

Summit High School

Student and Family Handbook

2023-2024



This handbook is intended to provide a general understanding of the policies, practices and procedures used at Summit High School. For a more in depth explanation of the policies please refer to the Flagstaff Unified School District Policy Manual at;
<http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>

Notice of Nondiscrimination

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

Design Technology; Early Childhood Education; Electronic Technology; Marketing, Management and Entrepreneurship; Nursing Services; Welding Technology; and Career Explorations. Note: not all CTE programs are offered at each of FUSD's three high schools, however all CTE courses are open to any student regardless of location of residence.

FUSD also does not discriminate in hiring or employment practices.

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

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

Política Antidiscriminación

El Distrito Escolar Unificado de Flagstaff (FUSD) prohíbe la discriminación y el acoso en cualquier programa y actividad, incluyendo la Orientación Vocacional y los programas de Educación Tecnológica. y proporciona el acceso igualitario a todos los estudiantes, sin importar sexo (Título IX), raza, color, religión, antigüedad, nacionalidad, origen (Title VI), género, edad, orientación sexual, o impedimentos físicos y/o condición médica (Sección 504) la admisión a sus programas, servicios, o actividades, el acceso a ellos, en el trato a los individuos, o en cualquier aspecto de sus operaciones. La falta del manejo del Inglés NO debe ser una barrera para la admisión y la participación en las actividades del distrito. Además, del derecho de los estudiantes a participar completamente en la enseñanza no debe ser obstruido o impedido por cualquier otra razón que no este relacionada con las capacidades individuales de los estudiantes. Ningún estudiante debe ser excluido de las clases con pago obligatorio por falta de dinero. Se puede obtener Información para asistencia financiera con el consejero en la oficina del director. La Educación Vocacional y la Educación Tecnológica del FUSD no discrimina en la inscripción o el acceso a cualquiera de los programas disponibles. FUSD ofrece los siguientes programas de Orientación Vocacional y Educación Tecnológica. Los Programas de Orientación Vocacional y Educación Tecnológica del ADE designados como Preparación Vocacional: Comunicación Gráfica; Información Tecnológica; Carpintería; Agricultura – Renovación de los Recursos Naturales; Contaduría y Administración de Empresas; Mecánica; Artes Culinarias; Diseño Publicitario; Dibujo Técnico; Educación Pre-escolar; Electrónica; Mercadotecnia; 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

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Our Why: Summit is an accredited high school that offers an alternative to the traditional high school model for 9-12 grade students who want to continue their education and experience personal growth. Summit High School recognizes that there can be challenges in a student's personal environment, peer interactions, or academic performance. Therefore, special attention and assistance are given to facilitate growth and understanding of self and others. Students will be instructed with techniques that allow them to take control of the areas in which they are experiencing difficulty. By utilizing smaller class sizes, a block schedule, and a focus on graduation requirements,. Summit can help students recover credits, graduate, and prepare for their future.

Vision: Preparing students for successful futures.

Mission: The mission of Summit High School is to offer a gateway to college and career readiness by providing a high-quality education for students who have had difficulties with attendance, behavior or achievement.

Directory

<u><i>Summit High School</i></u>	Name	Phone	Email
Principal	Trish Eberlein	928.773.4901	teberlein@fusd1.org
Dean of Students	Rob Mayer	928.773.4903	rmayer@fusd1.org
Administrative Assistant	Sandra Cortez-Brown	928.773.4902	scortez-brown@fusd1.org
School Counselor	Audrey Bradley	928.773.4929	abradley@fusd1.org
NADL Coordinator	Stephanie Washington	928.773.4927	swashington@fusd1.org
TAPP	Michelle Craig	928.773.4104	mcraig@fusd1.org
School Fax		928.773.8247	NA

<u><i>FUSD Governing Board</i></u>	Name	Email
Member	Kristine Pavlik	kpavlik@fusd1.org
Member	Erik Sather	esather@fusd1.org
President	Dorothy Denetsosie Gishie	ddgishie@fusd1.org
Member	Carole Gilmore	cgilmore@fusd1.org
Clerk	Christine Fredericks	cfredericks@fusd1.org

<u><i>FUSD Administration</i></u>	Name	Phone	Email
District Office		928.527.6000	NA
Superintendent	Mike Penca	928.527.6002	mpenca@fusd1.org
Assist. Superintendent	Lance Huffman	928.527.6021	lhuffman@fusd1.org
HR Director	Dawn Anderson	928.527.6010	danderson@fusd1.org
Director of Finance	Ginger Stevens	928.527.6062	gstevens@fusd1.org
Director of Equity, Inclusion, and Student Support	Susan Smith	928.527.6171	ssmith@fusd1.org
Director of Research and Assessment and Title IX	Mike Vogler	928.527.6143	mvogler@fusd1.org
Director of Student Support Services	John Shirk		jshirk@fusd1.org
Director of Operations	Justin DiNardi	928.527.6010	jdinardi@fusd1.org
Director of Educational Enrichment	Frank Garcia	928.527.6152	fgarcia@fusd1.org
Director of Transportation	Patrick Fleming	928.527.2313	pfleming@fusd1.org

Schedule

2023-24 SUMMIT HIGH SCHOOL DAILY BELL SCHEDULE				
Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 7:40-9:10 (85)	Period 1 7:40-9:10 (85)	Period 1 7:40-8:40 (60)	Period 1 7:40-9:10 (85)	Period 1 7:40-9:10 (85)
Period 2 9:15-10:40 (85)	Period 2 9:15-10:40 (85)	Period 2 8:45-9:20 (60)	Period 2 9:15-10:40 (85)	Period 2 9:15-10:40 (85)
Lunch 10:41-11:05	Lunch 10:41-11:05	Period 3 9:50-10:50 (60)	Lunch 10:41-11:05	Lunch 10:41-11:05
Period 3 11:10-12:35 (85)	Period 3 11:10-12:35 (85)	Lunch 10:50-11:15	Period 3 11:10-12:35 (85)	Period 3 11:10-12:35 (85)
Period 4 12:40-2:10 (90)	Period 4 12:40-2:10 (90)	Period 4 11:20-12:20 (60)	Period 4 12:40-2:10 (90)	Period 4 12:40-2:10 (90)

Delayed Start Schedule

Period 1 10:40-10:40 (60)	Period 2 10:45-11:40 (60)	Lunch 11:45-12:05	Period 3 12:10-1:05 (55)	Period 4 1:10-2:10 (60)
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*Please check the [District Calendar](#) for holidays, make-up days, and other important dates.

Student Rights and Responsibilities

Rights

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

You have a right to a safe school.

This means that your school should provide safe classrooms, equipment and rules to ensure your safety at school.

You have the right to be respected and treated with kindness at school.

This means that others should not laugh at you, make fun of you, or hurt your feelings.

You have a right to be an individual at school.

This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently or it takes you a little longer to get the right answer.

You have the right to work without being bothered.

This means that others should not bother you as you responsibly make good use of your time.

You have the right to express yourself.

This means that you may talk freely about your ideas and feelings when appropriate.

You have a right to tell your side of the story.

This means that you may tell your side of the story when accused of breaking a rule.

Responsibilities

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

You have a responsibility to come to school.

This means that you come to school every day, on time, unless you are sick or excused.

You have a responsibility to practice good personal cleanliness.

This means that you come to school clean.

You have a responsibility to take care of property.

This means observing all safety, playground, and classroom rules.

You have a responsibility to complete your classroom assignments.

This means to do your best with your class assignments and homework, and hand them in on time.

You have a responsibility to take messages home.

This means that it is important for you to take all school messages to your parents/guardians

You have a responsibility to help make school a good place to be.

This means being thoughtful, respectful and courteous to others.

Academics & Graduation Requirements

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

Elective Class: Any other class in which a student may enroll to meet graduation requirements

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

FUSD High School Graduation Requirements

Subject	Credits Required
English	4
Math	4
Science	3
Social Studies	3
Fine Art/CTE Rotation	1
Physical Ed/Health	1
Electives	6
Total Credits Needed	22

****Please note that colleges and universities may have other course requirements.****

Remember, it is the student's responsibility to make sure there is a sufficient number of credits and required courses to be eligible to graduate. If you have a question, it is your responsibility to contact your counselor.

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 Grade Scale

A = 5 points

B = 4 points

C = 2.5 points

D = 1 point

F = 0 points

Parents and guardians can monitor their student's academic progress and view their posted grades in ParentVUE. If a parent or guardian does not have access to ParentVUE they should call the school at 928-773-8198 to set up their account. Students can monitor their grades on StudentVUE. *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 a student to fail a course.*

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.

State Mandated Assessments

The State of Arizona has selected the ACT as the State mandated assessment for 11th graders and the ACT Aspire for the 9th grade cohort. The ACT assessment can also be used for college admission. These State mandated assessments are required for all 9th and 11th graders unless an alternative

assessment is written into a student's IEP. Information concerning dates of administration will be announced on the school website.

Note to College – Bound Students

- Discuss college with your counselor.
- Be familiar with required admission tests, financial aid, scholarships and application procedures
- 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 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.
- 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.

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.

Scholarships

The Internet is the best source of scholarship information. 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.

School Policies

Arizona Parents Bill of Rights

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

Annual Notification to Parents Regarding Confidentiality of Student Education Records

Dear Parent:

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

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

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

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

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

A copy of the District Student Education record Confidentiality Policies may be reviewed in the principal's office in each school. Federal law permits a parent to file a complaint with the U.S.

Department of Education in Washington D.C. if you feel the school is violating public school record statutes.

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

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

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

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

Attendance- FUSD Policy JEA

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

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

Attendance marks are defined as any absence in any class. Any absence from class, excused or unexcused, will be recorded in Synergy and reported to the state. 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 authorized by administration

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

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

- Bereavement
- Chronic illness
- Illness /medical
- Religious holidays
- Vacation

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

Tardies

Chronic tardiness will result in an office referral and will be handled at the discretion of school administration. Chronic tardies can be included under ARS Code 13-2911: Classroom Disruption defined as: "Interrupting or creating a disturbance or a commotion that impedes the educational process. The disruption could occur in the classroom or on campus. Students may be required to make up the time lost in class, attend an alternative to suspension after school hours, and/or be referred to the Coconino County Juvenile Diversion.

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.

Chronic Illness

Students with a completed school district chronic illness (CI) form signed by their physician and verified by the school's nurse will be exempt from academic probation provided the absence code reflects the chronic illness when called in for each absence. **This form must be submitted each year.*

Records Confidentiality

Please see the form and information at

[Annual Notification to Parents Regarding Confidentiality of Student Education Records](#)

Class Load for Students

Summit High School works on a 9-week quarter system where students are enrolled in a block schedule. This means students are taking four classes at 85 minutes each versus six classes at 55 minutes each in a full semester like the traditional high schools in the district. This allows students the opportunity to earn more credits at a faster pace, in a shorter amount of time, in order to recoup past credits lost.

Registration Fees

Students in high school may be required to pay registration fees. A schedule of fees is available in the school office.

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 awarded, it cannot be subsequently changed.

Summer School

The FUSD summer school program is designed as a credit recovery opportunity only. FUSD students are referred to attend summer school because they have failed the course during the regular school year and/or due to absences. Students cannot take a course to get ahead in their studies due to the limited amount of hours in the summer school schedule. Registration begins in April and each middle and high school accepts their student registration forms and payments until the end of the school year.

Transcripts and Student Records

All official transcripts are mailed directly from the school. 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.

Withdrawal from School

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

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.

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.

The primary focus during the school year is the student's academic program. Parents are encouraged to evaluate their student's after-school commitments at home, employment and extracurricular activities which may conflict with the student's ability to complete homework.

Homework at the senior high level shall be considered a necessary part of the learning process and a legitimate demand on the non-class time of students. At the secondary level, completion of required class work, application of skills acquired in class, preparatory reading, research and development of long-term projects are all to be considered appropriate and necessary homework assignments.

Students carrying a full schedule should anticipate at least two hours of homework per night, with some variation to be expected depending on the program of the individual student. Students involved in advanced academic courses can expect, by the nature of their programs, to spend more than this amount of time.

Make-Up Work

- Class work for excused absences must be made up within time equal to the number of days of absence.
- Class work must be made up if the absence is truancy and no credit will be awarded.
- Class work must be accepted for full credit for absences resulting from out-of-school suspensions. Students are responsible for work missed during their suspensions. 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.

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. All materials distributed to students from groups outside FUSD are required to be approved by the school office.

Child Find (Policy IHB-R)

If you suspect that your child, age 3-21, has a disability, screening, evaluation, and Special Educational services are available at no cost to you if you live within the boundaries of the Flagstaff Unified School District. Information is also available to you for children under the age of 3. Please call 928-527-6116 to initiate the referral process, or you can view the information on our website at <http://www.fusd1.org>

Parking (Policy JLIE)

FUSD retains the right to revoke a parent's or student's parking privileges due to negligent or reckless driving or failure to follow any rules set out in the Handbook and FUSD Policies. FUSD also reserves the right to have any vehicle on campus without a valid parking permit towed from the school parking lot, booted, and/or cited.

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 and pay the appropriate fees with the school and display a current decal on the front windshield of the driver's side. This will help staff identify someone who does not belong on our campus. Seniors may reserve their own spot in senior parking

lot for a fee which allows the senior to decorate their parking spot as long as the decorations follow school policy. Vehicles parked in any location on our campus without a clearly visible school parking pass will be subject to towing.

Automotive Searches

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

Athletics and Activities

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

All athletes and spirit line members 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.

**Please see the Athletic Handbook for further information.

Medical Issues

Only first aid is given at school. In cases of emergency, the parents / guardians will be contacted. Any medication which students must take under doctor's direction during school hours must be registered with the school nurse.

Illness During the School Day

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

Immunizations

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

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.

School Lunch Program

Breakfast and Lunch is served every day. Summit High School participates in the Federal Free and Reduced Lunch program for those qualified. The school lunch program follows nutritional guidelines.

Student Picture Taking

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

Visitors (Policy KI)

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

Personal Property

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

Lost and Found

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

Telephone and Cell Phone

Students must have permission to use school phones. The use of personal devices and cell phones is at the teachers discretion during instructional time. However for online safety concerns a student can not use a phone or personal device as a substitute for the school issued iPad and applications. This includes emergency use when iPads are left at home. Please see the FUSD cell phone policy in this handbook for information on appropriate use of personal cell phones.

Student Messages

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

Bus Transportation

Bus transportation is provided for students. Only through the cooperation of those riding in the buses can the district furnish the best school transportation and keep equipment in good condition. *No bus transportation will be provided within one and one-half miles of the school or if a student is attending school not in the home attendance area.*

[Bus Route Finder Website](#)

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

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

Remember:

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

Technology Policy

Use of Technology Resources

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

Responsible use of district technology is intended to support the educational goals of the district and is in accordance with the following guidelines. Please review this document carefully regarding the responsible use of Flagstaff Unified School District (FUSD) technology resources before agreeing with the Technology Responsible Use Agreement.

Digital Citizenship

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

Responsible digital citizens:

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

Responsible Use Expectations

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

Technology Care Expectations

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

Digital Resources

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

Privacy Act (FERPA). By signing agreement to this form, you acknowledge that you will support the responsible use of these tools and resources by your student.

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

Use Of Personal Electronic Devices In School

There may be occasions for students to use personal portable electronic devices. In such occasions, personal devices are subject to the following district policies, conditions and guidelines:

- The school is not responsible for lost or stolen electronic devices that are brought to school.
- Personal electronic devices shall not be turned on or used in any way during instructional time or when use is otherwise prohibited by school personnel. Instructional time includes the entire period of a scheduled class, other times when students are participating in any instructional activity, or at other times when school personnel prohibit their use. If such portable electronic devices are used when prohibited by school personnel the entire device, including the battery, may be confiscated by school personnel. They may be obtained by the parent or guardian from a site administrator.
- Students are required to turn personal electronic devices over to school personnel when requested. Students who refuse to do so may be removed from class or other school activity, have committed insubordination and resisting authority and may be subject to disciplinary action up to and including suspension from school.
- Use of cameras or the camera features of a cell phone or any other personal electronic device in a restroom or a locker room or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited.
- The site administrator may establish, and school personnel may enforce, additional guidelines appropriate to campus needs.
- Students violating the policy may be subject to disciplinary action up to and including suspension from school.
- School personnel will follow the multi-tiered system of support discipline matrix.
- School administration will support teacher policies and procedures for use of personal devices.
- There is, in certain instances, educational value in utilizing personal electronic devices in class or during instructional activities when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of

the class or activity they are attending. Approval for students' use of such devices will be at the discretion of the classroom teacher and/or site administrator unless such a device is mandated in a student's individual Educational Program (IEP) or the extreme nature of a bona fide emergency renders the securing of such permission impractical under the circumstances.

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

A copy of the Student Technology Responsible Use Agreement Use of Educational Technology Resources Policy can be found in the CHS Handbook

Social Media

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

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

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

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

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

Student User Agreement - Use of Educational Technology Resources

(Safe and Responsible Use of Electronic Information Services)

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

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

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

Student users must:

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

A.R.S. 34-502 (enacted, 1999), which requires public schools to limit access to materials that are harmful to minors. The District may log the use of all systems and monitor all system utilization. It should be known and understood that any and all information on the FUSD network, with the exception of student records, is not deemed private unless so designated by applicable state or federal law or other District Policies. Accounts may be closed and inappropriate files may be deleted. The District is not responsible for any service

interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the EIS. The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. All District computers including those with Internet access will comply with Any disciplinary action chosen shall be consistent with the severity of the violation. Frequency of EIS violations may also be taken into account. In response to intentional malicious acts, possible financial reparations may be imposed. Other actions taken shall be hierarchical in nature, in accordance with established FUSD disciplinary policy.

All potential users of FUSD's EIS must sign this agreement and return it to their school prior to accessing EIS. In signing the agreement, the student agrees to be bound by its terms. If the agreement is not signed or returned to the school, the student will not be permitted to use district EIS resources. If the terms of the agreement change, all students will be expected to sign the revised policy. Failure to sign the revised policy may result in denial or revocation of EIS privileges.

Student Discipline (Policy JK & Regulation JK-RA)

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

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

Disciplinary measures include, but are not limited to: conference with the student, conference with the parent, written warning, counseling, detention, confinement with implementation of mandatory provisions, suspension, alternative school placement, and expulsion. Detention involves the confinement of a student to a designated area of the school for a limited period of time. Detention could occur before school, after school, at lunch or during the school day. Expulsion means the permanent withdrawal of the privilege of attending or visiting a District school or a District school-sponsored function (See District Policy JKE).

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

disciplined to the same extent as a student who may be found to have violated the other District Policy or Regulation.

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

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

Orientation to Student Discipline

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

Procedures Governing Discipline Referral (In-person)

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

Suspension (Policy JKD)

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

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

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

Student Code of Conduct

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

Under Arizona law, students will be held to strict account for disorderly conduct on school property and on the way to and from school [A.R.S. 15-341(A) (13)] Students are expected to follow the directions of District personnel and agents while on school property, on the way to and from school, while visiting another school or

at a school-sanctioned activity, or in any situation in which the District may lawfully exercise its authority to discipline a student. Students committing unreasonably dangerous or illegal acts while outside of normal school hours or functions may be excluded from school under certain circumstances.

Student Discipline Matrix of Consequences

The categories of misconduct specified below are intended only as examples of the kinds of misconduct justifying discipline and not as a complete list of misconduct. Note: These are recommended disciplinary guidelines for some examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be lesser or greater at the administrator's discretion on a case-by-case basis. Offenses are cumulative during each academic school year. [Secondary Matrix](#)

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

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

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

1. Student shall not report to school during the period of suspension, except in the case of in-school suspension, unless coming to the office on official business with prior arrangement from a school administrator. Student is expected to be under the supervision of a parent during school hours when serving suspension days at home. (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 (A.R.S. 15-841 and 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:

- While on school grounds
- During the lunch period whether on or off campus.
- During, or while going to, or coming from, a school sponsored activity.
- 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

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

Student Interrogations, Searches and Arrests (Policy JIH)

Interviews

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the school resource officer (SRO) or another peace officer.

When child abuse or abandonment of a student is alleged

If a Department of Child Safety official or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview a student shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating Department of Child Safety official or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, the Department of Child Safety official or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The Department of Child Safety official or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

Abuse or abandonment is not alleged

No issue of student population safety is presented. If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent(s) cannot be reached, the peace officer will be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Safety of the student population is of concern

When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following a determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from school district counsel.

Items provided by the District for storage (e.g. lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and lockers, desks and storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Arrest

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

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

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

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

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

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

The guidelines to be followed are:

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

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

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

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

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

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

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

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

Sexual Harassment (Policy ACA)

The Governing Board prohibits sexual harassment of or by any of its employees, students, or visitors. It is the District's policy that all individuals associated with the District, including but not limited to the Governing Board, employees, students, and visitors have a right to work, learn, and visit all District sites in an environment free of discrimination based on race, color, religion, sex, age, national origin, disability, sexual orientation, and sexual harassment. All employees, students, and visitors at all sites must avoid offensive or inappropriate sexual and/or sexually harassing behavior. Governing Board members, employees, students, and visitors have a right and responsibility to report harassment experiences. It will be ensured that there will be prompt and equitable resolution of sexual harassment complaints by providing access to any needed information and materials concerning harassment, how to file a complaint, and a step-by-step process which will guide those involved, whether it be the accused or the victim. More information on reporting can be found in Policy ACA.

Hazing (Policy JICFA)

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to

District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member.

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

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

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

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

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

Bullying

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

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

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

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

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

Harassment

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

Cyberbullying

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

Intimidation

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

Prohibitions and Discipline

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

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

Dangerous Weapons in School (Policy J)

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

portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive, knife or other dangerous or illegal instrument, or any instrument or simulated instrument represented as a dangerous instrument.

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

Destruction of School Property (See 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 to 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.

Throwing Snowballs

Because of the danger of breaking car windows and eyeglasses, and the added danger of injuring people, throwing snowballs is prohibited. Disciplinary action may result.

Lost & Damaged Property

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.

Smoking & Vaping

Students may not smoke or vape on school property or in the Drug Free Zone (within 300 feet of school property), or they will be subject to disciplinary action. This includes e-cigarettes, vapor products, smokeless tobacco, and any other synthetic tobacco products. Non-students loitering in the above areas may be referred to law enforcement.

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.

Dress Code (Policy JICA)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents

to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

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

Our values for student dress are:

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

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

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

Adopted: January 08, 2019

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

Students must wear:

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

Students may wear (examples may include):

- A. Fitted pants, leggings, yoga pants, jeggings, skinny jeans.

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

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

Students may not wear:

- A. Shirts without shoulder material
- B. See through materials that expose undergarments
- C. Graphic representations on clothing, accessories, or the body that display profanity, vulgarity, obscenities, hate speech, or promote alcohol, cigarettes, vaping, drugs, gang- related behavior*, or sexual activity
- D. Images or language on clothing, accessories, or body that display or create a hostile or intimidating environment
- E. Bathing suits
- F. Helmets or sunglasses (unless medically necessary)
- G. Accessories that could be considered dangerous or could be used as a weapon
- H. Gang related clothing, which may include bandanas:

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

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

Student Dress Enforcement for the District

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

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

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

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

Approved: March 8, 2022

Special Programs

JOM (Johnson O'Malley Program)

This program seeks to provide Native American students with equal educational opportunities, through federal funds dispersed through the Navajo Tribe. Money is available to fund programs to provide students with supplies and to pay fees for some classes. This money allows these students to participate more fully in both curricular and co-curricular programs.

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.

Title I

Title I, which has been operating since the mid 1960'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

FUSD offers "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 Unified School District office – 3285 E. Sparrow Avenue. To receive a schedule and/or cost information, contact the Community Education Office at (928) 527-6121, 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.

Positive Behavior Intervention & Support (PBIS) and Restorative Practices

The staff at FUSD high schools are committed to improving our school culture, improving relationships between school personnel and FUSD families and increasing the success of our students. In this effort we implement Positive Behavior Interventions and Supports (PBIS) Program and Restorative Practices. PBIS is a nationally researched and recognized behavioral support program that has been shown to create positive school cultures, increase academic learning time and foster genuine connectedness within school communities. FUSD is using the PBIS model to achieve the common goal of creating a more positive culture in our school through behaviors that will foster Focus, Honor and Success of staff, students and families.

Restorative Practices effectively foster supportive and safe school climates by preventing, addressing, and changing behaviors that hurt individuals, families, schools, and communities. They provide the structures and skills needed to create and maintain positive relationships.

Restorative Practices help strengthen the communication between adults and students on campus. They are also the preferred approach to address student behavior issues because they reflect the importance of relationships among students and between teachers and students.

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

District Policies and Procedures

The following FUSD policies are common policies that pertain to High School. For a list of all District policies please visit fusd1.org.

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

The Flagstaff Unified School District shall abide by all applicable state and federal laws, rules, regulations, and executive orders with respect to the provision of equal educational opportunities and shall not discriminate against any person based upon that person's race, color, religion, disability, pregnancy and parenting, sex (including sexual orientation and gender identity), national origin, veteran's status, genetic code, or political affiliation. Students and parents/legal guardians may submit a grievance to allege the following: Student's constitutional rights have been violated; Student has been denied equal opportunity to participate in a District program or activity for which the student otherwise qualifies; Student has been treated discriminatorily on the basis of race, color, religion, sex (sexual orientation or gender), national origin, disability, veteran's status, genetic code, or political affiliation; and Student is concerned for the student's personal safety. Grievances should be submitted

to the Compliance Officer within thirty (30) calendar days of the date the complainant becomes aware of the alleged discriminatory action. The District shall not retaliate against any person who reports discrimination or harassment as set forth in this Policy or participates in an investigation or proceeding regarding the same. The District's Compliance Officer(s) are as follows: Section 504/ADA Compliance Officer: John Shirk - Director Student Support Services, 3285 East Sparrow Ave. Flagstaff, AZ 86004, jshirk@fUSD1.org 928-527-6178. Title IV/VI Compliance Officer: John Shirk - Director Student Support Services, 3285 East Sparrow Ave. Flagstaff, AZ 86004, jshirk@fUSD1.org 928-527-6178.

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

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs, or activities that receive Federal financial assistance. The District does not discriminate based on sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends the District to do so without the fear of sexual harassment. Title IX Coordinator The District is obligated to identify an employee to serve as the Title IX Coordinator and authorize that individual to coordinate and facilitate the District's compliance efforts regarding its responsibilities under Title IX, including inquiries about the application of Title IX or formal complaints. The District's Title IX Coordinator is: Mike Vogler - Director of Research & Assessment, 3285 East Sparrow Ave. Flagstaff, AZ 86004, mvogler@fUSD1.org 928-527-6143.

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

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

[Resources for Arizona Parents & Families](#)

Service Animals (Policy 3-202.B):

"Service animal" means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks. The Superintendent shall allow for the presence of service animals in District schools or on District owned property in accordance with applicable laws, while safeguarding the health, safety, and welfare of students, staff, and visitors. The District prohibits discrimination against individuals with disabilities for the use of service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Service animals must be under the control of the handler at all times. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. The District may need to provide some assistance to

enable a particular student to handle his or her service animal. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises.

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

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

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

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

Food Services (Policy 3-301):

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

[Federal free Lunch program](#)

Transportation (Policy 3-302):

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

[Transportation Website](#)

[Bus Route Finder Website](#)

Safety and Emergency Management (Policy 3-401):

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

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

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

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

Pursuant to A.R.S. § 1-602 and A.R.S. § 15-143, a parent/legal guardian shall have access to all written and electronic records of the District or a District employee concerning their student and to all

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

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

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

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

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

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

A student may be provided an opportunity to receive course credit after obtaining medical certification documenting a condition that interferes with regular school attendance. When a student is identified as possibly requiring services as a student with a chronic health condition (via registration, screening procedures, attendance data, or parent referral), a chronic health condition certification form with a letter of explanation shall be sent to the parents. The chronic health condition certification shall be returned by the parent to the campus as soon as possible. B. A student who will be absent for more than ninety (90) days must provide medical certification from a licensed medical doctor. A student who will be absent for less than ninety (90) days must provide medical certification from a healthcare professional. C. Certification of a chronic health condition is effective on the date when the licensed health care provider certifies the student's chronic health condition. D. The certification shall detail the (1) student's condition; (2) student's prognosis; (3) physical limitations affecting physical education and corresponding requirements; (4) any anticipated surgeries, treatments, or hospitalizations; and (5) the licensed healthcare provider's signature and date. E. Certification is not retroactive and will not excuse any absences occurring prior to the date of certification. F. The attendance clerk will document the chronic health condition in the student's file. G. The teacher(s) and parent/legal guardian shall meet promptly following return of the chronic health condition certification to develop an instructional plan. H. The parent/legal guardian must call in each absence, and the student must complete all assignments necessary for class credit within the timeframe provided. On a yearly basis, the District shall review instructional needs of any student with a chronic health condition. An updated chronic health condition certification shall be obtained for each school year to verify the need for continuing instructional support. However, the student may be recertified at any time to reevaluate appropriate services needed.

Open Enrollment (Policy 5-105):

The District will enroll at any time any resident student who applies for enrollment and will accept open enrollment students throughout the school year as capacity in the particular program, class, or grade level allows. The District will reserve capacity for and grant enrollment preference to students residing within the attendance boundaries of the school, returning students, and siblings of students currently enrolled at the school. The Superintendent will determine if resident transfer and nonresident students will be admitted in accordance with the following criteria: 1. Whether the school in which the student

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

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

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

Period of Silence (Policy 5-201):

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

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

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

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

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

parent/legal guardian or a student may request an evaluation of the student. 12. If, after consultation with the parent/legal guardian, the District determines that a full and individual evaluation is not warranted, the District shall provide prior written notice and procedural safeguards notice to the parent/legal guardian in a timely manner.

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

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

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

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

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

The District shall be responsible for the care of the library, media, or resource center with the assistance of a District librarian or other qualified individual appointed by the Governing Board. The District shall develop procedures to allow for parents to have access to: The school library's collection of available books and materials; and A list of books and materials borrowed from the library by their child or children. The District shall make available on the District's website for review by the public a list of all books and materials purchased for any of the District's school libraries for a period of at least sixty (60) days after the purchase. This does not include books and materials purchased to replace a lost or damaged item. The District shall ensure that each school notifies the

parents of each enrolled student regarding the opening and closing dates of the public review no less than seven (7) days prior to the opening date.

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

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

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

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

[Course Fees Link](#)

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

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

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

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

Graduation Requirements (Policy 5-217):

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

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

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

Student Freedom of Expression (Policy 5-301):

The District and Board recognize that students enjoy the freedom of speech. However, the free speech rights of students are not unlimited and are subject to certain restrictions. In certain circumstances, the District and/or Board reserve the right to regulate student speech that may be considered vulgar, lewd, plainly offensive, speech that promotes drug use, or illegal activities and that speech that may reasonably be perceived as bearing the official endorsement of the school. In addition, the District and/or Board reserve the right to regulate speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. Depending on the facts and circumstances surrounding speech, the District and/or Board may also regulate speech that occurs both on and off campus as well as before, during, or after school or any school activity. The District does not discriminate against a student on the basis of a religious viewpoint or religious expression.

Student Attire (Policy 5-302.A):

It is the policy of Flagstaff Unified School District to prohibit discrimination and harassment in student attire and appearance. The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Students must wear: A. Shirt with fabric in the front, back, and sides under the arms. B. Bottoms that extend to at least mid-thigh. C. Shoes appropriate to a safe educational environment. Students may wear (examples may include): A. Fitted pants, leggings, yoga pants, jeggings, skinny jeans. B. Ripped jeans, provided holes/rips do not go above mid-thigh. C. Religious and cultural head coverings and hair accessories. D. Religious and cultural medallions, medals, or beads provided it does not create a safety hazard. E. Headbands. F. Hats, beanies, and hoods in school environments, including the

classroom when permitted by the teacher. Note: Students may be asked to remove accessories and/or change clothing during curriculum or activities in which these items present a safety hazard Students may not wear: A. Shirts without shoulder material B. See-through materials that expose undergarments 2 C. Graphic representations on clothing, accessories, or the body that display profanity, vulgarity, obscenities, hate speech, or promote alcohol, cigarettes, vaping, drugs, gang-related behavior*, or sexual activity D. Images or language on clothing, accessories, or body that display or create a hostile or intimidating environment E. Bathing suits F. Helmets or sunglasses, inside the building (unless medically necessary) G. Accessories that could be considered dangerous or could be used as a weapon H. Gang-related clothing (may include bandanas), which is defined by law enforcement. Exceptions for special activities or health considerations may be pre-approved by the administrator. Attire should be appropriate for the weather during outside activities. These dress expectations shall apply to regular school days and summer schools; as well as any school-related activities. The purpose of the student dress policy and regulation is to ensure consistency and interpretation is implemented District-wide. It is the expectation and responsibility of staff to appropriately enforce student dress. Enforcement should be consistent with the District's discipline matrix. Failure to comply with the student dress policy should be enforced consistently with comparable behavior and conduct violations.

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

The Family Educational Rights and Privacy Act (FERPA) requires that the Flagstaff Unified School District (the "District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District's procedures. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/legal guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents/legal guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District, in writing, by September 1. The District has designated the following information as directory information: Student's name; Address; Telephone listing; Electronic mail address; Photograph; Major field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degrees, honors, and awards received; The most recent educational agency or institution attended; Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the

identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user; A student ID number or other unique personal identifiers that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

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

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

Student Code of Conduct (Policy 5-305):

Disruptive Conduct—A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process, or activity. 2. Threatening an Educational Institution—A student shall not threaten a school or the District by interfering with or disrupting a school, the District, or any school or District activity in violation of A.R.S. §§ 13-2911 and 15-841.H. 3. Violation of Federal, State, or Local Law—A student shall not violate any federal, state, or local law. 4. Violation of School Policies and Rules—A student shall not violate any Governing Board policy, regulation, or rule. 5. Defiance of Authority; Untruthfulness—A student shall obey the reasonable orders of teachers, administrators, and other District employees, and shall respond to requests for information from those persons in a truthful manner. 6. Alcohol—A student shall not possess, sell, offer to sell, purchase, offer to purchase, use, transfer, or be under the influence of alcohol. The term "alcohol" means beer, wine, or any distilled spirits as defined in A.R.S. § 4-101. 7. Drugs; Drug Paraphernalia—A student shall not possess, distribute, dispense, be under the influence of, purchase, obtain, use, sell, or transfer, or attempt to purchase obtain, sell, or transfer any controlled substance, dangerous drug, narcotic drug, or precursor chemical. The terms "controlled substance," "dangerous drug," "narcotic drug," and "precursor chemical" have the meaning as defined in Policy 4-205. a. A student shall not purchase, transfer, or sell any drug that is available by prescription only, or any over-the-counter medication. b. A student shall not possess or use any drug that is available by prescription only, or an over-the-counter medication, without the authorization of the building principal or the principal's designee. c. A student, including a cardholder as defined in

A.R.S. § 36-2801, shall not possess or use marijuana on any District property or at any District-sponsored event. d. A student shall not possess, sell, offer to sell, transfer, or use drug paraphernalia as defined by A.R.S. § 13-3415. 8. Vandalism; Destruction of Property—A student shall not damage, destroy, or deface any school property or property belonging to any other person. 9. Weapons or Dangerous Items—A student shall not possess or use a firearm, weapon, explosive, fireworks, or any other instrument capable of harming any person or property, or that reasonably would create the impression of such harm. 10. Toy Guns and Weapons—A student shall not possess a toy gun or other toy weapon that appears to be capable of causing bodily harm. 11. Gang Activity or Association—A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or affiliation. 12. Threats; Assault; Fighting—A student shall not verbally or physically threaten, abuse, assault, or engage in a fight with any student, school employee, or any other person. 13. Defamation—A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, or are false and have a tendency to impugn a person's occupation, business, or office. 14. Obscenity; Vulgarity—A student shall not use obscene or vulgar language or gestures, or distribute obscene or vulgar materials. Obscene materials, language, or gestures are those that an average person, applying contemporary community standards of the school community, would find that, taken as a whole, appeal to the prurient interests, and lack serious literary, artistic, political, or scientific value. Vulgar language, materials, or gestures include language, materials, or gestures that depict sexual and/or excretory activities in a patently offensive manner. 15. Harassment—A student shall not harass another person. Harassment includes, but is not limited to, verbal abuse that insults or humiliates others. It also includes sexual innuendos, unsolicited and unwelcome conduct that has sexual overtones, or continuing to express sexual or social interest after being informed that the interest is unwelcome. Harassment also includes non-sexually oriented conduct that includes words, actions, jokes, or comments based upon an individual's sex, gender identity, disability, race, national origin, religion, political beliefs/affiliation, marital status, home language, family, social or cultural background, or other legally protected characteristic. 16. Attire and Appearance—A student's attire or appearance shall not present health or safety problems, or cause disruption of educational activities. Items of attire with obscene words, slogans, or graphics or slogans related to drugs or alcohol shall not be worn or displayed. Footwear must be worn. 17. Forgery; Plagiarism; Cheating—A student shall not use or attempt to use the identity, signature, academic work, or research of another person and represent that it is the student's own. A student shall not share his or her knowledge or work with another student during an examination or test unless specifically approved in advance by the teacher. A student shall not use, during any examination or test, any materials or notes unless approved by the teacher. A student shall not forge a parent's/legal guardian's or any other person's signature on any communication to the school, or on any school document or form. 18. Misrepresentation—A student shall not provide false information to school personnel or impersonate another person verbally or in writing to provide false or misleading information to a school. 19. Gambling—A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property or money will be exchanged based on the outcome of the game or activity, unless the activity

is otherwise lawful and properly supervised and has received the express approval of the school principal.

20. Initiation and Hazing—A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause, or does cause, bodily injury, mental harm, or personal degradation or humiliation. All initiations, including those related to any school club, athletic team, or other group are subject to these prohibitions whether or not the conduct occurs on school grounds.

21. Bullying and Cyberbullying—A student shall not bully or cyberbully another student or any District employee. Bullying and cyberbullying include acting toward someone in an unwelcome manner, repeated over time, that exerts or attempts to exert power over that person. It also includes actions that contribute to a substantial risk of, or cause, injury, mental harm, degradation, or social exclusion.

22. Emergency Alarms and Fire Control Devices—A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying the use of the device.

23. Arson—A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher-approved and supervised class activities, such as an approved and supervised experiment in chemistry class.

24. Unauthorized Entry—A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds, or designated off limits areas on school property.

25. Misrepresentation; Extortion; Theft—A student shall not take, use, or borrow any property by misrepresentation, deception, or by an express or implied threat. A student shall not take, use, or borrow property belonging to another person without that person's permission to use or take the property.

26. Tobacco, Cigarettes, Vaping—A student shall not possess or use tobacco or cigarettes, a vaping device or inhalant product, matches, or lighters.

27. Tardiness—A student shall not be tardy to class or to any required school activity.

28. Endangering the Health and Safety of Others—A student shall not engage in conduct that endangers or reasonably appears to endanger the health or safety of other students, school employees, or other persons.

29. Traffic and School Bus Rules—When operating a motor vehicle on school grounds or at a school event, a student shall follow all school and other traffic rules, and shall operate the motor vehicle in a safe and prudent manner. A student shall abide by all school rules regarding the student's conduct while in a school bus or other vehicle, and shall obey the directives of school bus drivers and monitors.

30. Cell Phones and Other Electronic Communications—A student shall not use a cell phone or other electronic communication device during class time without the express permission of the teacher. During class time, a cell phone or other electronic communication device shall be turned off and placed in the student's purse or backpack. A student shall not record or transmit speech or other communications of other persons without those persons' express consent.

31. Leaving Class or School Grounds—A student shall not leave class without the teacher's permission. A student shall not leave school grounds during regular school hours without authorization by the principal or principal's designee.

32. Bomb Threat; Chemical or Biological Threat—A student shall not threaten to cause harm to property or persons using a bomb, explosive, arson-causing device, dangerous chemical, or biological agent.

33. Inappropriate Use of Technology—A student shall not use District computers, network, or other technology to post, send, or share personal information about the student or others without prior permission of both a teacher and parent/legal guardian. A student shall not make or attempt unauthorized access to any District

information system. A student shall not use District technology to bypass or attempt to bypass any firewall, or to perform any illegal act, or to access a District-prohibited website.

Student Discipline (Policy 5-306):

1. Students shall behave responsibly and respectfully to achieve school success socially and academically, and comply with the rules, pursue the required course of study, and adhere to the authority of the teachers, the administrators, and the Governing Board. 2. Students shall be held accountable for disorderly conduct on school property or that takes place to and from school. 3. A teacher may send a student to the principal's office to maintain effective discipline in the classroom. If a student is sent to the principal's office, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the Board. *Suspension and Expulsion of Students* - 1. A student may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in A.R.S. § 13-105, use or possession of a gun, or excessive absenteeism. 2. A student may be expelled for excessive absenteeism only if the student has reached the age or completed the grade after which school attendance is not required as prescribed in A.R.S. § 15-802. 3. A student may be suspended or expelled for other conduct that is deemed a violation of District policies, regulations, or the student code of conduct. 4. A student shall be expelled from school for a period of at least one (1) year if the student is determined to have brought a firearm to a school within the jurisdiction of the school district, except that the school district may modify this expulsion requirement for a student on a case-by-case basis. 5. A student shall be expelled for at least one (1) year if the student is determined to have threatened an educational institution, except that the school district may modify this expulsion requirement for a student on a case-by-case basis if the student participates in mediation, community service, restitution, or other programs in which the student takes responsibility for the results of the threat. A student may be reassigned to an alternative education program if the student participates in mediation, community service, restitution, or other programs in which the student takes responsibility for the threat. The student's parent/legal guardian may be required to participate in mediation, community service, restitution, or other programs in which the parent/legal guardian takes responsibility with the student for the threat. 6. A student who cuts, defaces, or otherwise injures any school property may be suspended or expelled. On complaint of the Board, the parents/legal guardians of minors who have injured school property are liable for all damages caused by their children or wards. 7. A student may be suspended or expelled for excessive absenteeism pursuant to A.R.S. § 15-803. This provision shall not be applied to students who have completed the course requirements, or whose absence from school is due solely to illness, disease, or accident as certified by a person who is licensed pursuant to title 32, chapter 7, 13, 14, 15 or 17. 8. Students who have been found to have committed incidents of harassment, intimidation, or bullying may be disciplined up to and including suspension and expulsion. Students may also be disciplined for submitting false reports of incidents of harassment, intimidation, or bullying. 9. The suspension and expulsion of students shall not be based on real or perceived race, color, sexual orientation, gender expression or identity, national origin, or ancestry discrimination. 10. If a student withdraws from school after receiving notice of possible action concerning discipline, suspension, or expulsion, the District

may continue with the action after the withdrawal and may record the results of such action in the student's permanent file. 11. The principal of each school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of students is distributed to the parent/legal guardian of each student at the time the student is enrolled in school or transfers into the school. *Suspension and Expulsion Hearings* - The Board is statutorily authorized to discipline students and to suspend or expel students as it deems appropriate. The Board vests the Superintendent, or a person designated by the Superintendent, with the power to suspend students. In schools that do not have a Superintendent or principal, a teacher may suspend a student from school. 2. All hearings concerning the expulsion of a student will be conducted before a hearing officer selected from a list of hearing officers approved by the Board, unless the Board, in executive session, determines that the Board will conduct the expulsion hearing. 3. The District will give written notice at least five (5) working days before the hearing by the Board, or the hearing officer or officers designated by the Board, to all students subject to expulsion and their parent/legal guardian of the date, time, and place of the hearing. If the Board decides that the hearing is to be held in executive session, the written notice shall include a statement of the right of the parent/legal guardian, or an emancipated student who is subject to expulsion, to object to the Board's decision to have the hearing held in executive session. Objections shall be made in writing to the Board. *Students with Disabilities* - School employees shall ensure that any discipline, suspension, or expulsion of students with disabilities complies with the provisions of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. *Criminal Activity* - The principal or designee shall contact law enforcement if a student is suspected of committing a crime. *Corporal Punishment* - The District does not permit the use of corporal punishment.

Police Interview Notification (Policy 5-401):

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

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

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

legal guardian; or 2. The offense was already reported to the police or DCS, and the investigator has determined that notifying the parent/legal guardian would impede the investigation.

Immunizations and Communicable Diseases (Policy 5-403):

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

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

Administration of Medication (Policy 5-404):

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

Restraint and Seclusion (Policy 5-406):

Restraint and seclusion are not authorized to be used for disciplinary purposes. Restraint or seclusion techniques may be used on a student only if both of the following apply: 1. The student's behavior presents an imminent danger of bodily harm to the student or others; and 2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm. If a restraint or seclusion technique is used on a student: 1. School personnel shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use. 2. The

restraint or seclusion technique shall end when the student's behavior no longer presents an imminent danger to the student or others. 3. The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques, unless an emergency situation does not allow sufficient time to summon trained personnel. 4. The restraint technique employed may not impede the student's ability to breathe. 5. The restraint technique may not be out of proportion to the student's age or physical condition. Restraint or seclusion techniques may be included in the school's safety or crisis intervention plan if the plan is not specific to any individual student.

Hazing Prevention (Policy 5-408):

Hazing is prohibited. Solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited. A person commits hazing by: Intentionally, knowingly, or recklessly, for the purpose of pre-initiation activities, pledging, initiating, holding office, admitting, or affiliating a student into or with an organization, or for the purpose of continuing, reinstating, or enhancing a student's membership or status in an organization, causing, coercing, or forcing a student to engage in or endure any of the following: 1. Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both; or 2. Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the student, including activities that are reasonably calculated to cause the student to harm themselves or others; or 3. The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug, or other substance that poses a substantial risk of death, physical injury, or emotional harm; or 4. An act of restraint or confinement in a small space or significant sleep deprivation; or 5. Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury; or 6. Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics, or unhealthy exposure to the elements. a. With the intent to promote or aid the commission of hazing, agreeing with one or more persons that at least one of them or another person will engage in hazing, and one of the parties commits an overt act in furtherance of hazing. b. Intentionally or knowingly engaging in conduct that would constitute hazing if the attendant circumstances were as the person believes them to be. c. Intentionally or knowingly doing anything that, under the circumstances as the person believes them to be, is any step in a course of conduct planned to culminate in committing hazing. d. Intentionally or knowingly engaging in conduct that is intended to aid another to commit hazing, although the hazing is not committed or attempted by the other person. This Policy shall not be construed to apply to customary athletic events, contests, or competitions that are sponsored by the school, or to any activity or conduct that furthers the goals of a legitimate educational curriculum, legitimate extracurricular program, or legitimate military training program. Victim consent to or acquiescence in hazing is not a defense to a violation of this Policy. All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this Policy. Complaints of hazing and violations of this Policy should be reported to the principal or assistant principal of the school that sponsors the organization or where any student allegedly involved is enrolled. The principal, assistant principal, or designee shall promptly

investigate all complaints of hazing and violations of this Policy. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred. Students who violate this Policy are subject to disciplinary action, including suspension and expulsion. Any teacher or staff who knowingly allows, authorizes, or condones a violation of this Policy is subject to disciplinary action, including suspension without pay and termination of employment. Any organization that knowingly allows, authorizes, or condones a violation of this Policy may have its permission to conduct operations at the school suspended or revoked. All persons and organizations alleged to have violated this Policy are entitled to appropriate due process, including the right to appeal the discipline or sanction to the next administrative level. This Policy shall be posted in each school building and printed in every student handbook for distribution to parents/guardians and students.

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

Harassment, intimidation, and bullying are prohibited on school grounds and property, on school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology and electronic communication on school computers, networks, forums, and mailing lists. Harassment means intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs, and graphics. Harassment may be related, but not limited to race, color, national origin, religion, sex (including sexual orientation and gender identity), or disability and that is sufficiently severe, pervasive, and objectively offensive so as to effectively deny a person equal access to the District's education program or activity. Harassing behaviors can be direct or indirect and by use of social media. Sexual harassment will be administered pursuant to Board Policy 1-203. Intimidation means any behavior by one student toward another student intended to induce fear of physical or emotional harm, either directly or indirectly, and by use of social media. Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation, harassment, and/or intentional shaming that A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, C. occurs when there is a real or perceived imbalance of power or strength, or D. may constitute a violation of law. Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying, B. exposure to social exclusion or ostracism, C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and D. damage to or theft of personal property. Cyberbullying includes, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums

and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment. At the beginning of each school year, school officials are to provide all students with a written copy of the rights, protections, and support services available to victims of harassment, intimidation, or bullying. All schools shall make a written and electronic form available for the reporting of incidents of harassment, intimidation, or bullying. Anonymous reporting will also be available. Students and parents/legal guardians may make a confidential report to the appropriate school official. All reported incidents of harassment, intimidation, or bullying are to be documented and the documentation maintained for at least six years. The documentation shall not be used to impose disciplinary action unless an appropriate school official determines that the alleged harassment, intimidation, or bullying occurred. The documentation shall be maintained confidential to the extent possible, and, if provided to persons other than school officials or law enforcement, all individually identifiable information shall be redacted. If an incident of harassment, intimidation, or bullying is reported, school officials will provide an alleged victim with a written copy of the rights, protections, and support services available. An appropriate school official shall investigate reported and suspected incidents of harassment, intimidation, or bullying, and shall notify the alleged victim and alleged victim's parents/guardians of the investigation. Students who have admitted to or been found to have engaged in harassment, intimidation, or bullying are subject to disciplinary action, including suspension and expulsion. Any student determined to have submitted a false report of harassment, intimidation, or bullying is also subject to disciplinary action, including suspension and expulsion. Any student physically harmed as the result of harassment, intimidation, or bullying may be referred for emergency medical services, if appropriate. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred.

Interscholastic Athletics (Policy 5-410):

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