

Flagstaff High School Family & Student Handbook

FHS Mission

It is the mission of Flagstaff High School to graduate all students academically prepared to harness postsecondary success.

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

Mascot: Eagle



School Colors:

Green, Brown & White

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

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

FUSD also does not discriminate in hiring or employment practices.

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

FUSD Compliance Coordinator
3285 E. Sparrow Avenue
Flagstaff, AZ 86004
(928) 527-6000

Main Office Contacts

Position	Name	Contact Number	Email
Principal	Libby Miller	928.773.8101	lmiller@fusd1.org
Assist. Principal/Curriculum	Matthew Barquin	928.773.8115	mbarquin@fusd1.org
Assist. Principal of Safety and Restorative Practices	Trish Eberlein	928.773.8116	teberlein@fusd1.org
Athletics/Activities Director	Jeannine Brandel	928.773.8105	jbrandel@fusd1.org
Administrative Assistant	Suzie Mendez	928.773.8112	smendez@fusd1.org
Main Office	Melanie Osborne	928.773.8100	mosborne@fusd1.org
Attendance	Mikkel Gutzwiller	928.773.8110	mgutzwiller@fusd1.org
Attendance Clerk Attendance (24 hour line)	Kim Johnston	928.773.8111 928.7738404 x.4002	kjohnston@fusd1.org
Bookstore	Candice Lomaheftewa	928.7738144	clomaheftewa@fusd1.org
Counseling Office	Celeste Veldhuis	928.773.8120	mveldhuis@fusd1.org
Nurse		928.773.8102	
Library	Shelly Kelch	928.773.8145	skelch@fusd1.org
Data Clerk	Ellie Rodriguez	928.773.8137	erodriguez@fusd1.org
Registrar	Tonya Cannon	928.773.8130	tcannon@fusd1.org
School Fax		928.773.8146	
District Office		928.527.6000	
Transportation		928.527.2300	

FUSD Governing Board

Name	Title	Email
Carol Haden	Member	chaden@fusd1.org
Anne Dunno	Member	adunno@fusd1.org
Dorothy Denetsosie Gishie	Member	ddgishie@fusd1.org
Carole Gilmore	President	cgilmore@fusd1.org
Christine Fredericks	Member	cfredericks@fusd1.org

FUSD Administration

Name	Title	Email	Phone
Mike Penca	Superintendent	mpenca@fusd1.org	928.527.6002
Lance Huffman	Assist. Superintendent	lhuffman@fusd1.org	928.527.6021
Dawn Anderson	HR Director	danderson@fusd1.org	928.527.6010
Ginger Stevens	Director of Finance	gstevens@fusd1.org	928.527.6062
Susan Smith	Director of Equity, Inclusion, and Student Support	ssmith@fusd1.org	928-527-6171

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	jbland@fusd1.org
E – J	Kate Jaffie	773-8120	kjaffie@fusd1.org
K – Q	Kim Hemingway	773-8120	khemingway@fusd1.org
R – Z	Roshel Taliman	773-8120	rtaliman@fusd1.org
Native American Support	Darrel Marks	773-8120	dmarks@fusd1.org
Career/CAVIAT Counselor		773-8120	
Kinlani Dorm Support	Theresa Boone Schuler	774-5279	tbooneschuler@kinlanidorm.org
School Psychologist	Enilda Sutton	773-6235	esutton@fusd1.org
Counseling Secretary	Celeste Veldhuis	773-8120	mveldhuis@fusd1.org
School Social Worker	Vanessa Billegas	773-6727	vbillegas@fusd1.org

Slightly revised 7.22.23

2022-23 FHS HIGH SCHOOL DAILY BELL SCHEDULE				
Monday	Tuesday	Wednesday	Thursday	Friday
Period 0 6:55 – 7:50 (55)	Period 0 6:55 – 7:50 (55)	Period 0 55 minutes	Period 0 6:55 – 7:50 (55)	Period 0 6:55 – 7:50 (55)
Period 1 8:00-9:00 (60)	Period 1 8:00-9:00 (60)	Period 1 8:00–8:35 (35)	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 8:40–9:10 (30)	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 8: Advisement 9:15-10:00 (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 3 10:05–10:35 (30)	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 4 10:40–11:10 (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 5: Lunch 11:10–11:40 (30)	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 6 11:45–12:15 (30)	Period 7 1:35-2:30 (55)	Period 7 1:35-2:30 (55)
**60 minute 1st period to allow for announcements. The rest are 55 minutes throughout the day.	**60 minute 1st period to allow for announcements. The rest are 55 minutes throughout the day.	Period 7 12:20–12:50 (30)	**60 minute 1st period to allow for announcements. The rest are 55 minutes throughout the day.	**60 minute 1st period to allow for announcements. The rest are 55 minutes throughout the day.

Delayed Start Schedule

Period 1 10:00-10:35	Period 2 10:40-11:15	Period 3 11:20-11:55	Lunch 11:55-12:30	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
 - Other Circumstances which in the administrators' judgment qualify.

A parent or guardian must call within 24 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 at the discretion of school administration. 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 Division as a last resort.

School Activity Absences

District and AIA regulated activity guidelines will be followed for all school activity absences. If such regulations do not apply to the activity, and the student is failing any class, the student may be precluded from participating in the activity. If a student athlete has an absence, excused or unexcused, on a weekday 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 academic 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.

ACADEMICS & GRADUATION REQUIREMENTS

It is the student's responsibility to make sure there is a sufficient number of credits and required courses have been taken 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.

Class of 2023 Graduation Requirements	
English	4 credits
Math ⁽¹⁾	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

⁽¹⁾ 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.

College Admission Tests

Students entering college will be required to take either the ACT or the SAT. Information concerning costs and dates of administration will be announced in the school bulletins.

The PSAT is available for all students in October. It assists in predicting college success and is good "practice" in preparing for future admission tests. This test, used for National Merit Scholarships guidance purposes, is recommended for college-bound students. The PLAN is also offered in the spring semester as an official practice exam for the ACT.

Scholarships

The Internet is the best source for scholarship information. The guidance office does have a scholarship drawer with paper applications on local, state, and national scholarships. Scholarships are also posted in 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 an approved No Hour pending counselor approval.

Removal of an Incomplete Grade

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

Schedule Change Policy

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

1. Anticipated schedule changes for 1st semester or 2nd semester must be done prior to the beginning of school.
2. After the first 10 days of school, all schedule changes will require administrator approval. No schedule changes after the second (2nd) week of the semester are allowed.
3. If, after school starts, the student is considering a schedule change for the 2nd semester or has received an F (failing) for a class, he/she must initiate this change before winter break. No schedule changes after the second week of the spring semester are allowed.

Early Graduation

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

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](#)

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 Computer Data Clerk immediately of 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. 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.

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

Upon entry to school, students will be assigned a locker and 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.

FUSD Fee Schedule 2022-2023

<u>Student Fees</u>	<u>Fee</u>	<u>Course Name</u>	<u>Fee</u>
Elementary Student Dues	1.00	Auto Care/Power Mech	25.00
Middle School Student Dues	40.00	Auto Mechanics	40.00
Middle School Sports Participation	40.00	Child Development	25.00
High School Student Dues	25.00	Computer Coding/CS	25.00
High School Sports Participation	150.00	Design & Merchandising	25.00
High School Sports Participation Family Max	225.00	Drafting/CAD	25.00
Replace Photo ID	10.00	Engineering	30.00
Mobile Device Protection Plan	25.00	Int. Design/Housing	25.00
<u>Course Name</u>	50.00	Metals/Welding	30.00
Alpine US History	30.00	Vocational Machine	40.00
Art	30.00	Vocational Welding	40.00
Athletic Training	30.00	Outdoor Discovery	35.00
Business Classes	80.00	Photography	30.00
Band (Base Fee)	50.00	Woods	30.00
Culinary Arts	15.00	CTE Building Trade Class	40.00
Links	25.00		
Orientation to Health Careers	25.00		
PE Elective Class Maintenance	15.00		
Non-lab Science	25.00		
Lab Science	15.00		
Tech Lab Restocking Fee (PLATO)	15.00		
Theatre	15.00		

Other fees as approved by Governing Board, as adopted at a public meeting after notice has been given to all parents of pupils enrolled at schools in the District through Board agenda and meeting notices.

Independent Study courses in the above areas will also include a fee.

Schools reserve the right to drop classes for non-payment of fees. All course fees are due no later than 10 days after the first day a course meets. Any student who has not paid such fees, made agreed upon progress toward payment, or qualified for a full fee waiver by that date shall be administratively dropped from the class.

Exact class names vary between schools. The fee on the above schedule applies to similar courses.

"Principals are authorized to waive the assessment of all or part of a fee assessed if it creates an economic hardship for a pupil."--ARS 15-342. This also applies to Pay to Participate. Those with financial hardship need to see the principal/administrator.

Not all classes are offered at each High School.

Student Dues must be paid prior to the issuing of lockers or parking permits for school property. If locks are not returned to the Bookstore and if lockers are not left clean, a \$10 lock/locker fee will apply at end of year.

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 4:00 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 at least one week before the event. 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.

ACADEMIC PROGRAMS, CLUBS, SPORTS AND ACTIVITIES

Honors / AP Program

Because of changing requirements for university admission and scholarship competition, students may be interested in the Pre-AP/AP Program at FHS. The Pre-AP Program will provide enriched opportunities for academic excellence to highly motivated and qualified students. Through a comprehensive plan of advanced instruction across grade levels and content areas, students will experience a curriculum that emphasizes analytical thinking, creative inquiry and independent learning. See your counselor for more information.

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 the 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 points

LINK Crew

Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Boomerang Project’s proven high school transition program trains mentors from the junior and senior classes to be Link Crew Leaders. As positive role models, Link Crew Leaders are mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success. Link Crew provides the structure for freshmen to receive support and guidance from juniors and seniors who have been through the challenges that high school poses, and understand that the transition to a larger school can sometimes be overwhelming.

TAPP (Teenage Parent Program)

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

Driver Education: Click [HERE](#) for more information

Campus Clubs and Sponsors

The following clubs and organizations are regulated and coordinated by the student 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.

Club Name	Sponsor
Anime Club	Kathy Corcoran & Danielle Bonfig
Bible Club/Prayze	Kelly Graham
C.H.I.C.C.S.	Shelly Stearns
Design and Merchandising	Cristy Auble
Drama	
Kinlani Yearbook	Richard Dean
LINKS	Christ Pabst and Rochel Taliman
National Honor Society	Kayce Klecker
Native American Club	Darrell Marks
Pride Club	
Skills USA Autos	
SkillsUSA Woods	Ernie Rice
SkillsUSA Metals	MIke Rust
Student Council	Jen Askew

SkillsUSA Graphic Design & Screen Printing	Kayley Quick
Oceanography	Kayce Klecker
Mountain Bike Club	Kyle Gandy

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 music participants are required to have a clearance packet completed and on file with the athletic director's office before participation in practice or contests. This includes a physical examination that must be given by an 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.

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.

Fall Sports

Cross Country ~ Boys & Girls	Trina Painter
Football	Sean Manning
Golf	Joth Jacobson
Swimming and Diving ~ Boys & Girls	Rachel Perugini
Volleyball	Beth Haglin
Spirit Line ~ Cheer	Travis Doerfler
Spirit Line ~ Dance	Kaylee Scheel

Winter Sports

Basketball ~ Boys	Nick Walton
Basketball ~ Girls	Tyrone Johnson
Soccer ~ Boys	Mike Jenkins
Soccer ~ Girls	Savannah Berry
Wrestling	Scott Neuburger

Spring Sports

Baseball	Kenny Macias
Softball	Ray Hernandez
Tennis ~ Boys	Richard Dean
Tennis ~ Girls	Steve Boadway
Track and Field ~ Boys & Girls	Open

Volleyball ~ Beach	Beth Haglin
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Musical Performing Groups

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

No student will be permitted to practice or participate in any interscholastic athletic contest 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.

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 times

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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STUDENT RECOGNITION

Students who work hard, come to school everyday and participate to the best of their ability will be successful in school and have a greater chance at receiving recognitions, scholarships, and entry into career choice programs during school and after graduation.

Perfect Attendance

We recognize the importance of school attendance at FHS! Students with perfect attendance for the entire school year are presented with an award at the Awards Assembly

Student of the Month

This recognition program is sponsored by PBIS . A senior is selected each month based on teacher nomination and teacher affirmation vote. Each student-of-the-month receives a reserved parking space, certificate and small box of chocolates along with recognition at our monthly staff meeting.

Awards and Scholarships

Awards and honors assemblies are held in May of each school year. We announce awards and scholarships from numerous outside organizations, colleges and universities.

Academic Letter

Any student, who has maintained a cumulative grade point average of 3.5 or higher at the end of each academic year, will receive either an academic letter or a year pin. Students must have completed two semesters at FHS to qualify for this award. Letters and year pins will be awarded during the fall. After a letter is awarded, a 3.5 cumulative GPA in subsequent years will entitle the student to receive an additional bar for that year.

SCHOOL POLICIES

The District recognizes that appropriate behavior is a necessary prerequisite to learning and that each student must conduct himself properly and in accordance with school rules, regulations, and policies at all times. Each employee of the District is responsible for helping to enforce proper student conduct. The District further recognizes that situations may arise that, in the best interest of the majority of the students and of the District, will necessitate the removal of a student or students from the school situation.

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

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

Students must accept responsibility for their conduct. Ultimately, the parent(s)/legal guardian(s) must assume the responsibility for the conduct of their children. The schools will assist parents whenever possible by recommending services and agencies that may be of assistance. Learning is maximized in an environment that is physically and psychologically safe for students, faculty and staff. To maintain that environment, the following infractions are considered unacceptable and a cause for disciplinary action.

The following is a list of student expectations and policies:

Quick Links:

[**FUSD SECONDARY DISCIPLINE MATRIX**](#)

[**ATTENDANCE POLICY**](#)

[**CELL PHONE POLICY**](#)

[**DRESS CODE POLICY**](#)

Honesty and Integrity

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

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.

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 2022-2023 school year.

A completed student application for a parking permit must be presented to the FHS bookstore in order to be issued a parking permit.

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, 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. Seniors that would like to park in the "Senior Parking" lot in front of the gym may do so for a fee of \$20. This fee will NOT be prorated. Spaces are limited and will be issued on a first come, first served basis during the "Senior Sunrise".
- E. Students may NOT park in the staff or visitor parking, bus lanes, or fire lanes.
- F. Parking is NOT permitted in disabled person's 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.
- G. 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.
- H. 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 are not responsible for your vehicle, its contents, or damage to vehicles either on or off school property. 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 “hits” 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. The two general parking lots located on the lower end of Kendrick Street.
- B. The east side of the Elm Avenue lot (in front of the Main Auditorium), but NOT to the left of the Elm Avenue entrance. That area is reserved for Visitors, Administration, Counseling, and Office Staff ONLY.
- C. Senior Parking will be allowed, for a fee, in front of the Gym and Auditorium in registered spaces only.
- D. Other than assigned Senior Parking and specific Athletic Assignments, NO PARKING IS ALLOWED IN FRONT OF THE GYM OR ON THE WEST SIDE OF THE GYM/DOME AREA.
- E. The Auto Shop and Welding lots are not available for Student Parking.
- 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!

DRESS CODE

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.

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.

Approved: March 8, 2022

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 Resources

Student Concerns, Complaints & Grievances (Policy JII-EB)

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

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

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

Provided that:

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

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent.

Forms are available in the school office.

- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

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

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

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

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

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

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 ~~any and~~ 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 7/20/2022 ~ L. Miller

Checklist for Completed Student/Parent Forms

- Parent Receipt for Receiving School Handbook, Selected School Policies and Regulations, Student Directory Information, Student Media Information and Technology Responsible Use Agreement.

- Student Receipt for Receiving School Handbook, Selected School Policies and Regulations, Student Directory Information, Student Media Information and Technology Responsible Use Agreement.

- Student Technology Responsible Use Agreement (EIS User Agreement Signature Page)

- OPTIONAL: Student Directory Opt-Out Form

- OPTIONAL: Elementary and Secondary Student Media Release Opt-Out Form