

Sinagua Middle School



Mustangs

SMS Administration

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This handbook is intended to provide a general understanding of the policies, practices and procedures used at Sinagua Middle School. For a more in depth explanation of the policies please refer to the Flagstaff Unified School District Policy Manual at;

<http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>
For translation please contact the FUSD Office @ 527-6000.

Notice of Nondiscrimination

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

FUSD also does not discriminate in hiring or employment practices.

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

FUSD Compliance Coordinator - Section 504 Coordinator – Title IX Compliance Officer
3285 E. Sparrow Avenue
Flagstaff, AZ 86004
(928) 527-6000
(928) 527-6178

Política Antidiscriminatoria

El Distrito Escolar Unificado de Flagstaff (FUSD) prohíbe la discriminación y el acoso en cualquier programa y actividad, incluyendo la Orientación Vocacional y los programas de Educación Tecnológica. y proporciona el acceso igualitario a todos los estudiantes, sin importar sexo (Título IX), raza, color, religión, antigüedad, nacionalidad, origen (Title VI), género, edad, orientación sexual, o impedimentos físicos y/o condición médica (Sección 504) la admisión a sus programas, servicios, o actividades, el acceso a ellos, en el trato a los individuos, o en cualquier aspecto de sus operaciones. La falta del manejo del Inglés NO debe ser una barrera para la admisión y la participación en las actividades del distrito. Además, del derecho de los estudiantes a participar completamente en la enseñanza no debe ser obstruido o impedido por cualquier otra razón que no este relacionada con las capacidades individuales de los estudiantes. Ningún estudiante debe ser excluido de las clases con pago obligatorio por falta de dinero. Se puede obtener Información para asistencia financiera con el consejero en la oficina del director. La Educación Vocacional y la Educación Tecnológica del FUSD no discrimina en la inscripción o el acceso a cualquiera

de los programas disponibles. FUSD ofrece los siguientes programas de Orientación Vocacional y Educación Tecnológica. Los Programas de Orientación Vocacional y Educación Tecnológica del ADE designados como Preparación Vocacional: **Comunicación Gráfica; Información Tecnológica; Carpintería; Agricultura – Renovación de los Recursos Naturales; Contaduría y Administración de Empresas; Mecánica; Artes Culinarias; Diseño Publicitario; Dibujo Técnico; Educación Pre-escolar; Electrónica; Mercadotécnica; Enfermería; Soldaduría; y Orientación Vocacional** . Nota: no todos los programas de CTE se ofrecen en cada una de las tres Preparatorias del FUSD', no obstante, todos los cursos del CTE están abiertos para cualquier estudiante sin importar el lugar donde reside.

El FUSD tampoco discrimina en la contratación de empleados.

Este aviso es requerido por el Título VI del Acta de los Derechos Civiles de 1964, Sección 504 del Acta de Rehabilitación de 1973, Título IX de Las Enmiendas a la Ley de Educación de 1972, Acta de Discriminación por la Edad de 1975, y el Acta de los Minusválidos Estadounidenses de 1990. Preguntas, quejas, o peticiones para obtener información adicional en relación a estas leyes pueden ser dirigidas al Coordinador encargado del acatamiento legal.

Coordinador de la Oficina para el Cumplimiento Legal del FUSD

3285 E. Sparrow Avenue
Flagstaff, AZ 86004
(928) 527-6000
(928)527-6178

STUDENT DIRECTORY INFORMATION RELEASE FORM

During the school year, school district staff members may compile non-confidential student directory information specified below.

According to state and federal law the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the district governing board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the district is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing that the school not release the student's information without your prior signed and dated written consent. If you do not object to the release of any or all of the below-designated information in writing, then the district must provide military recruiters, upon request, directory information containing the student's names, addresses and telephone number.

If you do not want any or all of the below-designated information about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by checking the appropriate box or boxes (**I do not** want any of the information released), signing the form at the bottom of this page, and returning it to the Principal within two (2) weeks of receiving this form, or October 31, whichever occurs first. If the school district does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son/daughter's directory information.

To: Principal

I do not want any of the directory information indicated below, concerning

(STUDENT'S NAME) _____, to be released to any person or organization, without my prior written consent.

Directory Information includes:

Name	Date and place of birth
Address	Dates of attendance
Telephone Number	Email address
Honors and awards received	Photo
Enrollment status (e.g. part time or full time)	Grade level
Weight and height (members of athletic teams)	Major field of study
Participation in officially recognized activities/sports	
Most recent educational agency or institution attended	

I do not consent to military release

Parent/Guardian PRINTED NAME

Parent/Guardian SIGNATURE

DATE

Rev. 6/2016

Student Media Release Opt-Out Form

Throughout the school year, students may be highlighted in efforts to promote Flagstaff USD activities and achievements. For example, students may be featured in materials to increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media. Parents/Guardians have the option to choose not to have their student(s) image, school-related work, etc. released for media purposes.

If you do not give permission for your student's media release, you must notify the District in writing by checking the appropriate box below (I **do not** want), signing the form at the bottom of this page, and returning it to the Principal within two (2) weeks of receiving this form, or October 31, whichever occurs first. If the school district does not receive this notification from you within the prescribed time, it will be assumed that your permission is given for media release.

To Principal:

I **do not** give Flagstaff USD and its employees, representatives, and authorized media organizations permission to print, photograph, and record my student (STUDENT'S NAME) _____ for use in newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

Parent/Guardian PRINTED NAME

Parent/Guardian SIGNATURE

DATE

**STUDENT RECEIPT FOR RECEIVING HANDBOOK INFORMATION,
STUDENT DIRECTORY RELEASE INFORMATION AND
TECHNOLOGY USE AGREEMENT
TO BE SIGNED BY STUDENT AND RETURNED
2021-22 SCHOOL YEAR**

STUDENT NAME: _____

ID NUMBER: _____

(PLEASE PRINT)

SCHOOL ATTENDING: _____ **DATE:** _____

I. ACKNOWLEDGEMENT OF RECEIPT:

Check to acknowledge:

I acknowledge that I have been oriented to the **Flagstaff Unified School District 2016-2017 Selected Student Policies and Regulations Handbook** and that I have been given the opportunity to read the Handbook and review it with my parent/guardian. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook or if I would like to receive a hard copy of the Handbook.

I acknowledge that I have *received* the **School Student Handbook** and that I have been given the opportunity to read the Handbook. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook.

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

I have read, understand and agree to this agreement and the Flagstaff Unified School District policy and regulations on appropriate use of Electronic Information Services. I understand that if I break any of the terms and conditions it may result in disciplinary action, up to and including suspension and that I may not be allowed to use the Electronic Information Services.

STUDENT NAME: _____
(PLEASE PRINT)

SIGN HERE _____

2021-2022 Sinagua Middle School Bell Schedule

Regular Schedule (Monday, Tuesday, Thursday, Friday)

Period 1	7:40-8:31(51)	Period 1	7:40-8:31 (51)
Period 2	8:35-9:25 (50)	Period 2	8:35-9:25 (50)
Period 3	9:29-10:19 (50)	Period 3	9:29-10:19 (50)
Period 4	10:23-11:08 (45)	Period 4	10:23-11:08 (45)
Lunch A	11:08-11:38 (30)	Period 5/6	11:12-12:02 (50)
Period 6/7	11:42-12:32 (50)	Lunch B	12:02-12:32 (30)
Period 8	12:36-1:26 (50)	Period 8	12:36-1:26 (50)
Period 9	1:30-2:20 (50)	Period 9	1:30-2:20 (50)

Early Release (Wednesday)

Period 1	7:40-8:15 (35)	Period 1	7:40-8:15 (35)
Period 2	8:19-8:52 (33)	Period 2	8:19-8:52 (33)
Period 3	8:56-9:29 (33)	Period 3	8:56-9:29 (33)
Period 4	9:33-10:03 (30)	Period 4	9:33-10:03 (30)
Lunch A	10:03-10:36 (33)	Period 5/6	10:07-10:40 (33)
Period 6/7 10:35-11:08	10:40-11:13 (33)	Lunch B	10:40-11:13(33)
Period 8	11:17-11:50 (33)	Period 8	11:17-11:50 (33)
Period 9	11:54-12:30 (36)	Period 9	11:54-12:30 (36)

Snow Day Schedule (M-F)

***If snow day on Wed, there will be no early release and no pathway**

Period 1	9:40-10:20 (40)	Period 1	9:40-10:21 (40)
Period 2	10:24-11:02 (38)	Period 2	10:24-11:02 (38)
Period 3	11:06-11:44 (38)	Period 3	11:06-11:44 (38)
Lunch A	11:44-12:14 (30)	Period 5/6	11:48-12:26 (38)
Period 6/7	12:18-12:56 (38)	Lunch B	12:26-12:56 (30)
Period 8	1:00-1:38 (38)	Period 8	1:00-1:38 (38)
Period 9	1:42-2:20 (38)	Period 9	1:42-2:20 (38)

**PARENT RECEIPT FOR RECEIVING HANDBOOK INFORMATION,
STUDENT DIRECTORY RELEASE INFORMATION AND
TECHNOLOGY USE AGREEMENT
TO BE SIGNED BY PARENT AND RETURNED
2021-22 SCHOOL YEAR**

STUDENT NAME: _____

ID NUMBER: _____

(PLEASE PRINT)

SCHOOL ATTENDING: _____ **DATE:** _____

III. ACKNOWLEDGEMENT OF RECEIPT:

Check to acknowledge:

I acknowledge that I have been informed that the **Flagstaff Unified School District 2016-2017 Selected Student Policies and Regulations Handbook** is available on the District's website and that I may request a hard copy from my child's school. I have been given the opportunity to read the Handbook and review it with my child. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook or if I would like to receive a hard copy of the Handbook.

I acknowledge that I have *received* the **School Student Handbook** and that I have been given the opportunity to read the Handbook. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook.

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

I have read, understand and agree to this agreement and the Flagstaff Unified School District policy and regulations on appropriate use of Electronic Information Services. I understand that if I break any of the terms and conditions it may result in disciplinary action, up to and including suspension and that I may not be allowed to use the Electronic Information Services.

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

As the parent of guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the Flagstaff Unified School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

PARENT/GUARDIAN NAME:

(PLEASE PRINT)

SIGN HERE

PARENT/GUARDIAN SIGNATURE

DATE

FUSD Governing Board

Name	Title	Term Expiration	Phone Number	Email Address
Carole Gilmore	President	12/31/24	(928) 527-6002	cgilmore@fusd1.org
Carol Haden	Clerk	12/31/22	(928) 527-6002	chaden@fusd1.org
Anne Dunno	Member	12/31/22	(928) 527-6002	adunno@fusd1.org
Christine Fredericks	Member	12/31/24	(928) 527-6002	cfredericks@fusd1.org
Dorothy Denetsosie Gishie	Member	12/31/24	(928) 527-6002	ddgishie@fusd1.org

FUSD Administration

Name	Title	Email	Phone
Michael Penca	Superintendent	mpenca@fusd1.org	928.527.6001
Mary K. Walton	Asst. Superintendent	mwalton@fusd1.org	928.527.6020
Bob Kuhn	Asst. Superintendent	bkuhn@fusd1.org	928.527.6010
Ginger Stevens	Director of Finance	gstevens@fusd1.org	928.527.6062

District Office		928.527.6000
Transportation		928.527.2300
Food Service		928.527.6090

School Holidays 2021-22

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

Teachers Begin	August 9,2021
Classes Begin	August 11, 2021
Labor Day	September 6, 2021
Inservice Day	September 20,2021
Fall Holiday	October 14 &15, 2021
Veterans' Day	November 11, 2021
Thanksgiving	November 24 - 26, 2021
Winter Recess	December 20-21, 2021
New Year's Day	December 31, 2021
M.L. King Day	January 17, 2022
Presidents' Day	February 21, 2022
Spring Break	March 14-18,2022
Memorial Day	May 30,2022
Last Day of Classes	May 26, 2022

Rights and Responsibilities

Rights

A “right” is something that belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights:

1. You have a right to a safe school. This means that your school should provide safe classrooms, equipment and rules to ensure your safety at school.
2. You have the right to be respected and treated with kindness at school. This means that others should not laugh at you, make fun of you, or hurt your feelings.
3. You have a right to be an individual at school. This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently or it takes you a little longer to get the right answer.
4. You have the right to work without being bothered. This means that others should not bother you as you responsibly make good use of your time.
5. You have the right to express yourself. This means that you may talk freely about your ideas and feelings when appropriate.
6. You have a right to tell your side of the story. This means that you may tell your side of the story when accused of breaking a rule.

Responsibilities

There are some things you should do without being told. Some of these things you do for others and some of these you do for yourself:

1. You have a responsibility to come to school. This means that you come to school every day, on time, unless you are sick or excused.
2. You have a responsibility to practice good personal cleanliness. This means that you come to school clean.
3. You have a responsibility to take care of property. This means observing all safety, playground, and classroom rules.
4. You have a responsibility to complete your classroom assignments. This means to do your best with your class assignments and homework, and hand them in on time.
5. You have a responsibility to take messages home. This means that it is important for you to take all school messages to your parents/guardians
6. You have a responsibility to help make school a good place to be.

This means being thoughtful, respectful and courteous to others.

General School Policy

Arizona Parents Bill of Rights

The Arizona Parents bill of Rights can be found at: <http://www.azleg.state.az.us/ars/1/00602.htm>.

FERPA – Family Educational Rights and Privacy Act (FERPA) and the Disclosure of Student Information

- Inspect and review education records;
- Seek to amend education records;
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

Records Confidentiality

Please see the form and information at

<http://www.fusd1.org/cms/lib03/AZ01001113/Centricity/Domain/27/FUSD%20Opt%20Out%20Form%20109%20%20Rev%202015.pdf>

Nurse's Office

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

Illness during the School Day

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

Immunization

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

Families who "opt out" of immunizations

Families who choose to opt out of the required immunizations must fill out the appropriate forms and submit them to your school. Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the department of health services or local health department. The department of health services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the pupils.

Please see:

<http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/15/00873.htm&Title=15&DocType=ARS>

Injuries

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

Student Insurance

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

School Lunch Program

Breakfast and Lunch is served every day for a predetermined cost. FUSD schools participate in the Federal free and reduced Lunch program for those qualified. The school lunch program follows District nutritional guidelines.

Student I.D. Card

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

Student Picture Taking

The administration may permit the taking of school day pictures of students.

Visitors (Policy KI)

All visitors to FUSD schools must check in at the front office. Anyone who does not comply with the guest pass policy will be cited for trespassing at the discretion of the administration.

Literature Distribution in Schools

Written materials prepared by or on behalf of the Flagstaff Unified School District that are directly related to the programs, curriculum, and activities of the District may be distributed at any time by teachers and other district employees or volunteers. All materials distributed to students from groups outside FUSD are required to be approved by the school/district office.

Child Find (Policy IHB-R)

If you suspect that your child, age 3-21, has a disability, screening, evaluation, and Special Educational services are available at no cost to you if you live within the boundaries of the Flagstaff Unified School District. Information is also available to you for children under the age of 3. Please call 527-6116 to initiate the referral process, or you can view the information on our website at <http://www.fusd1.org>

Personal Property

The school shall not assume responsibility for the theft of, for the loss of, or damage to, personal property stored, installed, used or brought to the school premises.

Lost and Found

If a student loses something, he/she should check with the receptionist at the counter in the office. It is a good practice to print the student's name inside book covers and to have articles of clothing (coats, tennis shoes, etc.) and other valuables so marked.

Telephone

Students must have permission to use school phones to contact a parent/guardian. Please see the FUSD cell phone policy in this Handbook for information on appropriate use of personal cell phones.

Student Messages

If you need to reach your student for an emergency, please contact the front office and we will get the emergency message to your child.

Library

The library is used for special reading and general research. Anyone abusing the library privilege will have future use restricted for an indefinite period of time.

Bus Transportation

Bus transportation is provided for students. Only through the cooperation of those riding in the buses can the district furnish the best school transportation and keep equipment in good condition.

No bus transportation will be provided within one and one-half miles of the school or if student is attending school not in home attendance area.

Bus Regulations and Conduct (Policy EEAEC, EEAE-EA)

The school district will not tolerate misbehavior on the buses. Students, while on the school bus, will be directly responsible to the bus driver. Disorderly conduct is sufficient reason for the driver to report the facts to the principal. The principals have authority to suspend students from the bus until the student's parent/guardian brings the student to school for a conference and satisfactory assurance is given to principal by the parent/guardian that the student will improve his or her behavior. If the student continues to cause problems, the driver will notify the principal or school representative, who will suspend the student's bus privileges for a designated period.

Remember:

- Riding the school bus is a privilege that may be revoked at any time.
- Misbehavior on a bus can jeopardize the safety of everyone on board.
- A bus driver may prevent any person from riding the bus who is unable to identify him or her as a student in attendance. This can be done by showing the current school ID in disciplinary situations, and at any other time in the driver's discretion, the driver may ask to see a school ID.
- Bus drivers are responsible for control and discipline while the bus is in operation.
- Conduct reports turned in by the bus driver may result in: student discipline, up to and including suspension or expulsion.

Food Policy

Students may take food outside of the lunchroom only if they are going to a lunch detention or to a classroom for tutoring or make-up work and have a hall pass from their teacher.

Bicycles

Bicycles should be parked in the bicycle enclosure and locked. The school is not responsible for stolen bicycles. It is to your advantage to have a good, strong lock for your bicycle. Police reports for stolen bicycles must be filed by your parent/guardian.

Student Relationships

The demonstration of affection between students in or around school or during school-related functions is limited to holding hands.

Project Fees

The \$40.00 Project Fee will assist in funding essential school activities offered at Flagstaff Unified Middle schools.

Sports Fees

The sports fee will cover costs associated with running middle school athletics. This fee is a yearly onetime payment that allows students to participate in multiple sports throughout the year.

Delayed Start Schedule

School cancellations and/or the Delayed Start Schedule will be announced by 6 a.m. over all radio and television stations and on the FUSD website: www.fusd1.org. When a delayed start schedule is in effect, school will start at 9:40 a.m. rather than the usual time of 7:40 a.m. All morning school buses will run 1 hour 40 minutes later than usual.

Flowers, Balloons, and Presents

Interruptions during the school day interfere with learning and many students have severe allergies to latex. FUSD middle schools cannot accept and deliver balloons, flowers, etc. to students. Please do not have these items delivered to the school.

Textbooks

The school furnishes textbooks to students, but they are required to pay for any lost or damaged books assigned to them.

Grade Check

Student grades and attendance records will be available on ParentVUE and StudentVUE. Please contact the front office for a password so that you can monitor your student's grades and attendance throughout the school year.

Uniform Code of Dress:

We believe that the students at FUSD middle schools are responsible individuals who will reflect this in their dress and behavior. Basic expectations of sanitation, safety, neatness and modesty must be observed. Students will be expected to observe modes of dress, styles of hair, and personal grooming which support / do not distract from the learning environment. Students should not wear clothing or hair styles that can be hazardous to them in their school activities, such as during physical education or wood shop class. School administrators makes final decisions regarding attire, and a parent/guardian may be contacted to bring an appropriate change of clothing or to pick up their student from school.

We strongly encourage each parent/guardian to read the information below and have a discussion with their student regarding the appropriate dress for school.

I. General Guidelines

- Appropriate dress will be required at all school sponsored events including school dances, competitions and activities.
- Students may not wear items that promote alcohol, drugs, tobacco products, sex, nudity, or which allude to topics inappropriate for school or considered to be offensive to others.
- No dress indicating gang affiliation will be permitted.
- Chains and spikes are not permitted.
- Any personal item including clothing, hair, jewelry or accessories that are deemed as a safety hazard or a hindrance / distraction to the educational process, to the school or the classroom will not be permitted.
- The middle school dress code applies to all students.

II. Footwear

- According to Arizona law, footwear must be worn at all times.

III. Pants/Skirts/Shorts

- Pants/skirts/shorts are to be worn at the waistline. No sagging will be permitted.
- Large holes in clothes will not be permitted.
- Shorts, skirts, cut-offs, or splits that go above the mid-thigh range are inappropriate at school.
- Undergarments that are visible are inappropriate.
- If stretch-type pants are worn, a shirt must be worn over the top; the length of this shirt should extend to the fingertips of arms/hands extended to the floor.

IV. Shirts:

- Must have an appropriate neckline. All shirts must have a sleeve of some type (cap) which covers the shoulders. Must have an appropriate length, which covers the torso and under which no undergarment is visible.

V. Head Coverage

- Hats, stocking caps and bandanas are not to be worn during the regular school day.

Technology Resources (Policy IJND, IJND-R, IJND-EB, IJNDB)

Electronic Device Usage

All personal electronic devices, including but not limited to, cell phones, CD players, MP3 players, iPods, tablets, and accompanying ear buds and headsets are not to be used during instructional hours unless authorized by the instructor. Approval for students' use of such devices will be at the discretion of the classroom teacher. The following rules also apply.

- Students are required to turn electronic devices over to school personnel when requested.
- If a personal electronic device is used when prohibited by school personnel, the device may be confiscated. The item may be obtained by the parent or guardian from a site administrator.
- Use of cameras or camera features on an electronic device for use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited.
- Students violating this policy may be subject to disciplinary action up to and including suspension or expulsion from school.

Please note: Students bring personal electronic devices to school at their own risk. Administration will not conduct investigations for electronic devices if items are reported lost or stolen.

Social Media

The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media sites such as Twitter, Facebook, Internet Forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking and others have many benefits in our world; however, they may also be disruptive when inappropriate posting or usage occurs. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

FUSD recognizes and supports its students and staffs rights to freedom of speech, expression and association, including the use of social networks. In this context, each student and staff member must remember that participating in FUSD activities is a privilege, not a right. Any online postings or usage must be consistent with federal and state laws, as well as team, school and district policies.

Prohibited content includes, but is not limited to, the following:

- * Sexually explicit, profane, indecent, illegal or defamatory language/images or actions
- * Derogatory language regarding school personnel or other students
- * Comments designed to harass or bully students and/or school personnel
- * Nude, sexually-oriented or indecent photos, images or altered pictures

Any use in school or out of school of computer software, computer networks, telecommunication devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the school and a recommendation for expulsion.

Student User Agreement - Use of Educational Technology Resources

(Safe and Responsible Use of Electronic Information Services)

Please read this document carefully. When signed it becomes a binding agreement.

The Flagstaff Unified School District may provide Electronic Information Services (EIS) to qualified students who attend District schools. Each Student User of the EIS will be required to sign and return an EIS user's agreement to their school. EIS includes District computers, mobile devices and any other computer-accessible District source of information. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require students who use the EIS to follow its policy, guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures may be denied access to the District's EIS and may be subject to disciplinary action in accordance with established FUSD disciplinary policy up to and including expulsion for students.

Acceptable use of the EIS requires that the use of the resources be in accordance with the following guidelines and support the educational goals of the District.

Student users must:

- Use FUSD Electronic Information Services for educational purposes only.
- Agree not to submit, publish, display or knowingly retrieve any material that is not school-appropriate. Material that is generally available in print and other media in the library or classroom sets the standard for acceptability.
- Abide by all copyright and trademark laws and regulations.
- Not reveal their home address or personal phone numbers of themselves or others unless authorized to do so by designated school authorities.
- Understand that not all electronic mail or direct electronic communication is private and may be read and monitored by school-employed persons in compliance with applicable state and federal law.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial gain **(including hardware, software and e-mail)**.
- Not attempt to damage, modify, or destroy district hardware or software, or interfere with system security and district servers.
- Agree to not engage in cyber-bullying. More resources on cyber bullying can be found at: <http://www.commonsemmedia.org/advice-for-parents/cyberbullying>
- Not modify computer settings - for example: add or delete icons, change wallpaper, etc.
- Not compromise the web filter to access blocked pages.
- Immediately inform teacher/lab attendant if restricted information/pages are mistakenly accessed.
- Only use their own student account and not share their account with others.
- Understand that anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary up to and including expulsion for students.

A.R.S. 34-502 (enacted, 1999), which requires public schools to limit access to materials that are harmful to minors. The District may log the use of all systems and monitor all system utilization. It should be known and understood that any and all information on the FUSD network, with the exception of student records, is not deemed private unless so designated by applicable state or federal law or other District Policies. Accounts may be closed and inappropriate files may be deleted. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the EIS. The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. All District computers including those with Internet access will comply with

Any disciplinary action chosen shall be consistent with the severity of the violation. Frequency of EIS violations may also be taken into account. In response to intentional malicious acts, possible financial reparations may be imposed. Other actions taken shall be hierarchical in nature, in accordance with established FUSD disciplinary policy.

All potential users of FUSD's EIS must sign this agreement and return it to their school prior to accessing EIS. In signing the agreement, the student agrees to be bound by its terms. If the agreement is not signed or returned to

the school, the student will not be permitted to use district EIS resources. If the terms of the agreement change, all students will be expected to sign the revised policy. Failure to sign the revised policy may result in denial or revocation of EIS privileges.

Student Discipline Policy (Policy JK/JK-R)

Appropriate behavior is a necessary prerequisite to learning. Each student must conduct themselves properly and in accordance with school rules, regulations, and policies at all times. Each employee of the District is responsible for helping to enforce proper student conduct.

The District further recognizes that situations may arise that, in the best interest of the majority of the students and of the District, will necessitate the removal of a student or students from school campus.

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

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

Student Discipline (Policy JK & Regulation JK-RA)

The Governing Board is committed to maintaining school environments that are stable and contribute to the educational process. Within this context, the Board recognizes the need for fair, consistent, and responsive student discipline procedures designed to maximize administrator, teacher, student, and parent understanding and involvement. Students are expected to conduct themselves, at all times, in a manner that will bring credit to themselves, their parents, and the school. It is important that students know that the school staff is legally responsible for the conduct of students during school hours, while the students are on campus, or at any school function. Students are expected to follow the directions provided by all staff members during these times of responsibility. Students going to and from school and students engaging in conduct outside of school that adversely affects the school community are also subject to school discipline.

Arizona law requires that school authorities regulate student conduct and discipline students for misconduct. Consistent with students' due process rights, school authorities will discipline students based on the nature of the offense committed and the disciplinary history of the offender to preserve the good order and educational climate of the school.

Disciplinary measures include, but are not limited to: conference with the student, conference with the parent, written warning, counseling, detention, and confinement with implementation of mandatory provisions, suspension, alternative school placement, and expulsion. Detention involves the confinement of a student to a designated area of the school for a limited period of time. Detention could occur before school, after school, at lunch or during the school day. Expulsion means the

permanent withdrawal of the privilege of attending or visiting a District school or a District school sponsored function (See District Policy JKE).

Accomplice Liability (Aiding & Abetting) – A student who, with the intent to promote or facilitate the commission of a violation by another person of District Policy or Regulation: solicits or commands another person to commit a violation, or aids, counsels, agrees to aid or attempts to aid another person in planning or committing a violation, or provides means or opportunity to another person to commit the violation, may be disciplined to the same extent as a student who may be found to have violated the other District Policy or Regulation.

Students should be advised that additional consequences, relating to participation in extracurricular activities, may be imposed by the Principal, his designee, or the activity sponsor for the violation of any portion of the above policy. School Administrator may determine placement in an alternative educational program.

Students wishing to voluntarily participate in substance abuse course, who have not been apprehended for violation of the substance abuse policy, may do so by contacting a building-level administrator or counselor. Such students will not be subject to disciplinary action for this self-referral.

Orientation to student discipline

At the beginning of each school year, the principal shall ensure that each teacher is given a copy of the jointly developed criteria for the referral of students for administrative disciplinary action. These criteria shall be reviewed with all of the teachers. In addition, the referral procedure shall be outlined and given to each teacher.

Procedures governing referral

If the behavior of a student in class makes his presence unacceptable, the student shall be excluded from that class for the remainder of the period via proper transmittal slip to the appropriate administrator. The teacher shall furnish the administrator with the full particulars of the incident as promptly as his teaching obligations will permit; in all cases, however, appropriate information shall be furnished to the administrator by the end of the day on which the referral is made. Each referral shall be in writing. This information shall be furnished on a system form, with a copy to be retained by the teacher and a copy to be returned to the teacher and the student's counselor indicating the action taken. The administrator and/or the teacher may request a conference with the student and/or parent.

Procedures governing responses to referrals

If the teacher has not received a response within three (3) workdays after the submission of the referral, the teacher shall contact the appropriate administrator concerning the status of the referral. If, after another three (3) workdays following such contact, the teacher has not received a response to his referral and/or inquiry, the teacher may initiate action within the District's grievance procedure.

Procedures governing responses to referrals

- Upon a student's first (1st) referral, a conference with the teacher, the parent and the administrator may be held.
- Upon a second (2nd) referral of the same student by the same teacher or for the same reason during a semester, a conference involving the teacher, the parent, and the administrator is required.

- Upon a third (3rd) referral of the same student by the same teacher or for the same reason during a semester, the class from which the referral came shall be closed until a conference involving the teacher, the parent, and the administrator can be held and a decision can be made as to the action to be taken. All parties shall be notified immediately.
- The administrator may, if circumstances warrant, close the class prior to the third (3rd) referral.
- Should subsequent conferences occur, the principal shall determine whether the teacher's presence is necessary or whether a written statement shall be prepared in lieu of actual attendance.

Suspension (Policy JKD)

Approved school Administrator may suspend a student who is guilty of misconduct occurring while traveling to, attending, and returning from school, while visiting another school or at a school sanctioned activity, or in any situation in which the District may lawfully exercise its authority to discipline a student, for a specific period of time.

Suspension means the temporary withdrawal of the privilege of attending or visiting a District school or a District school-sponsored function for a specified period of time. There are two types of suspension, a short-term suspension, up to ten (10) days, or a long-term suspension, more than ten (10) days.

Any suspension is subject to the due process rights set forth in District Policy JKD.

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

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

Student Code of Conduct

Students are expected to obey all rules and regulations adopted by the Governing Board and to obey any order given by a member of the faculty or staff relating to school activities (District Policy JIC).

Under Arizona law, students will be held to strict account for disorderly conduct on school property and on the way to and from school [A.R.S. 15-341(A) (13)] Students are expected to follow the directions of District personnel and agents while on school property, on the way to and from school, while visiting another school or at a school-sanctioned activity, or in any situation in which the District may lawfully exercise its authority to discipline a student. Students committing unreasonably dangerous or illegal acts while outside of normal school hours or functions may be excluded from school under certain circumstances.

Student discipline matrix of consequences

The categories of misconduct specified below are intended only as examples of the kinds of misconduct justifying discipline and not as a complete list of misconduct. Note: These are recommended disciplinary

guidelines for some examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be lesser or greater at the administrator's discretion on a case-by-case basis. Offenses are cumulative during each academic school year. **Please review matrix at end of handbook.**

For the chart on the matrix the asterisks (*) is:

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

Responsible Thinking Classroom

The Responsible Thinking Classroom (RTC) is the school-wide discipline program designed to teach students to think about their behaviors. The key component of the RTC process is its focus on how students can achieve their goals without interfering with the rights of others. When students fail to follow the rules, school personnel will ask a series of pre-determined questions. Through the questioning process, students choose to remain with their class and respect the rights of others or they choose to leave and go to RTC. In the RTC, students think through and implement successful ways of handling problems by developing a specific plan. Once the plan is reviewed by the RTC teacher, the student must negotiate an approved plan with the referring teacher before s/he returns to class; however, if a student chooses to violate the rules while in RTC, s/he understands that s/he has chosen to leave school and to be picked up by a parent/guardian.

Elect to Learn

ETL is an intervention program designed to help students become more responsible for their own achievement and make positive choices. Students need to be prepared with completed homework, agenda, books and materials, be in dress-code, and wear their lanyard and ID at all times or they will be assigned ETL after school.

Important Notice

1. No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:
 - a. While on school grounds
 - b. While going to or coming from school.
 - c. During the lunch period whether on or off campus.
 - d. During, or while going to, or coming from, a school sponsored activity.
2. Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in this Student Conduct Code.
3. See A.R.S. 15-841 and 15-843

Due Process Procedures

Due Process Procedures are described in Policy JK through JKE - E (Please use the link on the cover page to look up regulations contained in this handbook)

Attendance Policy (Policy JE)

FUSD strictly adhere to Arizona law (ARS-15-901(A)(1): Once a student has accrued absences that total 10% of the possible days in the school year (more than 18 days if the school year is 180 days), no matter whether the absences were excused or unexcused, all subsequent absences must be reported as unexcused. This rule applies across schools within a district if the student transfers.

Reporting an Absence

If you are absent from any class for any reason except a school-sponsored activity, your parent/guardian must clear an absence by 9:00 a.m. the same school day. S/he will need to use one of the following two procedures: 1) Calling the attendance office the day you are absent, or 2) Sending a note with you including: your name and grade, day and date of absence(s), the reason for absence(s), parent/ guardian signature and daytime phone number. The attendance window will be open at 7:30 a.m. You can turn in a written excuse at that time.

When cumulative absences exceed 12 days in a semester, a statement from a physician is required to excuse illnesses.

Petition for Absence

If your family finds it necessary for you to be absent from school because of a non-school activity, your parents/ guardian must notify the administration two (2) school days prior to the absence. The school will provide a petition-for-absence form for you to get your teachers' signatures and your class assignments. The form must be returned to the office before you leave school. Your parents will be advised if you are not doing well in school or if such absences will cause a loss of class credit.

Tardy Policy

Tardies will be handled through the Elect To Learn (ETL) or Responsible Thinking Classroom (RTC) Programs.

Student Sign-Out Procedures

Once your student is on school grounds and needs to leave campus, s/he must be signed out through the attendance office before leaving the building. It is considered a **truancy** if your student is not signed out, no matter what the reason. Only a parent, guardian or a designated adult over the aged of 18 who is registered in the school's data system may check out a student from school. Please include all family members whom you may want to check your child out of school. It is the parent's responsibility to ensure all potential emergency contact information is up to date in the computer data system. **Only those contacts listed may check out your student. ID is required at the time of check out for your child's safety.**

Sexual Harassment (Policy ACA)

The Governing Board prohibits sexual harassment of or by any of its employees, students, or visitors. It is the District's policy that all individuals associated with the District, including but not limited to the Governing Board, employees, students, and visitors have a right to work, learn, and visit all District sites in an environment free of discrimination based on race, color, religion, sex, age, national origin, disability, sexual orientation, and sexual harassment. All employees, students, and visitors at all sites

must avoid offensive or inappropriate sexual and/or sexually harassing behavior. Governing Board members, employees, students, and visitors have a right and responsibility to report harassment experiences. It will be ensured that there will be prompt and equitable resolution of sexual harassment complaints by providing access to any needed information and materials concerning harassment, how to file a complaint, and a step-by-step process which will guide those involved, whether it be the accused or the victim. More information on reporting can be found in Policy ACA.

Student Violence/Harassment/Intimidation/Bullying (Policy JICK)

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

Bullying: Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property or placing an individual in reasonable fear of harm or damage of property,
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress,
- behavior, aggression or threat occurs repeatedly over time,
- occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength, or,
- may constitute a violation of law.

Bullying of an individual or group can be manifested through written, verbal, physical, emotional or psychological means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling or rumor spreading either directly through another person or group through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
 - damage to or theft of personal property.

Bullying may also be in violation of Title VI of the Civil Rights Act of 1964 1 (Title (VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education amendments of 1972 2 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, and its implementing regulations (Section 504); and Title II of the Americans with Disabilities Act of 1994, and its implementing regulations (Title II).

Harassment: Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name calling (e.g., bullying): graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g. cyberbullying); or other conduct that may be physically threatening, harmful or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying or harassment committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's person electronic media and equipment. Cyberbullying may also be in violation of Section 504 of the Rehabilitation Act of 1973, and its implementing regulations, and Title II of the Americans with Disabilities Act of 1990 and its implementing regulations.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Prohibitions and Discipline

Students are prohibited from engaging in behaviors that would constitute bullying and/or harassment on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums or mailing lists.

Disciplinary action may result for bullying and/or harassment which occurs outside of the school and the school day when such bullying and/or harassment results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All Suspected violation of law will be reported to local law enforcement.

Dangerous Weapons in School (Policy J)

No student shall go onto the school premises with a firearm, explosive, knife, or any other dangerous or illegal instrument or a simulated instrument (for example, a toy gun) displayed or represented by the student as a dangerous instrument. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive, knife or other dangerous or illegal instrument, or any instrument or simulated instrument represented as a dangerous instrument.

Except as provided below, any student violating this policy shall be suspended for a period of not less than one year or expelled. Authorization by the Governing Board is required for a student to be suspended for more than 10 days or expelled. Please refer to Policy J.

Promotion and Retention of Students: 6th, 7th, and 8th

The FUSD Governing Board has established the following required courses for the sixth, seventh and eighth grades:

Two (2) units per year – English
Two (2) units per year – Mathematics
Two (2) units per year – Social Studies
Two (2) units per year – Science

And

Up to twelve (12) elective units

Certificate of promotion (A.R.S. 15-701(D)) shall be presented to students fulfilling the following requirements:

- Thirty (30) total units consisting of:
 - Six (6) units of English
 - Six (6) units of Mathematics
 - Six (6) units of Social Studies
 - Six (6) units of Science
 - Six (6) units of Electives

And/or

- Successful passage (meets or exceeds) of the identified state standardized test.

The standard certificate of promotion will be issued also to special education students who meet the requirement established by the District in compliance with A.D.E. Regulation R7-2-301(C).

Take The Pledge!!!!

- 1. I will not bully anyone at Flagstaff Unified Middle School.**
- 2. I will help stop bullying when I see it at Flagstaff Unified Middle School.**
- 3. I will include students who might be left out.**

There are four common rules in every classroom:

- 1. Teachers have the right to teach in an atmosphere conducive to learning.**
- 2. Students have the right to learn in an atmosphere conducive to learning.**
- 3. No one has the right to disrupt.**
- 4. Respect for all those with whom we interact.**

- Secondary Discipline Matrix