

2021-2022
Flagstaff High School
Student /Parent Handbook



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

<https://www.fusd1.org/domain/1221>

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 or 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

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, 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; Mercadotécnia; 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

Welcome to Flagstaff High School

We are excited to have you as a part of our Eagle family as we continue to celebrate excellence in education during this unprecedented time. FHS is a place where students strive to be their best and none of that will change. From Academics to athletic and extracurricular activities, FHS Eagles continue to soar to great heights of success.

The outstanding faculty at FHS is dedicated to offering students quality education. There are many opportunities in which students and parents can become involved. Involvement is the key to success! Involvement may include belonging to a club, a team, a musical or drama production, work or community service, but a good balance between classroom participation and involvement in extracurricular activities is important. Your future success depends on solid preparation, goal setting and a well-rounded education.

Learning is a lifelong process. It is critical that you “learn how to learn” even in this new virtual environment. There is no doubt this current situation will evolve the future of education and the workplace. Education is your lifetime gift, so during your high school years, it is critical to you that you learn “how to learn.” Once you learn to analyze and apply information, you can do this in any area you choose at any stage of your life. Each and every one of you can be successful if you apply yourself and practice good study skills and time management.

All of us at FHS wish you a rewarding high school experience and together we can do this!!!

Tony Cullen, Principal

Home of Eagle Pride

Position	Name	Contact Number	Email
Interim Principal		928-773-8101	
Assist. Principal/Curriculum	Trish Eberlein	928-773-8116	teberlein@fusd1.org
Assist. Principal/Discipline	Loren Hudson	928-773-8115	lhudson@fusd1.org
Athletics/Activities Director	Jeannine Brandel	928-773-8105	jbrandel@fusd1.org
Principal Secretary	Suzie Mendez	928-773-8112	smendez@fusd1.org
Main Office	Maria Velhuis (Celeste)	928-773-8100	mveldhuis@fusd1.org
Attendance	Mikkel Gutzwiller	928-773-8110	mgutzwiller@fusd1.org
Attendance (24 hour line)		928-773-8406 x 2230	
Bookstore	Candice Lomaheftewa	928-773-8144	clomaheftewa@fusd1.org
Counseling Office	Leah Norris	928-773-8120	lnorris@fusd1.org
Nurse	Stacie Camp	928-773-8102	scamp@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	

FHS Mission Statement:

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

FUSD Governing Board

Name	Title	Email
Carol Haden	Member	chaden@fused1.org
Anne Dunno	Member	adunno@fused1.org
Dorothy Denetsosie Gishie	Member	ddgishie@fused1.org
Carole Gilmore	President	cgilmore@fused1.org
Christine Fredericks	Member	cfredericks@fused1.org

FUSD Administration

Name	Title	Email	Phone
Mike Penca	Superintendent	mpenca@fused1.org	928.527.6001
Mary K Walton	Assist. Superintendent	mwalton@fused1.org	928.527.6021
Bob Kuhn	Assist. Superintendent	bkuhn@fused1.org	928.527.6010
Ginger Stevens	Director of Finance	gstevens@fused1.org	928.527.6062

Mascot
Eagle

School Colors
Green, Brown & White

Fight Song
Fight, Fight for Flagstaff
Go Flagstaff High!
Eagles to Victory,
Reach for the Sky!
Let us see your Eagle Pride,
Our loyalty can't be denied.
We are the Eagles,
Never say die.
We never quit,
That's our Battle Cry!
We will fight and we will strive
For Ultimate Victory!

Jon Eder, 2006



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

Flagstaff High School 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.

Student Services Contact Information

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		773-8120	
Native American Support	Darrel Marks	773-8120	dmarks@fUSD1.org
Career/CAVIAT Counselor	Diane Sorden	773-8120	dsorden@fUSD1.org
PBIS Coordinator	Jeannine Brandel	773-8105	jbrandel@fUSD1.org
Kinlani Dorm Support	Theresa Boone Schuler	774-5279	tbooneschuler@kinlanidorm.org
School Psychologist	Enilda Sutton	773-6235	esutton@fUSD1.org
Counseling Secretary	Leah Norris	773-8120	lnorris@fUSD1.org
School Therapist	Joan Dewey	773-6727	jdewey@fUSD1.org
School Therapist			

Campus Clubs and Sponsors

Club Name	Sponsor
Aises Club	Darrell Marks
Anime Club	Kathy Corcoran & Danielle Bonfig
C.H.I.C.C.S. Club	Shelly Stearns
Design & Merchandising	Cristy Auble
Drama Club	Shayne Smith
FCCLA Early Childhood, Fashion, Intro to Culinary	Cristy Auble
FCCLA, C-CAP Culinary	Patti Pastor
Fellowship of Christian Athletes	Elizabeth Haglin
FHS Pride Club	Shayne Smith
Girls Who Code Club	Matthew Minister
Humanitarian Club	Jennifer Askew & Mitch Askew
LINKS	Susan Merkli & Chris Pabst
Mountain Biking Club	Kyle Gandy
National Honor Society	Kayce Klecker
Native American Club	Darrell Marks
Oceanography Club	Kayce Klecker
PRAYZE	Kelly Graham
Skills USA – Autos	George Valencia
Skills USA – Graphic Design & Screen Printing	Kayley Quick
Skills USA – Metals	Mike Rust
Skills USA – Woods	Ernie Rice
Star Wars Club	Joel Steiger
Student Council	Matthew Barquin
Veteran's Heritage Project	Shelly Stearns

Extracurricular Participation

The activities of other 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 fund-raising 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.

Purchases:

To spend student activity funds, this procedure is to be followed:

- Minutes from the club meeting approving the expenditure of the club's funds for the purchase must be turned in to the account clerk with a completed requisition form signed by the sponsor. Minutes and
- Requisition forms may be obtained from the accounting office.
- The account clerk will then prepare the purchase order for the required signatures (club officers and principal) before forwarding it to the District Business Office for processing.
- Be sure to allow at least two weeks for purchase orders to be processed.
- After processing, the account clerk 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 account clerk 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.

Student Clubs Sponsored by Outside Agencies:

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.

Parking

Student parking on school grounds is a privilege limited to students who possess a valid driver's license and vehicle insurance. Student vehicles parked on school grounds must be registered with the school and display a current decal on the front windshield of the driver's side. A violation may result in suspension of parking privileges, towing or booting of the vehicle, and/or citation from the City of Flagstaff Police Department or Flagstaff High School.

This will help staff identify person or persons who do not belong on our campus and is one more action that will allow the Flagstaff High School staff to make the campus safer for all students. Seniors may reserve their own spot in senior parking lot for a \$20 fee which allows the senior to decorate their parking spot as long as the decorations follow school policy. After October 1st any remaining parking spots may be purchased by juniors for \$20, but they may not decorate their spots.

All other parking on our campus is free to registered vehicles with a school parking pass. To receive a free parking pass you must register your vehicle at the school's book store. Those vehicles that are not parked in a spot on our campus that do not have a school parking pass will be subject to ticketing, or booting.

Students are permitted to park on school premises as a matter of privilege, not of right. Flagstaff High School retains the authority to conduct routine patrols of the student parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles may be inspected whenever a school authority has a reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

Athletics and Activities

Flagstaff High School offers a variety of major sports on the varsity, junior varsity and freshmen 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 M.D. or D.O. after March 1 and will be good through June 5 of the following year.

All forms are available online at on the FHS webpage 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.

Fall Sports

Football	Kevin Aguas
Volleyball	Beth Haglin
Boys & Girls Cross Country	Trina Painter
Golf	Joth Jacobson
Swimming and Diving	Rachel Perugini
Marching Band	Shayne Smith
Orchestra	Richard McEnaney
Choir	Stephanie Galloway
Spirit Line	Madisen Doerfler
Dance	Kaylee Scheel

Winter Sports

Boys Basketball	Nick Walton
Girls Basketball	Tyrone Johnson
Wrestling	Scott Neuburger
Boys Soccer	Mike Jenkins
Girls Soccer	Holly Jones

Spring Sports

Boys & Girls Track	Matt Barquin
Softball	Ray Hernandez
Baseball	Mike Dobosh
Beach Volleyball	Beth Haglin
Boys Tennis	Ernie Rice
Girls Tennis	Kaitlyn Verfuert

Musical Performing Groups

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

No student will be permitted to practice or participate in any interscholastic athletic contest without having been given a physical examination and approval by a doctor.

- **Athletic Insurance.** Before being permitted to practice or participate in an interscholastic athletic contest, a student must have insurance. The school does not provide health and accident 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.

When the student has completed these five items, an athletic clearance clip will be issued by the athletic coordinator's office. This slip is presented by the student to the coach at which time equipment for that sport will be issued and the student may participate.

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.

Eligibility & Conduct Code for all AIA Regulated Activities:

The students at FHS have positions of leadership and influence in their school and in the community of Flagstaff. They represent the school, the home, the community and themselves each time they participate in an activity or contest. Therefore, the following policies will be uniformly applied in all AIA sponsored activities in all schools.

I. Rules of Eligibility:

- a. The AIA rules of eligibility pertaining to domicile, physical examination, and season of competition will prevail for all students.
- b. Eligibility to participate in extracurricular activities:
 - i. During the season of the activity, students must be passing in all classes for which they are enrolled. There will be a grade check conducted every three weeks throughout the season. Each grade check will be based on a cumulative grading period from the beginning of the semester to the end. The end of the semester will establish a new cumulative grading period. Failure to meet the standard will remove the student from participation until the deficiency is removed. If a second failure occurs during the semester the athlete will be removed from competition for one week.
 - ii. Students will be notified of the ineligibility. The students will be made aware of the available resources for remedial studies.
 - iii. The students will be offered counseling and remedial help by using such resources as the National Honor Society tutorial program and the study sessions offered by coaches.
 - iv. If a student drops a class with a W5 during the semester, that constitutes ineligibility for the remainder of the semester.

II. Quitting a Team:

Flagstaff High School Athletes are held to a high standard. Participation in athletics or extracurricular activities is a privilege, not a right. Flagstaff High School expects athletes to be worthy representatives of their teammates and coaches, reflecting team values of commitment and hard work. This includes the commitment to each season of sport and the dedication toward an honest effort to complete each sport.

Students who quit an activity, or are removed by a coach or sponsor for any reason of discipline must get the consent of both coaches or sponsors involved and building administration before they can participate in any other activity during that season or the following season.

III. Attendance Policy: (Athletics)

- a. No student athlete will practice or participate in an activity if they are not in attendance at all classes the day of the activity. In case of an avoidable absence (except personal illness), the building administration may allow participation. Any Friday absence will affect Saturday participation.
Please refer to the Athletic Code of Conduct packet for a more detailed explanation of the athletic attendance policy.

IV. Training and Conduct Policy:

- a. The student participant will comply with the standards of health, safety and appearance as established by the coach or sponsor and approved by the building principal at the beginning of each activity.
- b. The coach or sponsor shall inform participants, in written form, of the expectations of health, safety and training in that particular activity. Upon approval of the building principal, a copy of the expectations will be filed with the building principal, building activities coordinator.
- c. During the season of activity, all students will be asked to meet the following expectations:

- i. Will not use or possess tobacco of any kind
 - ii. Will not use or possess alcohol of any kind
 - iii. Will not be involved in stealing or vandalism of school, community or private property
 - iv. Will not consume, possess, buy, sell or give away any narcotic or drug that is defined as illegal by law.
- d. Any student guilty of violating C1 above may be suspended for the time as specified below beginning with First Offense:
- i. **FIRST OFFENSE:** The student may be suspended from all practice and participation in all contests for a period of five (5) school days. The parents and student must meet with the coach, sponsor and administration before being reinstated to the group.
 - ii. **SECOND OFFENSE:** The student may be suspended from the group for the remainder of the season. Parents will be notified.
 - iii. **THIRD OFFENSE:** The student may be suspended from all participation in all activities for a period of one (1) calendar year.
- e. Any student guilty of violating C2, 3 or 4 of paragraph IV above may be suspended for the time as specified below.
- i. **FIRST OFFENSE:** The student may be suspended from the team for the remainder of the season. Parents will be notified.
 - ii. **SECOND OFFENSE:** The student may be suspended from participation in all activities for a period of one (1) calendar year.
- f. Minor offenses may be dealt with on an individual basis with the administrative prerogative in each building.

Minor vandalism may and should be treated as the same type of minor offense as first, second, or third offense of tobacco. The student probably will be suspended for five (5) days or as appropriate for second and third offenses

V. Secret societies, clubs or organizations which are unknown to and/or unapproved by school officials are expressly forbidden in the Flagstaff Unified School District.

VI. There shall be no initiation or induction of any students into any school, class, club, or organization.

VII. All forms of hazing are strictly prohibited. For the purposes of this policy statement, hazing is defined as an attempt by a single student or group of students to extort something of value, threaten injury, harass, intimidate, or to cause or attempt to cause physical or emotional injury or behave in such a way as could be reasonably expected to cause physical or emotional injury to any person:

- On the school grounds;
- Off the school grounds at a school activity, function or event;
- On any form of transportation by which students are conveyed to and from school activities
- Off the school grounds when the prohibited behavior is a consequence of or directly related to causes or events which originated on the school grounds

Students who are determined to be in violation of this policy will immediately subject to the consequences set forth in the district discipline policy under the section entitled "Infractions against others."

VIII. The student will travel with the group to all contests. The student may be released to a parent after the contest. The student can be released to any other adult only if the parents have requested it in writing to the building administration before the trip takes place. (*Under no circumstances will a student be released to a minor*)

Please refer to the Flagstaff High School Athletic code of Conduct for a more detailed description of the expectations of the Student-Athletes.

General School Policy

Highly Qualified Staff:

Parents of students enrolled in the Flagstaff Unified school District have the right to request the following information on the qualifications of those staff members – teachers and paraprofessionals – who provide instructional services and support to their own child/children. The only information that can be requested by parents is:

1. Educational Level: degree obtained and areas of specialty (majors and minors)
2. Certification/Licensure: state certification/ licensure obtained with subject areas/grade levels specified.
3. State Qualifications: provisional or emergency certification or waiver of licensure criteria.

To obtain this information, please contact the principal's office at the school for the form to request this information.

Family Involvement Partnership (FIP):

Flagstaff Unified School District has an officially adopted Family Involvement Partnership policy. The mission of the partnership is that families and schools' partner to help our youth become responsible contributing members of the community. The FIP committee meets monthly to continually assess the effectiveness of family involvement and to establish programs and practices that meet the goals of the District Policy. We invite any interested parent to join the Committee. For further information on the policy of the partnership committee, contact the Educational enrichment Office at 527-6103

Confidentiality of Student Education Records

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) written consent of the parent permits disclosure, (2) it is directory information or (3) it can be released under limited circumstances permitted by law.

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.

Special Programs

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 your 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.

More and more studies show that if students have a positive experience their first year in high school, their chance for success increases dramatically. 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.

NHS Peer Tutoring:

This program is provided by National Honor Society members. They provide tutoring in all subjects to students at Flagstaff High School who need additional academic assistance. This is a service project done on a volunteer basis.

National Honor Society:

Sophomores with a G.P.A. of 3.6 or higher will be offered applications to NHS.

Title I:

Title I, which has been operating since the mid-60's is the largest federally-funded education program in the country. FUSD receives a little over \$1 million each year and utilizes these funds to provide a variety of programs for academically at-risk students.

Driver Education:

Community Education offers five "Driver Education / Behind the Wheel" classes yearly. Class consists of 30 hours of classroom instruction and 6 hours of driving instruction. Students need a "Learner's Permit" (age 15 years and 6 months) for driving instruction. *Students can register at the Flagstaff High School Education office – 3285 E. Sparrow Avenue. To receive a schedule and/or cost information, contact the Community Education Office at 527-6196, business hours: 8-4 pm, Monday through Friday. Students who complete the 36 hours of driver education will receive a certificate which entitles the holder to discounts with many insurance companies (check with your individual insurance agent for discounts).

*Driving instruction scheduled upon completion of classroom instruction.

Student Recognition

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 the National Honor Society. A senior boy and girl are selected each month based on teacher nomination and club vote. Each student-of-the-month receives a \$15 gift certificate from a local restaurant.

Honor Roll Bumper Stickers:

Bumper Stickers are available with a certificate each semester to all students earning a 3.0 or higher semester grade point average.

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 month of September for the preceding academic year.

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.

Responsible Thinking Process

What is the Responsible Thinking Process?

**A process that teaches respect for others ...
Through responsible thinking**

**A school Discipline Process
An Alternative to Classroom Management Programs**

The intent of this school discipline process is to teach students who are acting as a disturbance within the school environment, how to search within themselves, reflect on their values, priorities, and standards, decide how they want to act, then learn to think of ways to achieve their goals without violating the rights of another.

A classroom management program, to be effective, must treat students the same way as those having difficulty in an academic subject: in a non-punitive, non-controlling atmosphere with understanding, respect and patience.

This is the Responsible Thinking Process (RTP). It is based on Perceptual Control Theory (PCT) which explains how human beings act to control their perceptions in ways that are consistent with their standards and values. By Edward E. Ford.

A process that teaches respect for others through responsible thinking.

This unique discipline process is both non-manipulative and non-punitive. It creates mutual respect by teaching students how to think through what they are doing in relation to the rules of wherever they are this gives student's personal accountability for their actions. The key component of this process is its focus on how students can achieve their goals without getting in the way of others who are trying to do the same thing. In short, it teaches students how to respect others.

Students sent to the RTC room will spend the period developing an action that outlines the behavior and corrections that need to be made to be successful. Once completed the RTC instructor will go over the plan and present it to the classroom teacher. Once accepted by the teacher the student will be accepted back into the class. Multiple classroom disruptions will result in further disciplinary actions to ensure a safe and non-disruptive learning environment for all students. Further disciplinary action will include; in school suspension; community service; and out of school suspension. Any student that is involved in an after school extracurricular activity that is sent the RTC for any reason will not be allowed to participate in the activity that day.

Academics & Graduation Requirements

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 term course completed with a passing grade.

- Total number of credits to graduate vary per graduating class, see the table on the next page
- Pass reading/writing proficiency requirements
- Pass Reading, Writing and Math AIMS exams
- **Successfully complete the following units for your graduating class depicted in the table on the next page.**

Please Note:

One credit of English must include Rhetoric.

*** Remember, it is your responsibility alone to make sure that you have to sufficient number of credits and required courses to graduate. If you have a question, it is your responsibility to contact your counselor.**

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 curriculum that emphasizes analytical thinking, creative inquiry and independent learning. See your counselor for more information.

Educational Philosophy for 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. We have tried to outline some philosophical differences for helping in your decision making.

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 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.

Grades will be:

A = 4 points – outstanding

B = 3 points – above average

C = 2 points – average

D = 1 point – below average, but passing

F = 0 points – failing

- Contact your student's teacher for specific grading procedures.
- Grade point average (**GPA**) will be figured on the above scale.
- Advanced Placement classes with weighted grades are included in GPA. See your specific counselor for admission requirements and Advanced Placement course offerings.

AP Weighted:

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

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.

Note to College – Bound Students:

- Discuss college with your counselor. Borrow college catalogs from the guidance office. Utilize your Naviance account for up to date information on colleges and universities.
- Attend meetings at school with college representatives. Be familiar with required admission tests, financial aid, scholarships and application procedures
- Attend the Northern Arizona Regional College Night in September.
- Visiting colleges is the best way to learn about that institution and their offerings.
- Write to the colleges of your choice for applications for admission, scholarship and housing information, and a general catalog. All information now can be found on the institution's website.
- To apply for scholarships or financial aid, see your guidance counselor in September of your senior year or earlier. All scholarship information is posted through your Naviance account, make sure to utilize the scholarship search engine and scholarship list
- To attend an out-of-state institution, secure information for admission requirements early in your high school career. This improves your chance of being accepted at the college of your choice. If interested in attending an out-of-state college or university, you should follow the requirements stated in the catalog of the school you plan to attend.

Class of 2022

English	4 credits
Math ⁽¹⁾	4 credits
Science ⁽²⁾	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 shall 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.

⁽²⁾ Science courses shall prepare students for the high school AIMS test (life science).

Entrance Requirements for Arizona Universities

General Requirements:

Students must meet the aptitude requirement with a minimum 3.0 GPA in the core curriculum (16 courses) OR rank in the upper 25 percent of their high school graduating class OR achieve required standardized test scores on the ACT (22) or SAT (1040).

CORE Course Requirements

- English – four credits
- Social Studies – two credits
- Mathematics – four credits (Algebra I, Geometry, Algebra II, plus one credit for which Algebra II or advanced Algebra is a prerequisite)
- Laboratory Science – three credits (biology, chemistry, physics, earth science)
- Foreign Language – two credits in the same foreign language
- Fine Arts – one credit (performance based: music, art, drama)

Entrance Requirements for Arizona Community Colleges:

High school diploma or GED (Graduation Equivalency Degree) is required. Contact individual colleges for any additional information.

Concurrent Enrollment & Correspondence Course Work:

An appointment needs to be set up with a counselor for further information.

Transfers from a Non-Accredited School:

Students entering from a non-accredited high school will be admitted. Recognition of credits earned at a non-accredited high school may be dependent upon the student successfully passing courses during a probationary period of their first full term in the high school. Students transferring during a second term of their senior year will be evaluated on an individual basis. Classes for released time do not count towards graduation.

Student Transfer:

The superintendent may permit a transfer of students within the schools when the principals and parents consider it advisable transfers must be approved by the sending and receiving principals. If a student enrolls in a high school and is approved to transfer back to another school, he/she may be ineligible for AIA athletic competition for one calendar year. Once a student enrolls and attends a school as a Freshman, his/her eligibility is established in that attendance area. A student is considered officially enrolled upon attendance at the first class in a school.

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 sources of 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 Naviance 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.

Guidance & Counseling:

The mission of the Flagstaff High School Counseling Department is to provide a comprehensive guidance program which addresses the personal, social, career and academic needs of all students, promoting the formation of responsible citizens. Counselors may provide these services through individual meetings, small and large group presentations and/or classroom presentations. Examples of presentations might include Freshman Experience lessons, scholarship assemblies, presentations about drug abuse, eating disorders, domestic violence, inviting community resource agencies to share about current topics relevant to teens, etc.

Counseling staff are available Monday through Friday 7:30am - 3:00pm to assist with student and/or parent questions and concerns. Please feel free to contact your student's counselor at (928) 773-8120 to set up an appointment. Students are assigned to a counselor based on the first letter of the student's last name.

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.

Registration Fees:

Students in high school may be required to pay registration fees to cover such costs as locker rentals, and other class fees.

Student 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.

Change of Address:

Students should notify the Computer Data Clerk immediately of address or phone number changes during the year.

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 considering 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 semester are allowed.

Early Graduation:

Per F.U.S.D. 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.

Withdrawal from School:

To withdraw, a student must report to the office for instructions and procedure 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.

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.

Released Time:

Any group to which the board grants released time will observe the following rules and regulations.

- Students' regular schedules may fluctuate from day to day because of assemblies, testing, programs, flexible scheduling, practice for programs, special projects, make up work, team teaching, counseling, immunization clinics, health services and other school centered activities.
- It is understood that the groups, organizations and parents will abide by the principal's decision as to daily schedules.
- It is understood that the district is not liable or responsible for students during released time.
- Students must go and come during the allotted released time.
- Tardiness, truancy and related problems will be just cause for withdrawing a student from the released time program.

Homework:

Homework is valuable and necessary as adaptation, application, and extension of classroom experiences. Homework teaches the skills of independent study and learning outside the school. Appropriate and reasonable homework such as enrichment, reinforcement and completion of work will be assigned. Assignments will be given clearly and concisely. It is recognized that some classes will require more practice in developing skills and comprehension and will necessitate more study at home.

Make-Up Work:

- Class work for excused absences must be made up within time equal to the number of days of absence.
- Class work may not be made up for credit if the student is absent due to truancy.
- Class work will be accepted, for full credit for absences resulting from out-of-school suspensions at the conclusion of the suspension. Students are responsible for work missed during their suspensions. Makeup work will be requested within the first two days of suspension. Following their return, students will have one day for each day missed to turn in work missed.

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 are very important.

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.

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.

The distribution of all other written materials shall be accomplished through display on a rack at a designated site near the entry of each school and accessible to students during non-classroom time. Individuals wishing to distribute written materials shall submit an exact copy of the material to be distributed to the school principal for review and approval prior to placement in the racks for distribution. In order to be eligible for distribution, the materials must clearly provide a name and phone number for the individual, group, organization, or entity distributing the materials.

Within three school days of receiving the written materials the principal or his or her designee shall review the materials to ensure that the name and phone number of the distributing individual, group, organization, or entity appears on the materials and that the content of the materials is not patently offensive or inappropriate for the students at the school. For the purposes of this policy, patently offensive or inappropriate material shall include material that contains pornographic images or text; hate speech; material that advocates conduct that is either violent or unlawful; and material that promotes the use of tobacco, drugs or alcohol. After reviewing and approving materials pursuant to this policy, the principal or her or her designee shall notify the individual group, organization or entity that they may display the materials at the distribution site.

The principal or his/her designee shall periodically review the racks and remove any materials that were not submitted for approval; or that concern events or activities that have already occurred.

Questions related to this policy should be addressed to the building principal.

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. 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.flagstaff.k12.az.us>

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, 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 or the nurse's office. If the condition warrants, parents will be called or the nurse 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.

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 school office for information.

Immunization:

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 every day 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. This card identifies the student as a member of the best school in the state. 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 such as dances and athletic games.

Student Picture Taking:

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

Visitors:

No student visitors are allowed at FHS.

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.

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.

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 may request to use the phone in the front office to contact a parent/guardian.

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, periodical use and general research. Anyone abusing the library privilege will have future use restricted for an indefinite period of time. Library hours are 6:30 – 3:30 PM daily including lunch.

Dances

Guest Passes:

A guest pass must be submitted to the administration for approval 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.

All Students must have a school ID to gain admittance to the dance.

Student Discipline Policy

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 situation 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, 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 are broad in scope and call for the administrator of the Governing Board to exercise discretion (within the Arizona statutes) based upon the merits of individual cases in terms of what appears best for the student(s) and school. This list is not meant to exclude other infractions that might occur that could jeopardize the health, safety or welfare of others or interfere with the educational process.

Depending on the nature of the violation, student discipline shall be progressive, i.e. generally, a student's First violation should merit a lighter penalty than subsequent violations. A district employee or agent should consider all other relevant factors in determining an appropriate penalty. Penalties may be imposed either alone or in combination.

The following shows the range of disciplinary actions that may be taken with respect to problem areas. The range of disciplinary actions set forth below -for a particular infraction serves as a guideline only. Under special circumstances, the District may impose a disciplinary action, alone or in combination, that falls outside the range of actions for a particular infraction.

Behavior Expectations and Consequences

DURING SUSPENSION:

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. (7:00 a.m. - 3:00 p.m.).
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.

Important Notice

1. (A.R.S. 15-841, A.R.S 15-843) 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.

Due Process Procedures

STUDENT SUSPENSION:

A student may be removed from contact with other students as a temporary measure.

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

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

The Superintendent may designate a hearing officer for suspension hearings.

Regular Education Students:

Suspension for ten days or less:

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

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

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

Step 2: Following Step 1: Provided that a written record of the action taken is kept on file, authorized District personnel may: Suspend the student for up to ten (10) days. Choose other disciplinary alternatives. Exonerate the student. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

When suspension is involved:

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

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

No appeal is available from a short-term suspension.

Suspension for over ten days:

Step 3: If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

Step 4: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

The charges and the rule or regulation violated.

The extent of the punishment to be considered.

The date, time, and place of the formal hearing.

A designation of the District's witnesses.

That the student may present witnesses.

That the student may be represented by counsel.

If a hearing officer has been designated, the name of the hearing officer.

Step 5: A formal hearing will be held, during which the student will be informed of the following:

Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.

The student is entitled to a statement of the charges and the rule or regulation violated.

The student may be represented by counsel, without prejudice.

The student may present witnesses.

The student or counsel may cross-examine witnesses presented by the District.

The burden of proof of the offense lies with the District.

Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.

The District has the right to cross-examine witnesses, and may be represented by an attorney.

Step 6: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension.

The letter must describe in detail any objections to the hearing or the decision rendered.

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

The decision of the Board is final.

Special Education Students:

Suspension for ten days or less:

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

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

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

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

Step 2: Following Step 1:

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

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

Choose other disciplinary alternatives.

Exonerate the student.

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

When suspension is involved:

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

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

No appeal is available from a short-term suspension.

Suspension for over ten days:

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

Step 3: A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement

and shall requires a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

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

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

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

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

Alternative to Suspension:

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

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

The immediate suspension was not due to:

Fighting or engaging in violent behavior

Threatening an educational institution

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

Making a bomb threat

Engaging in arson

The student has not served more than one short-term suspension or alternative to suspension of ten (10) days or less during the current academic year.

The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.

The student and parent or guardian have received a written admonition that the suspension as originally determined will be imposed summarily and, in its entirety, should the student violate the conditions or requirements of the Alternative to Suspension Program. (Note: Follow appropriate dismissal procedures.)

Parent(s) or guardian(s) shall agree to participate by:

Providing transportation as necessary to and from the program location.

Furnishing meals prepackaged or purchasing same for the student.

Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

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

Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school sponsored activity will be permitted during the program.

Communication by students with others will be limited to adult district staff or as directed by the adult supervisor on duty.

Ordered study time will be established for each student consistent with the number of classes in which the student is enrolled, divided proportionately through the academic day.

Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.

Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.

Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

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

Early readmission procedures:

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

The following conditions must be met:

A written request must be submitted to the Superintendent on behalf of the student by the student's parent or guardian asking for readmission and requesting a meeting to determine any requirements.

Accompanying the written request shall be a summary of the student's activities and accomplishments during the suspension period written and signed by the student and signed and attested to by the parent or guardian. (Parents of elementary grade students may prepare the summary.)

The request shall include a signed statement from local law enforcement officials that there have been no infractions of local or state codes for which the student could have been charged during the period of the suspension. At the time of the meeting to review the request the student may be required to explain the incident or incidents leading up to the suspension.

The determination to allow readmission may be based on, but not limited to, the following elements:

The age of the student.

The frequency, type, and relative magnitude of previous misbehavior by the student.

The relative severity of the event(s).

Whether the student's behavior violated civil or criminal laws.

The degree to which the incident(s) interfered with the educational process.

The extent to which the event created endangerment to the student, others or property.

Special intellectual, psychological, emotional, environmental and physical characteristics of the student.

The student's attitude concerning the event(s).

The expressed intent concerning the student's future behavior.

Should early readmission be granted, the student, with parent or guardian affirmation, shall agree to the following conditions:

Regular attendance—no unexcused absences.

No violation of school rules or policies.

Attendance at after school events for the remaining term of suspension only with prior approval of the administration.

Completion of all class tasks in timely fashion, as directed.

Student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.

The student and parent or guardian shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary policies and procedures of the District.

Miscellaneous

Student Dress:

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:

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

Students may wear (examples may include):

1. Fitted pants, leggings, yoga pants, jeggings, skinny jeans
2. Ripped jeans, provided holes/rips do not go above mid-thigh
3. Religious and cultural head coverings and hair accessories
4. Religious and cultural medallions, medals or beads provided it does not create a safety hazard
5. Head bands

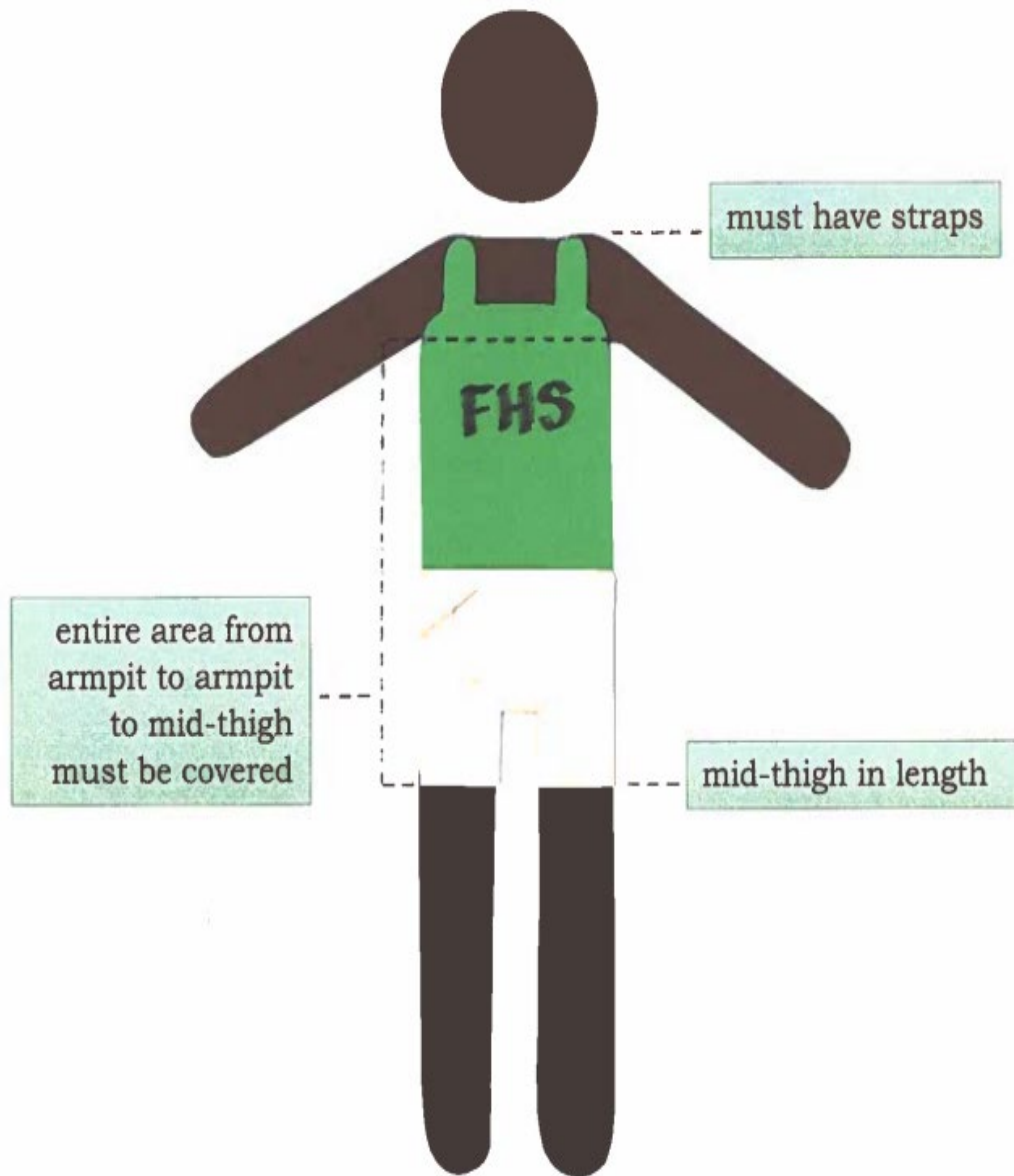
Note: Students may be asked to remove accessories and/or change clothing during curriculum or activities in which these items present a safety hazard

Students may not wear:

1. Shirts without shoulder material
2. See through materials that expose undergarments
3. 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
4. Images or language on clothing, accessories, or body that display or create a hostile or intimidating environment
5. Bathing suits
6. Hats, beanie's, hoods, helmets or sunglasses (unless medically necessary)
7. Accessories that could be considered dangerous or could be used as a weapon
8. Gang related clothing which may include bandanas

a. Gang related behavior or clothing which is defined by the Law Enforcement Information Network
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

Are You Meeting the Expectation?



Keep these simple guidelines in mind!
Have a great year at Flagstaff High School

Destruction of School Property:
(A.R.S. 15-842)

Students may be held responsible for damage done to district facilities and equipment and may be required to pay for such damage. A student who cuts, defaces or otherwise damages any school property may be subject to disciplinary action.

Upon complaint of the board, the parents or guardians of minors who have damaged school property will be liable for all damages caused by their children or wards.

Rewards will be given to students who provide information leading to students who have vandalized or written graffiti at school. Call the Eagle Eye Hotline at 773-8404 and leave your message!

Smoking/Vaping:

Students may not smoke/vape on school property or in the Drug Free Zone (within 300 feet of school property), or they will be subject to disciplinary action. Non-students loitering in the above areas may be referred to civil authorities.

Loitering:

Students are not to loiter, either before, during or after school hours, on the school grounds, in the vicinity of the school grounds, or at any neighboring schools. Posted signs may warrant a ticket from police. Skateboarding and rollerblading are not allowed on school property. Students may not loiter in their vehicles or in the student parking lot before, during or after school or at lunch.

Snowballing:

Because of the danger of breaking car windows and eyeglasses, and the added danger of injuring people, no snowballing is permitted in the parking lots, along the street in front of schools, on school grounds, inside the school or on a school-related activity. Disciplinary action may result from snowballing.

Lost & Damaged Material:

Students will be required to pay replacement costs for lost or damaged property and books owned by the district.

Tampering with the Fire Alarm System or Equipment:

Arizona Revised Statutes states this as a misdemeanor. In each case the law will be followed.

Trespassing, non-student:

Anyone wishing to enter the FHS campus must check in at the front desk to be approved and receive a guest pass. Anyone who does not comply with the guest pass policy will be cited for trespassing at the discretion of the administration.

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.

Bus Rider Rules:

- Be on time at the designated school bus stops with current bus pass.
- Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to enter.
- Enter and leave the bus in an orderly manner.

While on the Bus:

- Keep arms, legs and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
- Bus riders are not permitted to leave their seats while the bus is in motion or change their seats without permission.
- Keep books, packages, coats and all other objects out of the aisles.
- BE QUIET. Shouting, singing, etc. are not permitted.
- DO NOT – eat, drink, litter, fight, quarrel, or throw objects.
- Bus riders are expected to be courteous to fellow pupils and the bus driver.
- In case of a road emergency, students are able to remain in the bus.
- Animals, reptiles, insects are not allowed without advance approval

Student Conduct on Buses:

Students, while on the school bus, will be directly responsible to the bus driver. Disorderly conduct shall be sufficient reason for the driver to report the facts to the principal.

The principals shall have authority to suspend children from the bus until the student's parent(s)/legal guardian(s) bring the children to school for conference and satisfactory assurance is given to principal by the parents that the student will improve their behavior. If the students continue to cause problems, the driver will notify the principal or school representative, who will suspend the students' bus privileges for a designated period. The school district will not tolerate misbehavior on the buses.

It shall be the duty of every teacher to see that his/her students are familiar with all rules governing the conduct of students while riding the bus. Some of the most important rules are:

- Remain seated while the bus is moving.
- Keep head and arms inside the bus.
- Walk in front of the bus when crossing the street.
- Remain quiet enough that instructions from the driver can be heard at all times.
- Refrain from the use of profane language.

After Leaving the Bus:

- Cross the road, when necessary after getting off the bus, at least ten feet in front of the bus, at least ten feet in front of the bus but only after looking to be sure that no traffic is approaching from either direction.
- Be alert to the danger signal from the driver.
- The driver will not discharge riders at other places than the regular bus stop, at the home or at school unless he/she has proper authorization from the parents and school official.

Remember:

- Riding the school bus is a privilege that may be revoked at any time.
- A bus driver may prevent any person from riding the bus who is unable to identify himself as a student in attendance. This can be done by showing the current school I.D. in disciplinary situations the driver may ask for a school I.D.
- 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:
 - Warning
 - Suspension from bus pending parent conference.
 - Three-day suspension from riding bus.
 - Five-day suspension from riding to school: possibly off the bus for the rest of the semester.

Dangerous Weapons in the School

No student shall go onto the school premises with a firearm, explosive weapon, 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 weapon, 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.

For the purposes of this policy, the term "firearm" means (a) any weapon (including a starter gun) which will, or is designed to, or may be readily be converted to expel a projectile by any means, regardless of whether it contains any form of ammunition or projectile (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) and destructive device. The term "destructive device" means (a) any explosive, incendiary, poison gas, bomb, grenade; (b) any type of weapon by whatever name known which will or which may readily be converted to, expel a projectile by any means, including a slingshot, bow or crossbow; and (c) and combination of parts either designed or intended for use in converting any device into any destructive device described above from which a destructive device may be really assembled. The term "destructive device" shall not include any device which is neither designated nor redesigned for use as a weapon.

For the purposes of this policy, the term "school premises" means the school, school grounds, school buses, or any premise, grounds or vehicles used for official school purposes, and includes premises where school sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from the property of the school district.

Under certain circumstances, a student in possession of a knife may not be subject to suspension or a governing board hearing. If a student is found to be in possession of a knife, but after due investigation by the building administrator it is determined that the knife was not used, was not intended to be used, nor was

a threat made that it would be used, for the purpose of inflicting harm or injury, and that the knife was not exhibited by the student in any threatening or harassing manner, the student shall be subject to building-level disciplinary action, which may include a recommendation for expulsion.

The penalty may be modified for good cause. In determining whether there is good cause to modify the penalty, the Governing Board may take into consideration (a) the age of the student; (b) whether the student brought or used the firearm, explosive weapon, knife or other dangerous or illegal instrument to harm, intimidate, or in any other manner jeopardize the health, safety, or welfare of others or interfere with the education process; or (c) other factors relevant to the issue of the penalty to be imposed. Whether the penalty should be imposed or should be modified on the basis of these factors is left to the discretion of the governing board.

Prohibited Harassment

Purpose:

All students in the District have the right to an environment free from all forms of prohibited harassment.

Definition:

Sexual harassment is defined as unwanted sexual advances or innuendos made by an individual toward another individual, causing discomfort on the part of the recipient.

Bullying, Hazing & Threats of Harm:

The Governing Board is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of bullying, hazing or threat of harm. Students have the right and responsibility to report bullying, hazing and threat experiences, and to have that report processed by a knowledgeable staff member. Students found to be involved in these activities are subject to disciplinary consequences that may include warning, suspension or expulsion from school, depending on the severity of the incidences and/or frequency of offenses. Counseling, mediation, community service and other programs where the student takes responsibility for the action may be used as alternative consequences.

Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student, when by a student to another, or when made by a student to an adult (including, but not limited to certified or classified staff members, student teachers and parent volunteers) where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's education, or
- Submission to or rejection of such conduct is used as a basis for educational decisions affecting such an individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's education performance, or creating an intimidating, hostile, or offensive educational environment.

Sexual Harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitation, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering gestures, or display of sexually suggestive objects, pictures or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment).
- Engaging in coercive sexual behavior to control, influence, or affect the educational opportunities and/or learning environment of a student.
- Offering or granting favors or educational benefits, such as grades, favorable performance evaluations, recommendations, etc. in exchange for sexual favors. District policy on harassment shall apply to anyone associated with the district who comes in contact with District students during school hours or at official school activities, and at any time that the behavior could have an adverse impact on the school or the district.

Actions to be taken:

Allegations of inappropriate behavior should be reported to any adult staff member at the student’s school. All matters involving harassment complaints will remain confidential to the extent reasonably possible. A confidentiality statement will be read to all parties. The confidentiality/retaliation guidelines for the victim, the alleged harasser and witnesses are: “After we have discussed this ‘alleged’ incident, you need to be aware that this is a confidential conversation and is not to be discussed amongst the student body. This is in your best interest, and we want you to know that teachers, principals, or counselors are available anytime if you feel the need to discuss it.”

Allegations of harassment will be documented, and action to address the alleged harassment will be initiated by the building administrator within three school days or five calendar days, whichever comes first.

Action taken by the administrator will be documented. A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

ATTENDANCE POLICY

Coconino and Flagstaff High Schools strictly adhere to Arizona State law (ARS-15-803) and Flagstaff Unified School District Policy, both of which require that students attend school at least 90% of the available class periods in order to receive credit. Simply put, any student collecting over 10 Attendance Marks (**Please see Definition Below**) at Coconino and Flagstaff High Schools in any class period during a semester will be placed on Attendance Probation and risk loss of credit.

Attendance marks are defined as any absence or tardy in any given class:

Any absence from class, excused or unexcused, will result in an attendance mark being registered against the student. A student arriving late to class will be marked tardy and accrue an attendance mark for that period. Students late to any class without an excuse will be marked absent. 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.

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 as to the 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

Following are some other reasons that students miss school. These occasions are not excusable by a parent or guardian:

- Ditching / Truant
- Court Dates
- Juvenile Detention / Probation
- Runaway

The distinction between an Excused and Unexcused absence becomes very important as it relates to credit for work coming due during the time of the absence. Any classroom assignments that come due during a period of excused absence may be turned in upon the students return for full credit. Class work for excused absences must be made up within a time equal to the number of days of absence. Any classroom assignments coming due during a period of unexcused absence will be recorded as a zero in the teachers' record book.

Please be advised:

School policy does not allow parents, guardians, or students to excuse absences after the fact. Absences must be reported, either in writing or via telephone, by the student's parent or guardian no later than 9:00 AM on the day of the students return.

Students wishing to leave campus for any reason during the school day must have administrative and parental permission. The student must follow the appropriate check out procedures in the attendance office before leaving campus or the absence will be considered to be truancy.

Students must be in the classroom prepared to work when the bell rings. Given the fact that students arriving late to class create a significant distraction to their classmates and to the instructor the following policy has been established.

Chronic tardiness will result in an administration referral and potential additional sanctions at the discretion of school administration.

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 attendance marks during a semester, that student will be placed on attendance probation for the balance of that semester. Formal, written notification may be sent via US mail to the parent or Guardian of the student within 5 school days of his/her placement on the Attendance Probation list. Once placed on the list progress grade reports for the affected student will, at the discretion of the site administrator, reflect either an "F" or an "LC" as opposed to their actual earned grade. Should the student fail to appeal their Attendance Probation status or have their appeal denied the "LC" will be replaced by an "F" on their permanent transcript.

An Attendance Probation appeal process will be organized by each school site. The process must include the following:

- A committee including at least one teacher, one counselor and one administrator.
- A submission deadline 10 or fewer days prior to the semester end date.
- An appeal committee meeting date after the submission date and prior to semester end.
- Minimum appeal content to include a persuasive essay written by the student, and parent confirmation of notification receipt.
- Written guidelines (Rubric) for committee use to determine the granting or denial of individual appeals.

Students possessing and filing a Chronic Illness Form signed by their physician and verified by the schools nurse will be exempt from academic probation.

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.

Use of Technology

Student Use of School Computers, Hardware & Software:

While students are encouraged to use the computer as a tool, they must observe these rules of usage given below.

1. Students must receive permission from the teacher to use a computer
2. Students must sign a contract /agreement before the first time they use the computer and must log-in on cheat sheet each time of use.
3. Students are not allowed to load any software, or download any programs from the internet without a clearance by the building technology person.
4. Computers are to be used for educational purposes. The computer is not to be used for unapproved, unacceptable exploration or play.

5. Any damage done to computers, programs installed without permission, or damage to others' files because of inappropriate use of the computer (malicious mischief or undirected experimentation) will be considered "Destruction of School Property," (ARS 15-842). Consequences for this offense are outlined in the student handbook.
6. Students must use appropriate etiquette, language, and judgment during computer use as given in the **Acceptable Use Agreement**. Violation will result in a discipline referral.
7. Teachers must report to the office as a disciplinary action any misuse of computers by students.
8. Students may lose privileges to use any computer in the building as a result of disciplinary action.
9. Teachers must NOT give out passwords.

TECHNOLOGY RESOURCES

(EDUCATIONAL USE OF AUDIO-VISUAL MATERIALS)

It shall be the policy of the District that there is educational value in utilizing audio-visual materials in classrooms only when such materials reinforce the concepts being taught and support the District curriculum. Consideration must also be given to copyright laws and guidelines. Teachers are required to preview all audio-visual materials to determine appropriate curricular use and alternative educational experiences must be provided to accommodate parent or student objections to these materials.

"No X or NC-17 Audio/Visual materials will be presented at the high school level. This includes classrooms, district facilities, or lodging facilities where students are present during school-sponsored activities. High school teachers must notify parents of the showing of any movie/video with an R rating at least three days prior to showing the audio/visual material.

USE OF PORTABLE ELECTRONIC DEVICES IN SCHOOL

Students may possess and use portable electronic devices, including but not limited to cellular telephones, MP3 and similar music players, radios, walkmans, CD players, tape recorders and players, scanners, wireless email devices, cameras, etc., subject to limitations of this and other policies of the District under the following conditions and guidelines:

- The school is not responsible for lost or stolen electronic devices that are brought to school.
- Portable 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 portable 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.
- Portable 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 portable 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 portable 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 webpage under Parent Resources

FUSD Discipline Matrix:

A complete copy of the adopted FUSD Discipline matrix can be found on the FHS webpage under Parent Resources

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