Interscholastic Athletics (Policy 5-410):**

This Policy applies to all practice sessions, games, and other activities for interscholastic athletics. No student may participate in an interscholastic athletic activity unless the District has first obtained and placed on file a consent form signed by the student and the student's parent/legal guardian and indicates that the both the student and the student's parent/legal guardian have received information regarding the provision of water, concussions and head injuries, and heat-related illnesses, sudden cardiac death, and prescription opioid use. Written consent shall be required each school year for each Interscholastic athletic activity in which the student participates. All athletic events shall be designated as one of the following: (1) "boys", (2) "girls", or (3) "coed". Teams and events for girls shall be reserved for female students as required by A.R.S. § 15-120.02. Any student may participate on any team or event designated for boys and coed.