

**FLORENCE HIGH SCHOOL**

**GOPHER GUIDELINES**

**2022-2023**

**STUDENT & PARENT HANDBOOK**



***Building Champions of Today and Tomorrow***

[fusdaz.com/fhs](https://fusdaz.com/fhs)

**Ph. 520-866-3560**

**Fax 520-868-2329**



## **Florence Unified School District #1**

### **Governing Board**

Steve Johnson, President  
 Sherri Jones, Vice-President  
 Roger Biede, Member  
 Jim Thomas, Member  
 Tammy Quist, Member

### **District Administration**

Chris Knutsen, Superintendent  
 Tony Jimenez, Assistant Superintendent  
 Denice Erickson, Assistant Superintendent  
 Shannon Weber, Director of Transportation



### **Florence High School Administration**

Toby Haugen, Principal  
 Marissa Koselke-Bell, Assistant Principal- Curriculum & Instruction  
 Shawn Cluff, Assistant Principal- Athletics & Facilities  
 Nikki Castañeda Lopez, Dean of Students- Attendance & Discipline

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# **Florence High School**

1000 S Main / PO Box 2850  
Florence, AZ 85132  
(520) 866-3560

## **MOTTO**

Building the Champions of Today and Tomorrow

## **MISSION**

Our mission is to prepare our students for the future, to flourish in our ever changing global society by grounding them in our traditions while integrating technology into learning experiences that promote readiness for college, careers, and a successful life.

## **VISION**

FHS will honor the traditions of the past, build a strong community, integrate technology, and foster independence to solve challenges as they arise. A professional and highly motivated staff, in partnership with parents and families, will encourage each child to achieve his or her full potential in preparation for career and college readiness.

## **INSTRUCTIONAL GOAL**

Every student will be required to frequently demonstrate the ability to think critically by: Analyzing, Evaluating or Problem Solving in all of their classes.

## **FUSD MISSION STATEMENT**

The mission of the Florence Unified School District is to ensure that every student discovers their potential to succeed.

## **FUSD VISION**

To become a district by design where kids come first.

# CONTINUOUS NOTICE OF NON-DISCRIMINATION

## Florence Unified Schools

The Florence Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups.

The Florence Unified School District also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies:

**Thad Gates, Title IX Coordinator**

Florence Unified Schools  
1000 S. Main St.  
Florence, AZ 85132  
520-866-3500  
tgates@fusdaz.org

**Nora Boettcher, 504 Coordinator**

Florence Unified Schools  
1000 S. Main St.  
Florence, AZ 85132  
520-866-3500  
nboettcher@fusdaz.org

## Aviso Continuo de No Discriminación

### Escuelas del Distrito Unificado de Florence

El Distrito Escolar Unificado de Florence no discrimina por motivos de raza, color, religión, origen nacional, sexo, discapacidad, edad, u orientación sexual en admisión y acceso a sus programas, servicios, actividades o en cualquier aspecto de sus operaciones y proporciona igualdad de acceso a los Boy Scouts y a otros grupos juveniles designados.

El Distrito Escolar Unificado de Florence no discrimina en sus prácticas de contratación o empleo. Los siguientes miembros del personal han sido designados para atender consultas relacionadas con las políticas de no discriminación:

**Thad Gates, Coordinador de Título IX**

Escuelas Unificadas de Florence  
1000 S. Main St.  
Florence, AZ 85132  
520-866-3500  
tgates@fusdaz.org

**Nora Boettcher, Coordinador 504**

Escuelas Unificadas de Florence  
1000 S. Main St.  
Florence, AZ 85132  
520-866-3500  
nboettcher@fusdaz.org

### **FERPA Rights**

The Family Educational Rights and Privacy Act (FERPA) is a complex Federal law that protects the privacy interests of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children’s education records, request amendment of the records, and have some control over the disclosure of information from the records. When a student turns 18 or enters college, FERPA classifies him or her as an “eligible student” and transfers the rights under the Act from the parent to the student. FERPA requires school districts to notify parents and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records. Please refer to the FUSD Course Description Book for further information regarding FERPA rights.

### **ADA/TITLE IX**

The District does not have TDD’s in use throughout the district. Please feel free to use the TTY relay or video relay services. School office staff can be assisted to help family and community with TTY relay or video relay services with help from the FUSD Hearing Impairment department. Please contact Pupil Personnel Services for help. Please refer to the FUSD Course Description Book for further information regarding ADA/TITLE IX.

Title IX of the Federal Education Amendments Act (“Title IX”) protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The School does not discriminate on the basis of sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends the School to do so without the fear of sexual harassment. The School’s Grievance Procedure and Title IX Policy may be found on the School’s website. Inquiries about the application of Title IX or formal complaints should be directed to the School’s Title IX Coordinator:

THAD GATES  
 TITLE IX COORDINATOR / DIRECTOR SCHOOL IMPROVEMENT  
 PO BOX 2850 1000 S. MAIN ST FLORENCE AZ 85132  
 520-866-3500 X3565  
[TGATES@FUSDAZ.ORG](mailto:TGATES@FUSDAZ.ORG)

Sexual harassment is defined as: Conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual’s participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School’s education program or activity; or (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Complaints of sex discrimination that are not sexual harassment will be handled pursuant to the School’s regular procedures for resolving student or employee grievances promptly and equitably. Formal complaints of sexual harassment will be handled using the grievance procedure set forth in the School’s Policy. The School shall follow grievance procedures that provide for the prompt and equitable resolution of formal complaints from students and employees alleging sexual harassment.

### **Every Student Succeeds Act**

ESSA includes provisions that will help to ensure success for students and schools. Below are just a few. The law:

- Advances equity by upholding critical protections for America’s disadvantaged and high-need students.
- Requires—for the first time—that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.

- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helps to support and grow local innovations—including evidence-based and place-based interventions developed by local leaders and educators—consistent with our Investing in Innovation and Promise Neighborhoods
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

### **Abuse of Teacher or School Employee in School**

Arizona State Statutes (A.R.S. 15-507) state that a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

### **Mandatory Reporting of Criminal Activity to Law Enforcement**

Arizona State Statutes (A.R.S. 13-3620) require schools and school employees to report criminal activity to local law enforcement. Schools are also required to report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services.

Recent changes in the law require schools to report threats, or rumors of threats, made against schools, students and school personnel. Schools must also report all incidents of non-accidental injuries that might occur during altercations at school.

According to A.R.S. 15-341 staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to local law enforcement.

## Important Numbers

Main.....(520) 866-3560

Attendance.....(520) 866-3517

Academic Counseling.....(520) 866-3560

Erin Miller (Ext. 8808)  
Jeremy Scott (Ext. 7124)

Health Office.....(520) 866-3560 (Ext. 3574)

Athletic Training.....(520) 866-3560 (Ext. 7046)

## Faculty E-Mail

The easiest way to communicate with a faculty member is email. Use all lowercase letters, no spaces, initial of first name, last name and @fusdaz.org

\*\*\*Example: [jsmith@fusdaz.org](mailto:jsmith@fusdaz.org)



## 2022-2023 Florence High School Bell Schedules

<b>LUNCH A</b>			
<i>5TH HOUR CLASS MEETS IN THE GYM OR 600 BLDG</i>			
<b>MONDAY, TUESDAY, THURSDAY, AND FRIDAY</b>		<b>WEDNESDAY LATE START - NO 3rd Hour</b>	
1st Hour	7:10 - 8:10	Campus Open - Breakfast	6:45 - 7:35
2nd Hour	8:15 - 9:10	1st Hour	7:40 - 8:40
3rd Hour	9:15 - 9:45	2nd Hour	8:45 - 9:40
4th Hour	9:50 - 10:45	4th Hour	9:45 - 10:40
<b>LUNCH A</b>	<b>10:45 - 11:20</b>	<b>LUNCH A</b>	<b>10:40 - 11:15</b>
5th Hour	11:25 - 12:20	5th Hour	11:20 - 12:15
6th Hour	12:25 - 1:20	6th Hour	12:20 - 1:20
7th Hour	1:25 - 2:20	7th Hour	1:25 - 2:20

<b>LUNCH B</b>			
<i>5TH HOUR CLASS MEETS IN THE 800, 100, 500, Agriculture, Band</i>			
<b>MONDAY, TUESDAY, THURSDAY, AND FRIDAY</b>		<b>WEDNESDAY LATE START - NO 3rd Hour</b>	
1st Hour	7:10 - 8:10	Campus Open - Breakfast	6:45 - 7:35
2nd Hour	8:15 - 9:10	1st Hour	7:40 - 8:40
3rd Hour	9:15 - 9:45	2nd Hour	8:45 - 9:40
4th Hour	9:50 - 10:45	4th Hour	9:45 - 10:40
<b>LUNCH A</b>	<b>10:45 - 11:20</b>	<b>LUNCH A</b>	<b>10:40 - 11:15</b>
5th Hour	11:25 - 12:20	5th Hour	11:20 - 12:15
6th Hour	12:25 - 1:20	6th Hour	12:20 - 1:20
7th Hour	1:25 - 2:20	7th Hour	1:25 - 2:20

<b>WEDNESDAY LATE START WITH EARLY RELEASE</b>	
Campus Open - Breakfast	6:45 - 7:35
1st Hour	7:40 - 8:27
2nd Hour	8:32 - 9:09
4th Hour	9:14 - 9:51
5th Hour	9:56 - 10:33
6th Hour	10:35 - 11:15
7th Hour	11:20 - 11:55
Lunch	11:55
Bus Departure	12:15

## Florence High School Student Handbook and Parent Guide

Florence High School is the home of the Gophers and the pathway of champions. "Building Champions of Today and Tomorrow" is not just a motto; it is something students and staff have lived and worked by for many years. The school is proud of its achievements in the classroom, on the athletic field, and in the community for more than 100 years.

### Student Responsibilities: DIG IT

#### DIG IT Student Behavior Framework

DIG IT is part of the Positive Behavior Intervention and Supports (PBIS) framework. PBIS is not a curriculum, intervention, or practice, but is a decision making framework that guides the implementation of the best evidence-based academic and behavioral practices for improving academic and behavior outcomes for all students.

PBIS is a researched based framework, and is primarily designed to enhance academic and social behavior outcomes for all students by:

1. Emphasizing the use of data for informing decisions about the selection, implementation, and progress monitoring of evidence-based behavioral practices; and
2. Organizing resources and systems to improve durable implementation fidelity

In the PBIS model, students who are successfully demonstrating the behaviors within the schools framework may be recognized or rewarded for demonstrating positive behaviors in the classroom as well as all other parts of the campus. We are very excited about the PBIS framework and are confident that it will make a positive impact on student's behavior and achievement at FHS.

### FHS DIG IT Student Behavior Matrix

	<b>Classroom</b>	<b>Hallways</b>	<b>Commons</b>
<b>D</b> iversity	<ul style="list-style-type: none"> <li>· Respect the right for everyone to learn</li> <li>· Respect the space of others</li> <li>· Celebrate others' interests and beliefs</li> </ul>	<ul style="list-style-type: none"> <li>· Respect the space of others</li> <li>· Celebrate others' interests and beliefs</li> </ul>	<ul style="list-style-type: none"> <li>· Help one another even if you aren't friends</li> <li>· Respect the space of others</li> <li>· Celebrate others' interests and beliefs</li> </ul>
<b>I</b> ntegrity	<ul style="list-style-type: none"> <li>· Complete your own work</li> <li>· Use appropriate language</li> <li>· Respect school personnel</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate language</li> <li>· Be considerate of others' feelings</li> <li>· Use appropriate public displays of affection</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate public displays of affection</li> <li>· Use appropriate language</li> </ul>
<b>G</b> rit	Earning Celebration Chunking large tasks into doable steps Not giving up even when it is not going well	<ul style="list-style-type: none"> <li>· Using "I Can" statements</li> <li>· Meeting expectations regardless of obstacles</li> </ul>	Demonstrating belief in self and others Believing that my ability grows with effort
<b>I</b> ndependent	<ul style="list-style-type: none"> <li>· Check your email</li> <li>· Check the reteach list</li> <li>· Check your grades in Student Vue</li> </ul>	<ul style="list-style-type: none"> <li>· Check the reteach list</li> <li>· Walk safely in hallways</li> <li>· Be on time</li> </ul>	<ul style="list-style-type: none"> <li>· Lead by example</li> <li>· Wait patiently for your turn</li> </ul>
<b>T</b> radition	<ul style="list-style-type: none"> <li>· Strive to be your best</li> <li>· Show pride and respect for the school and each other</li> </ul>	<ul style="list-style-type: none"> <li>· Open the doors for each other</li> <li>· Show pride and respect for the school and each other</li> </ul>	<ul style="list-style-type: none"> <li>· Show pride and respect for the school and each other</li> <li>· Support most extra-curricular activities (not just sports).</li> </ul>

## Florence High School Student Citizenship Contract

The acknowledgement of student handbook form and the Acceptable Usage Policy (AUP) form must be completed, signed, and on file with administration.

### Florence High School Student Policies and Procedures Handbook

Florence High School is a comprehensive high school, which offers a full four-year curriculum designed to prepare the student for entering into a college or university, for continued vocational education, and productive citizenship. Students may also receive technical training for entry-level jobs in business, industry, and agriculture.

#### Academic Counseling

Students are urged to take the initiative in contacting counselors. Appointments can be made at the counseling office before school, during lunch, or after school. Counselors are available at all times to answer questions and to discuss problems.

Florence High School provides a counseling program to help high school students handle situations that they see as a problem or that may be causing them trouble in the classroom. Counseling may occur in small group settings or one to one. A student may ask to see the counselor, or the classroom teacher may refer the student. Student confidentiality will be maintained unless the student expresses a belief that leads a counselor to believe the student is placing himself/herself or another person in jeopardy.

Each year, the High School Guidance and Counseling Department identifies services that it will provide for students. A student's post-high school educational or vocational goals are considered in helping the student plan his or her four-year high school program.

#### Academic Counseling Assignments:

<b>Last Names A-L</b>	<b>Erin Miller</b>	<a href="mailto:EMiller@fusdaz.org">EMiller@fusdaz.org</a>
<b>Last Names M-Z</b>	<b>Jeremy Scott</b>	<a href="mailto:JScott@fusdaz.org">JScott@fusdaz.org</a>

#### Schedule Corrections

The master schedule and staffing decisions are based on registration requests. Students are required to take the courses they request, as long as it meets the graduation requirements and needs of the student's progress toward graduation. Schedule corrections will only be granted within the first 10 days of each semester for one of the following reasons:

1. A failure in a course necessitates credit recovery.
2. Make a level change to an IB course
3. Requests for transfer out of an IB course must go through the IB coordinator and will not be reviewed until after the 10th day of classes
4. A course on your schedule was taken in summer school or was taken in previous year
5. A course is needed immediately to meet graduation requirements.
6. Tryouts for athletics and/or performance classes (requires proof from coach/teacher)
7. Schedule is incomplete (i.e., less than six classes per semester)
8. Error in the schedule ( missing courses, scheduled in the same class twice, ie...)

**No student schedule changes will be allowed after ten school days without the approval of the principal.**

#### Parent Involvement

Parent involvement is critical to the success of developing four-year plans and the process of course selection. As such, it is the responsibility of each student to carefully read the high school registration guide and all accompanying material and to discuss yearly course selections with parents, who need to be aware of the requirements and recommendations of the colleges, universities, and training programs being considered by the students. Finally, parents should support the student and school by providing a proper atmosphere at home and by maintaining good and open communications with school officials and teachers. Parents should frequently utilize the ParentVue online portal to view their child's grades and attendance. The ParentVue application and/or FUSD app is available for download in both Apple Store and Google Play.

## Report Cards and Final Semester Grades

1<sup>st</sup> Quarter Grades – September 23, 2022

1<sup>st</sup> Semester Grades – December 16, 2022

3<sup>rd</sup> Quarter Grades – March 10, 2023

2<sup>nd</sup> Semester Grades – May 25, 2023

### Academic Opportunities

#### Honors Courses

At Florence High School, courses listed as IB/Honors are components of the **International Baccalaureate’s Middle Years Program (MYP)**. These courses bring IB into the 9<sup>th</sup> and 10<sup>th</sup> grades and are designed to prepare students for the rigor of the IB’s Diploma Level courses in grades 11 and 12. However, they are open to all students who would like to accept the academic challenge. IB requires students enrolled in one or more MYP courses to complete the “Personal Project” in their 10<sup>th</sup> grade year.

#### International Baccalaureate Courses

We are an **International Baccalaureate Diploma Program (IB)** school. Courses are part of a rigorous two-year curriculum, starting the junior year leading to examinations and, potentially, the IB diploma. Advanced placement status and/or college credit may be granted based on student performance within the program. IB Candidates must be enrolled and taking the IB subject the year they take the exam for that subject. Students who are seeking to build the IB Diploma must complete three Core Components: the Theory of Knowledge class, which begin in January of the Junior Year and ends in December of the Senior Year; the Extended Essay research project, and the CAS “Learning Service” requirement which balances Creativity, Activity, and Service. . There is a \$20 non- refundable deposit for each year of all IB courses. This money will be applied to the cost of the IB exam. The IB Visual Arts course, as well as the lab sciences courses (Biology, Chemistry, and Sports Science) also carry a materials fee of \$20. This fee is not applied to the cost of the IB examinations

#### National Honor Society

Juniors, and Seniors with a 3.50 cumulative unweighted GPA are eligible for membership in the National Honor Society (NHS). Students must apply, be approved by the faculty, and then maintain a 3.50 cumulative GPA. They must also attend NHS meetings, perform 20 hours of community service for each year that they are in NHS, and uphold standards in character and leadership during the school year. Students in good standing with NHS at the end of their senior year will graduate with Honors. See the NHS advisor for more information.

### Final Exams

Students may not take semester final exams prior to the time they are scheduled, without administrative approval. **Students who are absent during semester final exams will receive a 0 for the final exam.** In order for the grade to be changed, students must take the final within the first two weeks of the next semester as arranged through administration.

The following grading scale is used for all grade reports:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

### Non-Weighted Classes

All courses taught for credit receive a letter grade or a pass/fail option. The final examination may not count for more than 20 percent of the final grade. Grade-point values and the percentage used to determine each grade are listed below.

Percentage	Letter Grade	Grade Point Value
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0.0

### Honors Courses (MYP/IB)

The following procedures are created in order to maintain the consistency and quality of the class rank, grade point average standards and the honors program at Florence High School. The International Baccalaureate (I.B.) is an international curriculum. This curriculum will be respected as Florence High School honor credit courses in addition to courses carrying the honors distinction. For information regarding these programs, please contact the school IB Coordinator Dawn Waggoner at 520.866.3560 or [dwaggoner@fUSDaz.org](mailto:dwaggoner@fUSDaz.org)

### Governing Board Policy on Graduation Requirements

#### I-7361 © IKF-RA

As an alternative to completing the course requirements, a student may request, upon a showing of familiarity with the subject matter of the course, an examination on the competencies of the course. The student may take an examination on a particular course one (1) time only in an academic year. The examination shall be prepared by a teacher of the subject matter who is designated by the Superintendent. To receive graduation credit, the student must demonstrate accomplishment of the standards and competencies adopted by the State Board of Education and the Governing Board, respectively. Demonstration of accomplishment of the skills and competencies shall be determined in accord with accepted practices in evaluation of students. A copy of the test results, verified by the appointed teacher, shall be filed with the student's records.

Rev. 6.23.11

<sup>1</sup>if the Online school is NCA accredited, credit will transfer

<sup>2</sup> No fee will be charged for students who have taken Online courses outside the district at a non NCA accredited institution and wish to obtain credit at FUSD

### Graduation Requirements

The Governing Board of the Florence Unified School District has determined that every student shall be required to earn as indicated below credits for graduation from Florence High School. All students are required to complete the following:

Course	Credits
English ***	4
Social Studies	3
Math	4
Science	3
Fine Arts / Vocational Education	1
Health and Physical Education	1
Electives	6
Foreign Language	0
<b>Total</b>	<b>22</b>

\*\*\* An English class is required during the Senior year for all students.

\*\*\*\* Students must complete 40 community service hours in order to graduate.

### **Early Graduation**

The Board will authorize early high school completion in order to meet career goals for selected students. Students desiring early graduation must submit a written request to the high school principal. The request must contain the reason for the request and the written approval of the student's parents or guardian. All graduation requirements must be met by the early completion date.

### **Commencement Participation**

A student may not participate in the commencement ceremony until it has been verified on the transcript that all graduation requirements and the required State assessments have been met. All debts to the school must have been satisfied. Students must have a minimum of 40 community service hours completed. A student must participate in commencement practice if he or she is to participate in the commencement ceremony.

### **Community Service Requirement for Graduation**

Students will be required to participate in service learning activities approved by the district and the schools. The service projects will encourage the students to think analytically, logically, and creatively, and to integrate experience and knowledge to problem solve. Service learning will offer students an opportunity to apply their learning in real-world circumstances. Students will be required to provide evidence and/or documentation and reflection forms which will be available at the student's school. The community service requirement is a total of 40 hours. For transfer students who enroll after their 10th grade year, 5 hours per semester of FUSD enrollment will be required.

### **Protocol for Receiving Credit by Examination**

Students in grades 9–12 who feel that they are capable of passing a course without actually attending the class may apply for credit by examination through the high school counseling office. Students must complete the appropriate request forms and submit them to the counseling office prior to the examination(s). A non-refundable fee of \$100.00\*<sup>2</sup> will be charged during the school year for each course (per semester) challenged through examination. Prior to the examination, students must display familiarity with the subject matter they are challenging by completing a pre-established series of assignments where applicable and/or teacher's recommendation (must be approved by site administrator) with an 80% or higher accuracy rate.

#### **Students may seek to challenge a course for the following reasons:**

- To accelerate their program of study – student has had no prior instruction in the course
- To seek to recover lost credit – student has had prior instruction in the course
- To challenge a course in which they received a “D”
- To receive credit for a core course taken online outside the FUSD district and/or with an online school not NCA accredited (Math, English, Science, Social Studies including Sociology, Psychology), Health, and home-schooled core courses (if no official transcript is provided)

#### **Students may not request:**

- To challenge a course a second time in the same academic year
- To challenge a course in which a grade of a “C” or higher was earned
- To challenge a course with a performance based component (i.e., Physical Education, Art,, TV Tech., Dance, etc.)
- To challenge a course that has a lab requirement (except for students who are repeating the course and have successfully passed the lab portion)
- To challenge a course to which weighted credit is given
- To challenge a core course prior to passing state mandated exams
- To challenge a course for which the prerequisite has not been met

#### **Grading Procedures for courses that are challenged:**

##### **Exam for Acceleration:**

- Students must receive an 80% or higher to receive credit.
- The grade received on the exam will be entered on the student's transcript.
- A student cannot take the course for a higher grade after they have received credit by exam.
- Students who receive below an 80% will need to take the regular course to receive credit.

##### **Exam for lost credit or to replace a “D”:**

- Students must receive an 80% or higher to receive credit.

- The 80% or higher grade will replace the original grade on the student's transcript.

### Online out-of-district, not NCA accredited (NO FEE)<sup>2</sup>

- Students must receive an 80% or higher to receive credit on core courses (Math, English, Science, Social Studies, Sociology, Psychology, and Health.)
- The grade received on the test will be placed on the student's transcript.

### Examination Dates for acceleration:

- During the first two weeks of first semester
- Or at an approved scheduled time by administrator

## Standard, Regents, and Scholars Diplomas

Students have the opportunity to graduate with one of three diplomas: Standard, Regents, and Scholar. Requirements are below.

### Florence High School Diploma Options

Courses	Standard Diploma	Regents Diploma	Scholars Diploma
<i>English</i>	4 credits	4 credits	4 credits
<i>Math</i>	4 credits	4 credits	4 credits
<i>Science</i>	3 credits	3 credits	3 credits
<i>Social Studies</i>	3 credits	3 credits	3 credits
<i>Foreign Language</i>	0 credits	2 credits	2 credits
<i>Fine Arts and/or CTE</i>	1 credit	1 credit	1 credit
<i>Physical Education</i>	0.5 credit	0.5 credit	0.5 credit
<i>Health</i>	0.5 credit	0.5 credit	0.5 credit
<i>Electives</i>	6 credits	5 credits	6 credits
<i>GPA</i>	No minimum requirement	No minimum requirement	3.5 Minimum
<i>IB/AP</i>	No requirement	No requirement	2 IB/AP credits required
Total Credits	22 credits	23 credits	24 credits
Service Learning	40 Hours	40 Hours	40 Hours

Standard Diploma		Regent's Diploma		Scholar Diploma	
All students will be required to earn a minimum of 22 credits:		All students will be eligible to receive this diploma type if the following requirements for 23 credits are met:		All students will be eligible to receive this diploma type if the following requirements are met: <ul style="list-style-type: none"> <li>• Minimum 7th semester GPA of 3.5 or higher</li> <li>• 24 or more credits, including 2 AP course credits</li> </ul> Coursework must include the following:	
English	4 credits	English	4 credits	English	4 credits
Math	4 credits	Algebra I	1 credit	Algebra I	1 credit
Science	3 credits	Geometry	1 credit	Geometry	1 credit
World History and Geography	1 credit	Algebra II	1 credit	Algebra II	1 credit
US/AZ History	1 credit	Additional math with an Algebra II prerequisite	1 credit	Additional math with an Algebra II prerequisite	1 credit
US/AZ Government	.5 credit	Biology	1 credit	Biology	1 credit
Economics	.5 credit	Earth Science/Chemistry/Physics	1 credit	Earth Science/Chemistry/ Physics	1 credit
PE	.5 credit	Additional Lab Science	1 credit	Additional lab science	1 credit
Health	.5 credit	World History or World Geography	1 credit	World History or World Geography	1 credit
Fine Arts and/or CTE	1 credit	US/AZ History	1 credit	US/AZ History	1 credit
Electives	6 credits	US/AZ Government	.5 credit	US/AZ Government	.5 credit
<b>Total</b>	<b>22 credits</b>	Economics	.5 credit	Economics	.5 credit
		PE	.5 credit	Health	.5 credit

<b>ALL Diploma Options Require 40 hours of Service Learning.</b>	Health	.5 credit	PE	.5 credit
	Fine Arts and/or CTE	1 credit	Fine Arts and/or CTE	1 credit
	World Languages	2 credits	World Languages	2 credits
	Electives	5 credits	Electives	6 credits
	<b>Total</b>	<b>23 credits</b>	<b>Total</b>	<b>24 credits</b>

### Academic Honors Recognition

In order for students to be eligible for recognition at the honors presentation, they must meet the following criteria:

- Scholar of Distinction: Students must have a semester GPA of 4.0 or above
- Principal's Honor Roll: Students must have a semester GPA of 3.50 – 3.99
- Honor Roll: Student must have a semester GPA of 3.0 – 3.49

### Change of Address and Telephone Number

It is very important that all students notify the Registrar's office (520) 866-3576 immediately of any change of address or telephone number. *Every student must have valid, up-to-date contact information on file.*

### Withdrawal from School

The following steps must be taken for a student to withdraw from school:

1. Contact the counselor.
2. Obtain parental approval either through parent conference or phone confirmation to the Registrar.
3. Complete forms obtained from the registrar's office.
4. Get withdrawal slip signed by teachers, nurse, librarian, and technology center clerk.
5. Computers must be turned into the technology center. Student IDs must be turned in to the Registrar.
6. Return the completed form to the registrar's office.

***NO RECORDS WILL BE TRANSFERRED UNTIL ALL DEBTS ARE PAID AND ALL SCHOOL PROPERTY IS RETURNED.***

***\*THE FACULTY AND ADMINISTRATION ENCOURAGE ALL STUDENTS TO REMAIN IN SCHOOL. STUDENTS WHO ARE HAVING PROBLEMS ARE ADVISED TO SEE THEIR COUNSELOR, A TEACHER, OR AN ADMINISTRATOR FOR GUIDANCE.***

### Transfer of Credits from Other Schools

Transfer students who plan to graduate from Florence High School will be held responsible for FHS graduation requirements. All coursework completed outside FHS will be evaluated to determine whether or not credit will be awarded. FHS must ensure that students have had coursework appropriate and rigorous enough to pass AZMerit tests and meet State guidelines. The acceptance of credits from other schools is based upon a variety of factors such as the grades earned in the sending schools, the number of days or hours the courses met, the alignment of course content between the sending schools and the receiving school, and the regional accreditation status of the sending schools. When possible, it is advisable that students have transferring credits evaluated prior to registering for courses. Florence High School reserves the right to require entering students to take placement tests in order to determine the most appropriate placement. Our expectation is that all transferring students will meet the graduation requirements in order to receive a Florence High School diploma.

### Grades When Students Transfer into Florence High School (9-12)

The grades earned in courses from an accredited secondary school will be averaged with the grades earned at Florence High School. The grades earned in courses from a non-accredited secondary school will be evaluated by the receiving school registrar's office to determine grades and transfer credits accepted.



### **Grades When Students Register After the 20th Day of a Semester**

If a student registers at Florence High School after the 20th day of a semester and/or has not attended any school during the previous 20 school days, the student will receive a NC (No Credit) report. The student may have the opportunity to earn credit if missed work is made up to the specifications of the teachers or may enroll in a credit recovery program. Students should check with the counseling office for options.

### **Grades When Students Withdraw from School Courses**

If a student withdraws from school to enter another school, the student will receive transfer grades earned at the date of withdrawal

### **Schedule Changes**

No student schedule changes will be allowed after ten school days without the approval of the principal.

### **Courses Taken a Second Time**

When a 9<sup>th</sup>-12<sup>th</sup> grade course is taken a second time in the order consistent with the official Florence High School course sequence, the credit and the higher grade earned will be listed on the official transcript and included in grade point average (GPA) calculation. The course in which the lower grade was earned will remain on the official transcript, but will not be included with GPA calculation. Students will receive credit for only one time the course was taken, not both times.

### **Tutoring**

Tutoring is available after school for students to receive extra assistance. Teachers are available to assist any student in his/her subject area. If a student is struggling, or just wants to get ahead, tutoring should be arranged with teachers. Tutoring arrangements can be made Monday –Thursday with the exception of early release days. Late bus transportation is available.

## **FLORENCE HIGH SCHOOL 3rd HOUR ADVISORY, CELEBRATION, AND INTERVENTION**

### **Advisory**

All ninth and tenth grade students will be assigned to a thirty-minute advisory class during third hour. The advisory class will focus on organization skills, study skills, goal setting, academic responsibility and accountability. Students will earn a quarter (.25) credit for each semester a passing grade is earned. At the end of each school year, students will have earned half of an elective credit (.25 for S1 and .25 for S2)

### **Celebration**

Most eleventh and twelfth grade students will not be assigned to a specific teacher during third hour. Eleventh and twelfth grade students may use the 30 minutes to study in the cafeteria or socialize with peers in the courtyard. Students are NOT permitted to leave campus or to enter parking lots during this time. Students must also stay out of classroom areas during this time unless assigned by administration or a teacher.

### **Intervention 1**

If a ninth or tenth grade student has demonstrated the need for extra support through formative assessment in English or Math, the student will be assigned to an appropriate teacher to receive that academic support

### **Intervention 2**

Any ninth through twelfth grade students who are failing 3 or more classes for 3 weeks in a row may be referred to Intervention 2. Students who are referred to Intervention 2 must attend their assigned Intervention class. Students assigned to Intervention 2 will be given one week to improve their grades. In an effort to further support these students, the following interventions may be utilized: Academic Contract, mandatory tutoring, Check and Connect, Parent meeting and/or referral to an alternate campus.

### **Visitors**

All visitors to Florence High School are required to sign the visitors' registry, leave their driver's license or identification card in the main office, and obtain a visitor badge upon arrival on campus. Student visitors from other schools are not permitted unless it is an exchange program organized by the school, or they have received administrative approval. Parents are welcome to visit the school and observe their student's class. The school requires parents to make arrangements with the student's teacher or administration prior to arrival. Parents are also asked to follow the same procedures when checking in at the front office when arriving to visit the school.

### **Fire Drill**

Detailed instructions for fire drills are posted in each room. Teachers will read these instructions to each of their classes during the first week of each semester. Students are to follow instructions and stay with their teacher during a fire drill for their safety and the safety of others.

### **Lockdown Procedures**

Detailed instructions for lockdowns are posted in each room. The purpose of a lockdown is to eliminate movement if there is a situation on campus or if there is police or other emergency agency activity in the area. Security personnel will secure the perimeter of the campus and prevent people from coming on campus. If there is a lockdown, administration will maintain communication with the District Office and the police department.

### **Closed Campus/Off Campus Lunch Passes**

Florence High is a modified "Closed Campus" facility. In order to leave campus for lunch only, students must maintain a cumulative GPA of 2.8 or higher, be on track to graduate, and have NO credit deficiencies. In addition, all fees and fines must be paid in order to be issued an off-campus lunch pass. Any student who meets these criteria will be issued an off-campus lunch pass at the start of the 2022-2023 school year. Freshmen are not allowed to leave campus during lunch.

Students are not allowed to leave campus between classes. Students who leave campus to loiter on sidewalks, or in neighboring yards, as well as alleys, will be considered truant and in violation of school rules, city ordinances, and/or Arizona statutes. Students must be walking and proceeding on sidewalks and designated crosswalks to or from an eating establishment. Students who have 2 or more tardies and/or absences after leaving campus for lunch are subject to loss of off-campus privileges. Students who have off campus privileges must present their proper ID card to school safety monitors, administration, or other school personnel in order to leave campus.

Local law enforcement officers, school security, and administration will cite students who are in violation of the "closed campus" rules. These citations will also result in school consequences.

### **Student I.D. Cards**

All students are required to have their photo ID card issued by the high school they are attending in their possession at all times while on campus. Students must present ID cards at the request of any faculty or staff member. Students must present ID cards to ride the bus. The ID must be legible, and in its original condition. Students who fail to comply will be subject to disciplinary action. A free student ID is available the first two weeks of school or within two weeks of enrollment. If the card is lost or stolen, there is a \$5.00 replacement cost or a student can serve six hours of community service. The ID card must be returned when withdrawing from school. Students who are on campus without an ID card will be assigned to In School Suspension.

### **Gymnasium and Athletic Fields**

No students are allowed in the gym, weight room or on the athletic fields without teacher or coach supervision.

### **Safety Glasses**

Safety glasses are necessary in all of our trade and industrial classes and many of our science and art classes. Students signed up for these classes will be required to use safety glasses when deemed necessary by the teacher or other school official.

### **Crosswalks**

Students are to observe regular traffic laws and use crosswalks when traveling between classes or during lunch.

### **Bicycles, Scooters and Skateboards**

Bicycles, scooters, and skateboards are not to be ridden on campus at any time. Bicycles ridden to and from school must be secured in designated spaces. Skateboards are not permitted on campus at any time.

## **School Health Specialist**

Medical services are provided for emergency care, health consultations, and as a resource for students and their families. Any medications must be administered in the health office. A prescription medication form can be obtained from the nurse and must be completed by both a parent and a physician; a parent must sign a non-prescription medication form. Please see the “Administering Medications” section for additional information. Any student needing to be excused during the school day due to illness is required to check out in the health office.

### **Illness**

If a student becomes ill and must go home, a “student leave” permit must be obtained from the nurse who contacts a parent/guardian for permission for the student to go home. The nurse will then report the absence to the attendance office. If the student goes home for lunch and does not return to school that afternoon, a parent must notify the school that same afternoon. It is always necessary to know when a student is off campus for any reason.

### **Administering Medicines to Students**

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil’s name is on the prescription label on the medication container or device and annual written documentation from the pupil’s parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil’s name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil’s parent or guardian is provided that authorizes possession and self-administration.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the school population.

## **Clubs and Activities**

*Please note: Students must have transportation home immediately following all school activities.*

NHS: Kate Allen

Yearbook: Brian Snow

Band/Choir: Josh Stallworth

Theater: Ken Ferguson

Band & Flag Line: Josh Stallworth

Recycling Club: TBD

Student Council: David Silvas

Multimedia: Brian Snow

National Art Honor Society: Aubrey Smith

LINK Crew: Hannah Moran

FFA: Angelica Rudow

\*\*\*Club availability is based upon interest and sponsors

## **Dances and School-Sponsored Activities**

Students may invite guests to designated school dances. Prior approval must be secured from school administration. Students in grades 9-12 from other schools may be invited as guests, but are subject to the same dance and school regulations as district high school students. Guests must be 20 years of age or under and must bring a current photo ID with birth date.

**Students must have all fines and fees paid to purchase tickets to Homecoming and Prom dances.**

### **Spectator Behavior**

Florence High School has a sports tradition spanning over 100 years. Florence High School participates in the AIA Victory with Honor program. Fan behavior is an integral part of upholding these principles. A paid entry fee does not constitute permission to taunt or cheer in a disrespectful, rude, or derogatory manner. Fans behaving in this way will be directed to leave the sports venue. Florence High School students will be subject to the school's discipline policy as well. These principles apply to audiences at sporting and non-sporting events both at home and away.

### **AIA Eligibility/Ineligibility**

Florence Unified School District grade checks covering all current athletes will be done weekly using official posted grades. Any athlete with an F will be considered ineligible for one week (Monday to Monday). Another grade check will be done the following Friday. If they have corrected their deficiency they will be reinstated for the next week, however they will be checked each week thereafter and must be passing all classes to remain eligible. Grade checks will be done on a weekly basis. Any work turned in after the official grade check is completed will not count toward the current grade check.

A student must receive a passing grade in all subjects taken in order to be eligible to participate in Florence Unified School District extracurricular activities. A failing grade in any class will disqualify an athlete from game competition for one or more weeks. An Incomplete grade in any class will disqualify the athlete until the incomplete is replaced by a passing grade. An AUDIT will disqualify an athlete from game competition for one or more weeks. It should be noted that a student athlete may NOT transfer out of a class to avoid a low or failing grade. If a transfer takes place the grade follows the athlete and the athlete is ineligible for the subsequent interval unless all work is made up in the class to which he/she transferred and eligibility is restored.

Note: Students may practice with their team or group while ineligible. Students may not travel with the team or compete while ineligible.

Note: On State testing dates, the study hall for ineligible student athletes will be adjusted.

### **Special Provisions**

Any student whose behavior presents a problem or jeopardizes school discipline will be restricted from participation in extracurricular activities until such time that his or her behavior warrants reinstatement.

### **Random Student Drug Testing**

All students in grades nine through twelve who participate in AIA sports or activities will be part of the random drug testing pool. In order to try out or enroll, students must agree to submit to random drug testing any time during the school year. Students remain active for drug testing throughout the year even if they are no longer participating in a sport or activity. Written parental consent for the student to be tested for drugs or alcohol is also required as part of student eligibility. There are consequences for students who do not pass the drug test.

### **Physicals**

All athletes are required to have an annual physical prior to participation. Please contact the coach for further information.

### **Insurance**

All athletes must have proof of insurance before beginning participation. Insurance is available for all students who wish to pay for the policy. Further information may be obtained in the athletic director's office.

### **Lettering**

Students can earn varsity letters in academics, athletics, and in the fine arts. Each coach/club sponsor will determine specific lettering criteria and communicate it annually to all athletes and parents.

### **Parking Regulations**

On-campus parking is permitted only in designated locations. Vehicles parked in areas other than those designated or in restricted zones will be subject to citation and removal. Any vehicle parked in a manner that will block or hinder the safe movement of others will be subject to citation and removal. Students who drive vehicles to school, park at their own risk and must understand that neither the school nor the Governing Board can be held responsible for the vehicle. Any fuel-powered vehicle (i.e. motorbike, motorcycle, etc.) must have a paid parking permit displayed and be parked in an appropriate space in the student lot. The student must provide a copy of a valid driver's license, current insurance and pay for a parking permit in order for the vehicle to be parked on campus.

Any vehicle illegally parked may be impounded, and additional parking fees may be incurred. Keep your car locked. Do not leave computers or other valuables in your car. Report immediately, in writing, any incident involving vehicles to the security personnel or administration.

Loitering in the parking lot, including sitting in vehicles, is strictly prohibited. Vehicles are not to be used as lockers. Once school has begun, students may not return to their vehicles until the school day is over or during the designated lunch period, if students have off-campus privileges.

*JOY RIDING:* The use of cars or motorcycles for cruising around during the lunch period, before school, or during the school day is forbidden. Cars used in this way are a traffic hazard. Students are expected to operate vehicles to, from, and on campus in a safe and courteous manner. The speed limit on campus is 10 m.p.h.

Parking will be assigned according to the following priority: seniors, juniors, and then sophomores. All cars using the high school parking facilities must have a parking permit displayed as instructed. Violations of parking rules and postings may result in fines, towing, or blocking wheels at the owner's expense. Parking on campus is a privilege. There will be a \$40 fee charged for parking, \$20 in January. Parking fees will be prorated by quarter.

<b>Fees &amp; Consequence for Parking Violations</b>	
1st Parking Offense:	Student will be notified of infraction and a warning will be issued, \$5 violation fee will be waived for a first offense, once the signed warning is returned to Administration.
2nd Parking Offense:	Student will be notified of infraction and a \$5 fee may be assessed to the student's account.
3rd Parking Offense:	Student will be notified of infraction and a \$10 fee may be assessed to the student's account. Student may be assigned In-School Suspension (ISS).
4th Parking Offense:	Student will be notified of infraction and a \$15 fee may be assessed to the student's account. Student may be assigned ISS.
5th Parking Offense:	Student will be notified of infraction and a \$20 fee may be assessed to the student's account. A restraining device may be attached to the vehicle and a parent or guardian must be present in order for the vehicle to be released from campus. If a parent is unable to be present, student's parking privileges will be suspended until a parent meeting can be held. Student may be assigned Out-of-School Suspension (OSS).

### **FUSD Fees**

Laptop Insurance	\$50	Drivers Ed (Behind the Wheel)	\$150
Laptop Deductible	\$25	Parking	\$40
Yearbook	\$55-\$80	PE Uniforms	\$25
Activity Pass	\$35	Ceramics	\$15
Replacement ID	\$5	Art	\$15
Theater	\$20	IB registration Fee (Junior year)	\$172
Band	\$100	Athletics	\$100 (per sport)
NHS	\$20		
AP/IB Testing	\$20 (per course)		

Students who do not have all fees and/or fines paid in full will not be allowed to purchase tickets to any dance or receive their off campus pass.

### **Returned Check Policy**

FUSD only accepts checks for fundraisers. For any checks returned as unpaid to FUSD, the check writer's account may be electronically debited without further notice for the amount of the check, plus a \$40 returned check fee, as allowed by state law.

### **Lost and Found**

Loss of any item should be reported to the assistant principal's office room 606 immediately. If any article of value is found, it should be taken to the 606 at once. Students should check in room 606 if they have lost anything since many articles go unclaimed each year. Items in the lost and found will be donated to charity at the end of each month.

Students bring personal items and devices to school **at their own risk**. If a student has any personal item or device on campus or on the bus and it is damaged or stolen, schools will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the items.

### **Food Service**

The cafeteria is open for breakfast and lunch and offers a wide variety of foods in compliance with federal school food and nutrition guidelines.

### **Deliveries**

The school will not accept or make any deliveries (flowers, balloons, food delivery services, etc.) to students during the school day.

### **Daily Announcements**

Announcements are published on the FHS webpage, and presented each morning. Please pay attention to the daily announcements for important school related information.

### **Student Petitions, pamphlets, fliers, etc.**

Petitions or information of any kind are not to be circulated or possessed on campus by students without the permission of school administration. Circulating a petition or other information (such as party invitations or political documents), without the guidance and permission of school officials can distract from learning and could lead to a disruption of the educational process.

### **Foreign Exchange Students**

Per FUSD policy, FHS is limited to 2 non tuition paying Foreign Exchange students per year. Additional requests must apply to FUSD Superintendency.

### **Student Council Constitution**

A copy of the Student Council Constitution will be posted in the office of the administrator in charge of student activities.

### **School Colors**

The school colors are SCARLET RED and WHITE. Students and staff are encouraged to wear school colors on Fridays.

### **School Publications**

*Saguaro* – Student yearbook published annually by students in yearbook class. This publication covers all students, events, sports, and clubs, as well as various other memorable activities of the school year. Yearbooks can be purchased throughout the school year online at Jostens.com

*Go 4 News* – Multimedia created video announcements and stories

### **Signs and Posters**

Organizations or persons desiring to display posters must have authorization by the student council and administration. Publicity for election campaigning must follow the designated rules. Please do not place posters on windows or exterior doors and refrain from using any type of tape that leaves residue or damages paint on any building surface, inside and outside. All posters must be removed by the person or group who displayed them.

### **Student Incentive, Conduct, and Attendance**

Education is a discipline. It requires the student to engage in some degree of self-discipline in order to receive and benefit from educational opportunities. The educational institution, to enhance and promote the students' best interest in acquiring an education, is obligated to provide and ensure an environment free from behavioral problems. Florence High School's disciplinary policy not only encourages and supports the students' acquisition of the best possible education, but it:

- Gives students a just program that includes ample opportunities for modification of their behavior.
- Provides students, parents, and school personnel, clearly stated, advance knowledge of the course of action to be followed in disciplinary matters.
- Provides for a means of consistency in applying disciplinary actions.
- Provides a program that is progressive (moderate to most severe action).
- Gives guidelines that are reasonable and fair and hopefully will help create a pleasant and safe environment for the students while they are at school.

Arizona law allows the school to hold you accountable for your behavior on the way to and from school, at lunch, and during any school sponsored activity.

### **Attitude**

As a student, your attitude is extremely important. Your choices can make your years at Florence High School very memorable and something you will be able to look back upon with pride. It is the hope of the school officials that you take full advantage of the opportunities and activities offered to you during these years. The acceptance of your responsibilities as student and the respect given your teachers and fellow students will help you gain the most from your high school experience.

### **Responsibility**

If your main reason for coming to school is to learn, be active in school programs, and make your high school a good place to be, you will probably never have any serious discipline or attendance problems. If you choose not to follow school rules, only you will have to accept the consequences. *You choose!*

### **Assembly Conduct**

Students must sit in the section assigned for their class. Students who cannot conduct themselves properly will be removed from assemblies. Seating for pep assemblies will be by Freshman, Sophomore, Junior, and Senior classes. For other assemblies, seating will be with a designated teacher. Some assemblies may be shorter than others and may occur at different times of the school day. At all times students are to be with their teacher to and from assemblies and not loiter at the completion of any assembly.

### **Attendance**

Student attendance closely matches student academic achievement. Students receiving failing grades almost always have a high number of absences and tardies. Procedures developed by the staff to teach students responsibility, and have teachers lead in terms of instruction and accountability.

### **Tardies**

Students will be considered tardy and subject to consequences unless the student has a pass from the attendance office or staff member; otherwise, students are expected to be in their classrooms **prior to the late bell**. Students who arrive to school late will be marked as TARDY unless the student is escorted to school by a parent/guardian, and the **parent/guardian signs the student in at the attendance office**. In this case, students will be marked as an excused tardy and sent to class with a pass.

Students who arrive to school late and are marked as TARDY and will be reminded of the tardy policy and that communication will be documented through an individual tardy contract. Repeated tardiness will result in disciplinary consequences.

*\*Extreme cases of chronic and repeated tardiness will be dealt with on a case by case basis according to district policy, and may be referred to the FUSD district hearing officer for alternative placement.*

### **Absences**

Absences can be defined as excused or unexcused. Only a parent or legal guardian through telephone contact to the Attendance Office (520) 866-3517 may excuse absences.

#### **Procedures to Improve Student Attendance**

##### **A. Unexcused Absences**

Students may assigned consequences for unexcused absences. Consequences may be assigned by teachers and/or administration.

NOTE: Any unexcused absence for any length of time will result in mandatory make-up time or detention.

B. Excused Absences

Parents must call the attendance office (520) 866-3517 within 24 hours of the absence to officially excuse students from school or particular periods of classes during the day. After the 24 hours, all calls will be recorded as a late call (unexcused absence). The state recognizes illness or family bereavement as the only legal excuse. We do recommend that appointments with doctors, etc. for routine matters be scheduled after school hours. Parents are urged to call in any case. When the office isn't staffed, an answering machine will be in place. When we fail to reach you for verification of an absence, an automated message will be left asking you to call for person-to-person contact with attendance office personnel.

C. All Absence

\_\_\_If a student is absent for a period, an automated hotline will call home to notify parents. The teachers will communicate with the

parent to outline ways to improve the student's attendance, complete eligible make-up work and catch up with studies. A letter will be sent home notifying parents that their child has missed three, five, and eight periods in one or more classes and requesting the parent to contact the attendance office to set up communication. It will be pointed out that ten absences (for any reason, excused or unexcused) may result in the possible loss of credit for the class.

D. Ten Consecutive Absences

The state requires the schools to automatically withdraw a student from school who has been absent for ten consecutive days (excused or unexcused). If a major illness or extenuating circumstance has caused the absence, documentation will need to be provided to the attendance office on or before the fifth consecutive absence.

E. Make-up Work

- 1) Make-up work for absences must be completed within the same amount of time after returning as the days absent from class (e.g., allow two days to complete make-up work for two days of absences.) Field trips require arrangements to be made with the teacher in advance for make-up work and due date.
- 2) In-school suspensions are excused absences from academic classes. Students are responsible for making up any missed work.
- 3) It should be understood that a student who has been absent from class has missed a valuable part of the benefit of in-school education and may experience difficulty achieving scores as high as the student who is present and participates every day in class.
- 4) Absences will be considered unexcused when students fail to have parents call, or are reported to the administration as truant by referral, parent contact, or other reliable source.
- 5) Work that is missed due to an unexcused absence must be made up (reduced credit will be given at the teacher's discretion).
- 6) Off-campus suspensions do not count towards the student semester total.

**DRESS CODE**  
(JICA ©, JICA-RA ©)

Students and their parents/guardians have the responsibility to be aware of the dress code and to conform to these requirements. If a student or parent has any questions about whether specific attire or accessories are in compliance with this dress code, they should contact an Assistant Principal prior to wearing such attire or accessory to ensure compliance. On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. The school is not responsible for the storage, inventory, or safekeeping of any confiscated item; this includes hats and electronic devices.

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. This policy is intended to provide guidance for students, staff, and parents.

The Board authorizes the Superintendent to develop and enforce school regulations pertaining to student dress that promote safety and a positive learning environment. Student dress shall not:

- A. Present a hazard to the health or safety of the student or to others in the school.
- B. Materially and substantially interfere with school work, create disorder, or disrupt the educational program.
- C. Cause excessive wear or damage to school property.
- D. Include any type of clothing, accessories and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. [13-105](#).

Discriminatory or obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are prohibited. Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.

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.

- A. Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).
- B. Clothing must not be see-through and must cover a student's undergarments, chest and torso, when standing or sitting.
- C. Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- D. Jewelry shall not be worn if it presents a safety hazard.
- E. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- F. Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- G. Subject to the above, no hats, bandannas, other head coverings, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.
- H. Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are prohibited.
- I. Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. [13-105](#).
- J. Hats and sunglasses may be worn outside.

Exceptions for special activities or health considerations may be pre approved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

**The administration retains the final discretion to determine that the garment or accessory meets the dress code.**

#### **Dress code Violation Consequences**

**ALL Dress Code Violations are required to change clothing to be returned to class; otherwise, finish the day in ISS.**

1<sup>st</sup> – Warning

2<sup>nd</sup> – 1 day After School Detention

3<sup>rd</sup> – 1 day ISS

4<sup>th</sup> – 2 days ISS

5<sup>th</sup> – Refer to violation “Defiance/Disrespect Towards Authority/Non-Compliance”

### Freedom of Expression

FUSD Governing Board policy JICEC reiterates that “students possess inalienable rights to develop, believe, and follow personal viewpoints and beliefs to the extent their viewpoints and beliefs do not infringe upon nor denigrate the same rights of others. Florence High School does retain its rights to maintain order and discipline on school property in a content and viewpoint neutral manner, protect the safety of students, employees, and visitors on school property and adopt and enforce policies and regulations concerning student speech while on school property in a manner that does not violate a student's state and federal constitutional rights. Students at FHS have the right to freedom of speech, religion, and the right to assemble peacefully, but speech and behavior that are disruptive can be prohibited. Students’ right to assemble is subject to school authorities setting reasonable limits regarding the time, place, and manner in which students may assemble. Students have the right to symbolic forms of expression (e.g., flags, banners, stickers, computer desktop backgrounds, clothing, etc.) to the extent that the symbolic expressions do not substantially disrupt the school’s academic learning environment or any school activity.

### Cell Phones and Electronic Devices

Cell phones and other electronic devices (not including laptops) must be off and away during instructional time (1<sup>st</sup> – 6<sup>th</sup> period and intervention). Students are allowed to use their cell phones or electronic devices before school, after school, during lunch, during celebration and passing periods. It is unlawful for any person to knowingly photograph, videotape, film, or digitally record or by any other means use a device to secretly view or record another person without that person’s consent. In addition, it is unlawful to disclose, display, distribute, or publish a photograph, videotape, film, or digital recording made without the consent of the person depicted. Refer to A.R.S. Statue 13-3019. Violation of this statue is a class 5 felony.

Students bring these devices to school at their own risk. If a student has a cell phone or other electronic device on campus or on the bus and it is damaged or stolen, schools will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone charges or for any other electronic device. Cell phones and electronic devices confiscated by school personnel can be retrieved by a parent from administration.

**\*The school is not responsible for the storage, inventory, or safekeeping of any confiscated item; this includes hats and electronic devices.**

<b>Cell Phone &amp; Electronic Device Consequences (per semester):</b>	
<b>1st Offense:</b>	Device turned into office; <b>behavior contract</b> and device returned at end of day.
<b>2nd Offense:</b>	Device turned into office; <b>parent/guardian must pick up device</b> from the office. Student assigned to <b>1 day After School Detention</b> . If the parent/guardian is unable/unwilling to pick up the device, it will be returned to the student at the end of the school day and the student will be assigned After School Detention for 2 days.
<b>3rd Offense:</b>	Device turned into office; <b>parent/guardian must pick up phone, 1 day In-School Suspension (ISS)</b> . If the parent/guardian is unable/unwilling to pick up the device, it will be returned to the student and the student will be assigned 2 days ISS.
<b>4th Offense:</b>	Device turned into office; <b>parent/guardian must pick up device, 3 days In-School Suspension (ISS)</b> . If parent/guardian is unable/unwilling to pick up device, it will be returned to student and student will be assigned 5 days ISS.
<b>Additional offenses after 4 may result in up to 10 days of suspension and a referral to the district hearing officer.</b>	

### Due Process

Students in Florence Unified Schools have rights. In disciplinary cases, students are entitled to due process. This means students:

1. Must be informed of the accusations against them.
2. Must have an opportunity to accept or deny the accusations.
3. Must have the factual basis for accusations explained to them.
4. Must have a chance to present an alternative factual position if the accusations are denied.

For student concerns, complaints and grievances, a student complaint form may be picked up from any administrative office.

### **Alternative School Assignment**

Under Arizona law (A.R.S. 15-841 E and F) a school district may reassign a student to an alternative education program if the student refuses to comply with school rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Governing Board. A student can also be reassigned if he/she threatens an educational institution as defined in A.R.S. 13-2911.

### **Florence Unified School District Student Conduct Policy**

Arizona state law makes the school responsible for the conduct and well-being of students from the time they leave home in the morning until they reach home in the evening.

The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. The administration is authorized to suspend students for cause.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or digiany activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both building and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, e-cigarettes or vapes, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Alleged conduct off campus or during non-school hours in which the student's continued attendance would negatively affect the school environment.
- Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses. Such students may be removed from their respective attendance boundary schools and placed in alternative educational programs.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

#### Students are subject to discipline if infractions occur:

1. At any high school activity/athletic event (home or away, day or night)
2. To and from school or school activities, including bus stops

3. In classrooms
4. On campus
5. On any District property

### **Digital Code of Conduct & Virtual Learning Expectations**

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of school life. Disciplinary action will be taken in response to online violations of the general student code of conduct in the same manner as in-person/on-campus violations. Students are expected to use school technology resources in a legal, responsible, ethical, and polite manner.

These digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Florence Unified District Governing Board policy on use of technology resources for instruction. These guidelines are in addition to any included in the FUSD Acceptable Use Policy. Please see the Technology Policies & Procedures section of this handbook for more information. Any student who knowingly violates any portion of these digital citizenship expectations will be subject to disciplinary action in accordance with school policy.

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. Improper use of district technology resources is prohibited including, but not limited to:

- using, posting, reposting or displaying racist, profane, pornographic, sexualized, or obscene language or materials
- attempting to send, sending, posting or reposting anonymous messages of any kind
- using the network or school-issued technology to access inappropriate and/or harmful materials
- bypassing the district's security measures to access sites that are filtered on the district network
- encrypting communications so as to avoid security review or monitoring by the system administrator
- using the network to provide addresses or other personal information that others may use inappropriately
- purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail
- using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, 29 collaboration, communication, critical thinking, and problem solving. Improper use of the district's technology resources is prohibited including, but not limited to:
  - using the network for political activity, financial gain, or commercial activity
  - attempting to harm or harming equipment, materials, or data
  - changing any computer configurations and/or settings
  - installing software, including freeware and file sharing services, without permission from the FHS technology department
  - streaming media, such as radio, games, video, etc., for non-educational purposes during instructional time
  - using proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system
  - running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources
  - otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

Students must understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media. Students must log in to the district network using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be written down and left in a location where others may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use. Students will use technology resources cautiously to prevent damage.

Students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own may result in disciplinary action.

Students are expected to abide by teachers' "virtual class" policies and procedures during any time that school attendance is conducted via virtual learning (i.e., distance or on-line learning). Students are required to attend scheduled virtual classes or learning sessions and complete work and participate as assigned. Students are responsible for communicating with teachers regarding any technical difficulties which may interfere with attending to any virtual learning activity or assignment. Failure to communicate such difficulties may result in grade reductions or loss of credit for affected work.

### **Dangerous Instruments and Deadly Weapons**

A student will be recommended for suspension/expulsion if using, displaying or carrying any dangerous instruments or deadly weapons or facsimiles on district property or at district functions. This also applies to students who assist another student in displaying, carrying or possessing dangerous instruments or deadly weapons. Any student aware of a dangerous instrument or weapon on campus should immediately make a report to security staff or administration.

For the purposes of this policy:

- Weapon means any of the following: A firearm, a destructive device, a dangerous instrument.
- Simulated weapon means an instrument displayed or represented as a weapon.
- Firearm means any of the following: Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such firearm; any firearm muffler or silencer; any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device; any combination of parts that could be readily assembled to form a firearm.
- Destructive device means: Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow; any collection of parts that could be readily assembled to form a destructive device.
- Dangerous instrument means anything other than a firearm or destructive device that is carried, possessed, used, threatened to be used, or distributed by a student with the intent to intimidate or harm another person or property or with reckless disregard for the safety of others.
- School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.
- Deadly weapon means any weapon designed for lethal use, including a firearm.

### **Bullying/Student Harassment**

Verbal, physical, or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences. Students, who believe that they have been harassed, should contact their counselor or any administrator as soon as possible. A common school administration tool is the use of a "Non-Violence Agreement" or a behavior contract. This is a document that is signed by the students involved in a conflict after a mediation session has taken place with district administration. It is an agreement by both students that there will be not further contact of any kind with one another. Students are encouraged to report bullying immediately. Students can speak to any faculty or staff member, or by clicking on the "bully button" on the FHS and FUSD web pages.

### **Student Grievance Process**

Students who have a conflict with a teacher or any other FHS staff member are encouraged to try to solve the issue at the lowest level whenever possible by first meeting with that teacher or staff member. If the issue is not resolved, students are to report the matter to a guidance counselor or assistant principal. If the matter is still not resolved, students are to meet with the school Principal. The school Principal will make a determination and attempt to resolve the dispute or will direct the student to the necessary channels at the district office. If the student's grievance is with the Principal directly, they are to report the issue to the district Assistant Superintendent 520.866.3500. Students are encouraged to involve their parent or guardian in this process.

## **Disciplinary Action**

Students who violate behavior rules and expectations will be subject to disciplinary actions. Depending upon the behavior problem of the student, and prior discipline history, one or more of the following actions will be taken by the school officials.

### **Conference**

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct the inappropriate behavior.

### **Parent Conference**

Parents are notified of this conference by telephone, personal contact, letter or certified letter. A conference is held with the student, the parents, appropriate school personnel and/or any other individuals concerned.

### **Behavioral Contract**

Following the parent conference, a behavioral contract is established which needs to be signed by the student.

### **Other Disciplinary Actions**

Loss of Privilege  
 After school detention  
 Campus work detail (with parent approval)

### **Removal from Classes**

The student is removed from one or more classes, but remains at school in an assigned study hall during these class periods. The student is expected to complete class assignments while in the study hall.

### **Suspensions**

#### In-School Suspension

This is the temporary removal of students from all regular classes for violation of school rules. Students are then assigned to the in-school suspension program for the entire day or any part thereof where they will spend their time studying, doing homework or class work, providing campus service allowing students to contribute to the well-being of the school community, and complete a directed reflection.. Failure to report as assigned will be considered insubordination and will result in further disciplinary action. While serving an in-school suspension, the student will not participate in any school day activities. The student will receive credit for class work completed and submitted that day.

#### Short-term Suspension (10 days or less)

Students who violate school rules may receive off-campus suspension from administration for their rule violation. Students are removed from classes and assigned to a parent/guardian for the period of time specified by school administration. While serving an off-campus suspension, the student will not participate in any school activities, will not be permitted on campus, and must have a meeting with a site administrator prior to returning to campus. Student will receive credit for class work completed and submitted by the due date as determined by an administrator. Short-term suspensions cannot be appealed.

#### Long-term Suspension (Over 10 days)

As directed by Governing Board policy, school administrators may recommend long-term suspension for serious discipline issues. This recommendation is forwarded to the District Director of Secondary Education. Students who receive a long-term suspension will not be permitted to make up class work while on suspension.

#### Expulsion

The student is informed immediately that he/she is subject to expulsion. Due process procedure is explained. The student's parent/legal guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification includes clear instructions regarding due process procedures. The expulsion does not become effective until the due process procedure has been completed.

## FUSD School Bus Policies and Procedure

1. Obey the bus driver at all times.
2. Be at bus stop 10 minutes prior to scheduled pick-up time in the morning. Be on time to the bus in the afternoon.
3. Stand a safe distance from the curb or highway.
4. Be courteous to the driver and other bus passengers.
5. When crossing a street by the school bus, always cross *in front* of the bus.
6. Always use the steps and handrail when boarding and leaving the bus.
7. Sit quickly and quietly in the assigned seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
8. Always identify yourself when asked by the driver.
9. No eating, drinking (except water in plastic bottles), smoking, chewing gum or spitting inside the bus.
10. Keep hands, head, arms and all objects inside the bus at all times.
11. Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
12. Keep the bus clean and free of damage.
13. State law prohibits the following items on school buses:
 

<i>Alcoholic beverages</i>	<i>Weapons</i>	<i>Explosives</i>
<i>Dangerous or narcotic drugs</i>	<i>Fireworks</i>	<i>Legally prohibited substances</i>
<i>Smoke or stink bombs</i>	<i>Tobacco</i>	<i>Animals, insects or reptiles</i>
<i>Other dangerous objects</i>	<i>Glass items</i>	
14. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats, or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the step well.
15. Skateboards, scooters and rollerblades are not allowed on the school bus.
16. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's *written* request, counter-signed by a school official.
17. Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student's parent or legal guardian and approved by a school official.
18. Remain seated while the bus is in motion *and until it comes to a stop*.
19. Secondary students are required to show their student ID card to the bus driver upon request.

These expectations are taken from various regulatory sources including, federal regulations and laws, Arizona state laws and regulations, DPS regulations, and Florence School District policies.

### List of School Bus Infractions

(Infractions and consequences also apply to behavior at bus stops)

#### Level I - Infractions which cause delay, inconvenience or irritation

1. Failure to remain properly seated
2. Loud disruptive talking or yelling
3. Failure to take assigned seat upon request
4. Eating/drinking/chewing gum on bus
5. Harassing other passengers or driver or aide
6. Littering inside/outside bus
7. Horseplay on bus or at bus stop

#### Level II - Disrespectful, illegal, damaging or demeaning

1. Refusal to show ID card, or give student name upon driver's request. (Secondary students only)
2. Profanity, obscene language or gestures
3. Extending hands or head out of bus window
4. Verbal abuse of driver or passenger
5. Defiant behavior or profanity toward driver or aide
6. Spitting
7. Throwing objects on bus
8. Throwing objects at bus
9. Tobacco, alcohol or drug possession on bus
10. Defacing school or district property
11. Rough and rowdy behavior

12. Unsafe behavior of any sort
13. Possession of lighters or matches on bus

### **Level III - Extremely dangerous or damaging**

1. Fighting
2. Lighting matches or lighters on bus
3. Setting fire on bus
4. Destroying school district property
5. Physical assault
6. Profanity or verbal abuse directed towards demeaning a person's character
7. Fireworks possession or use on bus
8. Tobacco, alcohol or drug use on bus
9. Activation or tampering with emergency or safety equipment on bus
10. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
11. Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at bus stop
12. Shoving student(s) in path of any oncoming vehicle
13. Throwing objects out of bus
14. Unauthorized exit from emergency door
15. Physically impeding movement of school bus
16. Verbal threat of harm or violence
17. Any action causing harm to others

### **Minimum Consequences for School Bus Infractions**

#### **Level I Infractions:**

##### **First offense**

Conference with school administrator and student. Parent to sign and return bus incident report.

##### **Second offense**

1 - 3 day bus suspension (Elementary)

3 day bus suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus incident report.

##### **Third offense**

3 -10 day bus suspension (Elementary)

10 - 30 day bus suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus incident report.

##### **Fourth offense**

Bus privileges to be suspended from 60 school days to the remainder of school year. Parent to sign and return bus incident report

#### **Level II Infractions:**

##### **First offense**

1- 3 day bus suspension (Elementary)

3 -10 day suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus incident report.



**Second offense**

3 -10 day bus suspension (Elementary)

10 - 30 day bus suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus ticket.

**Third offense**

Bus privileges to be suspended from 60 school days to remainder of school year. Parent to sign and return bus incident report.

**Level III Infractions:****First offense**

Bus privileges to be suspended from 60 school days to the remainder of school year, whichever is longer. Remaining suspension to carry-over to next school year. Parent to sign and return bus ticket. Other district/legal action as deemed necessary

## The Cornell Note-Taking System (Walter Pauk, 1989)

### Cornell Note-Taking System Sample

1. **Record** (During Lecture)
  - Write down facts and ideas in phrases
  - use abbreviations when possible
  - After the lecture, read through your notes and fill in the blanks and make scribbles more legible
2. **Write Questions or Cues** (After Lecture)
  - write key words, phrases or questions that serve as cues for notes taken in class
  - cue phrases and question should be in your own words
3. **Recite**
  - with classroom notes covered, read key words or questions
  - recite the fact or idea brought to mind by keyword or question
- 4 and 5. **Reflect and Review**
  - review your notes periodically by reciting
  - think about what you have learned
6. **Summarize**
  - summarize each main idea
  - use complete sentences

### The Cornell Note-Taking Template

<b>Date:</b>		<b>Topic:</b>	
<b>Questions or Cues</b>	<b>Notes</b>		
<b>Summary</b>			



# Student Code of Conduct

## FUSD #1 STUDENT DISCIPLINE INFRACTION GLOSSARY

### A GUIDE TO DISCIPLINARY ACTIONS

#### VERSION 2021-2022

### DEFINITIONS, LAWS, AND POLICIES

#### **Student Conduct – FUSD J-2300 JIC**

“Students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses. Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in [13-604\(V\)\(4\)](#), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.”

#### **Discipline Policy**

Students at FUSD K-12 Schools have the right to a quality education free from unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school/campus environment relatively free from behavioral problems. The entire school community (parents, students, school personnel, and community members) share in the responsibility for maintenance of a positive campus climate. The administration, teaching staff, and other school personnel have the responsibility to determine when a student's behavior is inappropriate, disruptive, or in violation of school rules/regulations or policy. Pursuant to Policy J-4600 JK Student Discipline, “FUSD’s policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student’s behavior affects the school order.”

#### **Due Process**

Any student who is involved in disciplinary action is entitled to due process. A student whose behavior is alleged to violate the school's rules may be referred to the administration. In every such incident, a written report/referral specifying the violation must be prepared by the person initiating the referral. The student will be informed of the charges against him/her. He/she will then have the opportunity to respond verbally to these charges. The administration will then waive or assign the appropriate penalty as established by the discipline policy.

#### **Off-Campus Behavior**

**A.R.S. § 15-843 requires the Governing Board of this district to prescribe rules for the discipline, suspension and expulsion of pupils, and those rules shall include procedures for dealing with pupils who have committed or who are believed to have committed a crime.** This statute does not include any limitation that a student's crime need be committed on-campus for the student to be subject to discipline, suspension, or expulsion. See Op. Atty. Gen. No. 189-096. AG Opinion 189-096 on A.R.S 15-843 “makes **no distinction as to the location of a crime** a pupil committed or is believed to have committed”. Thus, our district holds authority to discipline students whose presence in school is considered to be a threat to the moral well-being of other students or such conduct that interferes with the health, well-being, and safety of other students.

#### **Violation of a Local, State, or Federal Law**

In addition to school rules/regulations or policy, a student shall not violate any Federal, State, or Local law. A.R.S. 15-341 **requires schools and school employees to report to local law enforcement any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses threat of death or serious physical injury to employees, students or anyone on school property.** A.R.S. 13-3620 **requires school employees who reasonably believe that a minor has been the victim of child abuse, physical injury, or neglect to immediately make a report to law enforcement or Department of Child Safety.**

#### **Interviews, Searches, and Law Enforcement Notification**

Pursuant to Policy J-0050 JA, “FUSD’s goals are to protect and observe the legal rights of students, to deal with students in matters of discipline in a just and constructive manner, and to provide for the safety, health, and welfare of students”. **Pursuant to Policy J-3400 JIH, “School officials may question students regarding matters incident to school without limitation.”** Police may be notified for specific infractions that may be in violation of the criminal code. **Law enforcement officials or police may interview a student without a school official present and without parent contact if law enforcement deems it necessary.**

Pursuant to Policy J-3400 JIH, “School officials have the right to search and seize property, including school property temporarily assigned to students, when there is a reason to believe that some material or matter detrimental to 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 expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.”

**Abuse of a teacher or other school employee while performing official duties is a criminal violation of Arizona Law A.R.S 15-507**

### Suspension

"Suspension" means the temporary withdrawal of the privilege of attending school for a specific period of time. The policy of FUSD K-12 Schools, which relates to student suspension, is in accordance with Arizona Revised Statute 15-843 which reads in part "...the authority to suspend a pupil from school is vested in the superintendent, principal, or other school officials granted this power by the Governing Board of the school district. **During suspensions, students are not permitted on district property or at district functions.**"

### Expulsion

"Expulsion" means the permanent withdrawal of the privilege of attending school unless the Governing Board reinstates the privilege. Expulsion of a student from a district school is a discretionary power of the Governing Board under the provision of A.R.S. 15-341, 15-342, and 15-843. **The Board alone has the authority to exercise the power of expulsion of a student from the schools. The District Hearing Officer has the authority to recommend expulsion to the Board.**

### Freedom of Expression Policy –JICEC

"Students possess undeniable rights to develop, believe, and follow personal viewpoints and beliefs to the extent their viewpoints and beliefs **do not infringe upon nor denigrate** the same rights of others". **US Supreme Court Decision 1969 Tinker Case:** In school settings The First Amendment is applied to protect free speech and keep order at the same time. Students may **not be allowed to disrupt or interfere with other people's rights.** The First Amendment does not protect student speech that is disruptive or causes trouble at school. Schools are allowed to prohibit that type of speech or behavior.

### Visitors to School

No person may enter onto school premises, including a classroom or other school activity, without checking in with the office and receiving a visitor's pass. During school hours, visitors must wear a visitor's pass which is recognizable by school staff members. All visitors will be required to leave a picture identification card in the front office while on campus.

## Arizona Revised State Statutes

### ARS 15-105 –Seclusion and Restraint-

1. "Restraint" means any method or device that immobilizes or reduces the ability of a pupil to move the pupil's torso, arms, legs or head freely, including physical force or mechanical devices. Restraint does not include any of the following:

(a) Methods or devices implemented by trained school personnel or used by a pupil for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.

(b) The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a pupil to comply with a reasonable request or to go to a safe location.

(c) The brief holding of a pupil by one adult for the purpose of calming or comforting the pupil.

(d) Physical force used to take a weapon away from a pupil or to separate and remove a pupil from another person when the pupil is engaged in a physical assault on another person.

2. "School" means a school district, a charter school, a public or private special education school that provides services to pupils placed by a public school, the Arizona state schools for the deaf and the blind and a private school.

3. "Seclusion" means the involuntary confinement of a pupil alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a pupil's education plan, individual safety plan, behavioral plan or individualized education program that involves the pupil's separation from a larger group for purposes of calming.

FUSD has chosen not to use "confinement" as a disciplinary method. However, this method is useful for safety or therapeutic reasons when students pose imminent physical harm to themselves or others. If the district is compelled to use this method for the safety of your child or others or for therapeutic reasons, parent (s) will be notified as soon as possible.

**ARS 15-117 –Surveys** – Requires written informed consent from a parent prior to the administration of surveys that investigate the attitudes, behaviors, beliefs, experiences, opinions or thoughts of a pupil or group of pupils. A written notice will be provided and informed consent obtained for any specific survey that becomes a part of the pupil's permanent education records and solicits personal information.

## STUDENT CONDUCT VIOLATIONS AND CONSEQUENCES

Displayed below is a guide to the probable disciplinary measures that may be taken in the event of student misbehavior. **Absence from the list of additional misbehaviors that may occur does not preclude disciplinary action from being taken on those misbehaviors, nor does it imply limitations to the disciplinary action.**

The actual discipline determined for a given violation will be based upon consideration of a variety of factors, which will include but are not limited to: the age of the student; the frequency, type, and magnitude of previous misbehaviors by the student; aggravating circumstances associated with the incident; the relative severity of the event; whether the student's behavior violated civil or criminal laws; the degree to which the incident interferes with the educational process; the extent of endangerment to the student, other persons, and property created by the event; special intellectual, psychological, emotional, environmental, and physical characteristics of the student; the student's attitude concerning the event; and the expressed intent concerning the student's own future behavior.

### CODE OF CONDUCT VIOLATIONS AND CONSEQUENCES

After-School Detention	Teachers and administration may utilize After School Detention as a consequence for violations to the Code of Conduct. Failure to report to After School Detention as assigned will be considered insubordination and will result in further disciplinary action. Teachers will follow their site designated procedures before referring a student for not attending after-school school detention.
Alternative to Suspension	<b>Alternative to Suspension – Mountain Vista Academy</b> According to policy JKD, schools may be reassigned to Mountain Vista Academy in lieu of suspension. Students assigned to MVA as an alternative to suspension must adhere to strict guidelines and behavioral requirements outlined in the Alternative to Suspension agreement. Transportation to MVA for the alternative to suspension program is not guaranteed.
Alternate Placement	Only students who qualify under IDEA may be eligible.
Attendance Contract	Following a parent conference/notification, an attendance contract is established and will be signed by both parent and student.
Behavioral Contract	Following a parent conference/notification, a behavioral contract is established and will be signed by both parent and student.
Bullying Contract	Following a parent conference/notification, a behavioral contract is established and will be signed by both parent and student.
Campus Duty	Students who violate school rules may be assigned campus duty as an alternative to suspension. Administration reserves the right to assign based on Code of Conduct infraction.
Conference w/Parent	Parents are notified of this conference by telephone, personal contact, letter or certified letter. A conference is held with the student, the parents, appropriate school personnel and/or any other individuals concerned.
Conference w/Student	A formal conference is held between the student and one or more school official(s). During this conference, the student must agree to correct the inappropriate behavior.
Expulsion	The student is informed immediately that he/she is subject to expulsion and the due process procedure is explained. The student's parent/legal guardian is also notified by telephone and suspension letter that the student is subject to expulsion. Additional notification, which includes clear instructions regarding due process procedure, is mailed to the parent/legal guardian via certified mail. An expulsion does not become effective until the due process hearing has been completed.
In-School Suspension (based on site availability)	This is the temporary removal of students from all regular classes for violation of school rules. Students are then assigned to the in-school suspension program for the entire day or any part thereof where they will spend their time studying, doing homework or class work. Failure to report as assigned will be considered insubordination and will result in further disciplinary action. While serving an in-school suspension, the student will not participate in any school day activities. The student will receive credit for class work completed and submitted that day.
Alternative to Long-term Suspension	As directed by Governing Board regulation JKD-R, the Superintendent or his/her designee may recommend an alternative to long-term suspension program for students facing a long-term suspension if the criteria outlined in the regulation are applicable.  <b>Alternative to Suspension – Mountain Vista Academy</b> <b>According to policy JKD, schools may be reassigned to Mountain Vista Academy in lieu of suspension. Students assigned to MVA as an alternative to suspension must adhere to strict guidelines and behavioral requirements outlined in the Alternative to Suspension agreement. Transportation to MVA for the alternative to suspension program is not guaranteed.</b>

Long-term Suspension (up to one year)	As directed by Governing Board policy, school administrators may recommend long-term suspension for serious discipline issues. This recommendation is forwarded to FUSD Assistant Superintendent. Students who receive a long-term suspension will not be permitted to make up class work while on suspension.
Removal from Class (based on site availability)	The student is removed from one or more class periods and could be suspended to home.
Saturday School (based on site availability)	Students who violate school rules may be assigned to Saturday School. Students serving Saturday School are expected to study, complete homework, or read so as not to disrupt the program. Students in attendance will also engage in campus clean-up for a portion of the allotted time. Additional expectations will be explained when assigned.
Short-term Suspension (10 days or less)	<p>Students in violation of school rules may receive off-campus suspension for their breach of the Code of Conduct. If suspended, students are removed from classes and assigned to a parent/guardian for the period of time specified by school administration. During suspension, students are not permitted on campus and will not participate in any school activities. Students may be required to attend a meeting with site administration prior to returning to campus. Teachers are not required to present suspended students with classwork during the period of their suspension, but are required to provide the work when the student returns. Students are afforded an equal number of days to make-up missed work as suspension. (i.e. two days of suspension equates to two days to make up work. <b>Short-term suspensions cannot be appealed.</b></p> <p><b>Alternative to Suspension – Mountain Vista Academy</b>  <b>According to policy JKD, schools may be reassigned to Mountain Vista Academy in lieu of suspension. Students assigned to MVA as an alternative to suspension must adhere to strict guidelines and behavioral requirements outlined in the Alternative to Suspension agreement. Transportation to MVA for the alternative to suspension program is not guaranteed.</b></p>

The Code of Conduct is based upon progressive student discipline as described in Governing Board regulation JK-RA: "Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations."

## DISCIPLINE PROCEDURES

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. **These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student's behavior history.** School rules apply and students are subject to discipline including, but not limited to, the following: (1) any school activity/event, home or away, day or night; (2) to and from school or school activity, including bus stops; (3) in classrooms, on campus or on any district property.

**Notes:** The use of commas in the Minimum and Maximum columns below indicate "and/or" and are dependent on the infraction and use of progressive discipline. Violations noted with \* are reported to the Arizona Department of Education. Violations noted with \*\* are additionally reported to local law enforcement.

### CATEGORIES OF MISCONDUCT AND RANGE OF POSSIBLE CONSEQUENCES

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
<b>Academic</b>		
<b>Cheating:</b> Wrongfully securing and/or using information or assisting others to do so, including online. <u>Board Policy JIC</u>	<u>K-5:</u> Warning, Conference, loss of credit on assignment <u>6-8:</u> Conference, loss of credit on assignment, 1-3 days ISS or OSS <u>9-12:</u> Conference, Academic Contract, After School Detention, 1-3 days ISS	<u>K-5:</u> 1-5 Days ISS or OSS, loss of credit <u>6-8:</u> 5-10 Days ISS or OSS, loss of credit in class <u>9-12:</u> 3-10 Days OSS, Long Term Suspension
<b>Forgery:</b> Falsely and fraudulently making or altering a document, writing or using the signature or initials of another person, including online. <u>Board Policy JK</u>	<u>K-5:</u> Warning, Conference, Detention <u>6-8:</u> Conference, Detention, 1-3 days ISS or OSS <u>9-12:</u> Conference, Academic Contract, After School Detention, 1-3 days ISS	<u>K-5:</u> 1-5 Days ISS or OSS <u>6-8:</u> 5-10 Days ISS or OSS, possible loss of credit in class <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension
<b>Lying, False Reporting:</b> To make an untrue statement with the intent to deceive, to create a false or misleading. <u>Board Policy JK</u>	<u>K-5:</u> Warning, Conference, Detention <u>6-8:</u> Conference, Detention, 1-5 Days ISS or OSS <u>9-12:</u> Conference, Academic Contract, After School Detention, 1-3 days ISS	<u>K-5:</u> 1-5 Days ISS or OSS <u>6-8:</u> 5-10 Days ISS or OSS <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension
<b>Plagiarism:</b> To steal and pass off the ideas or words of another as one's own. <u>Board Policy JK</u>	<u>K-5:</u> Warning, Conference, Detention, Loss of credit on assignment <u>6-8:</u> Conference, Detention, Loss of credit on assignment, 1-5 Days ISS or OSS <u>9-12:</u> Conference, Academic Contract, After School Detention, 1-3 days ISS	<u>K-5:</u> 1-5 Days ISS or OSS <u>6-8:</u> 5-10 Days ISS or OSS, Loss of credit in class <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension
<b>Aggression</b>		
<b>Aggravated Assault **:</b> An assault in which a person causes serious physical injury to another, or an assault on a peace officer, teacher or other employee of the school <u>Board Policy JIC</u>	<u>K-5:</u> 10 Days OSS, Long-term suspension <u>6-8:</u> 10 Days OSS, Long-term suspension <u>9-12:</u> 10 Days OSS, Long-term suspension	<u>K-5:</u> Long-Term Suspension, Expulsion <u>6-8:</u> Long-Term Suspension, Expulsion <u>9-12:</u> Long-Term Suspension, Expulsion
<b>Assault **:</b> Intentionally, knowingly or recklessly causing any physical injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure, insult or provoke the person. <u>Board Policy JIC</u>	<u>K-5:</u> 1-5 Days OSS, Behavior Contract, Bully Contract <u>6-8:</u> 3-7 Days OSS, Behavior Contract, Bully Contract <u>9-12:</u> 10 Days OSS, Behavior Contract	<u>K-5:</u> 5-10 Days OSS, Long-Term Suspension <u>6-8:</u> 7-10 Days OSS, Long-Term Suspension, Expulsion <u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion
<b>Disorderly Conduct:</b> Intent to disturb the peace or quiet of others. <u>Board Policy JIC</u>	<u>K-5:</u> Conference, Detention, 1-3 Days ISS or OSS <u>6-8:</u> Conference, Detention, 1-5 Days ISS or OSS. Behavior Contract <u>9-12:</u> 1-3 Days ISS, Behavior Contract	<u>K-5:</u> 3-5 Days ISS or OSS, Behavior Contract <u>6-8:</u> 5-10 Days ISS or OSS, Long-Term Suspension <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension

<p><b>Endangerment</b> *: Recklessly endangering another person with a substantial risk of imminent physical injury. <u>Board Policy JIC</u></p>	<p><u>K-5</u>: 1-3 Days ISS or OSS, Behavior Contract  <u>6-8</u>: 5-10 Days ISS or OSS, Behavior Contract  <u>9-12</u>: 1-6 Days ISS or OSS, Behavior Contract</p>	<p><u>K-5</u>: 5-10 Days ISS or OSS, Long-Term Suspension  <u>6-8</u>: 10 Days OSS, Long-Term Suspension, Expulsion  <u>9-12</u>: 10 Days OSS, Long-Term Suspension, Expulsion</p>
<p><b>Fighting</b> *: Mutual participation in an incident involving physical violence, where there is not major injury. <u>Board Policy JIC, JK</u></p>	<p><u>K-5</u>: 1-3 Days ISS or OSS, Behavior Contract  <u>6-8</u>: 5-10 Days ISS or OSS, Behavior Contract  <u>9-12</u>: 10 Days OSS, Behavior Contract</p>	<p><u>K-5</u>: 5-10 Days ISS or OSS, Long-Term Suspension  <u>6-8</u>: 10 Days OSS, Long-Term Suspension, Expulsion  <u>9-12</u>: 10 Days OSS, Long-Term Suspension, Expulsion</p>
<p><b>Minor Aggressive Acts/ Verbal Altercation/Argument</b>: Non-serious but inappropriate physical contact, i.e., hitting, poking, pulling, pinching or pushing, running in the building/hallways, pulling a chair from underneath another person, or other behaviors that demonstrate low level hostile behaviors. <u>Board Policy JIC</u></p>	<p><u>K-5</u>: Conference, Detention, 1-3 Days ISS or OSS, Behavior Contract  <u>6-8</u>: Conference, Detention, 1-3 Days ISS or OSS, Behavior Contract  <u>9-12</u>: 1-6 Days ISS or OSS, Behavior Contract</p>	<p><u>K-5</u>: 3-5 Days ISS or OSS, Long-Term Suspension  <u>6-8</u>: 5-10 Days ISS or OSS, Long-term suspension  <u>9-12</u>: 10 Days OSS, Long-Term Suspension</p>
<p><b>Recklessness</b>: Unintentional, careless behavior that may pose a safety or health risk for others. <u>Board Policy JIC</u></p>	<p><u>K-5</u>: Warning, Conference, Detention  <u>6-8</u>: Conference, Detention, 1-3 ISS or OSS  <u>9-12</u>: Conference, 1-6 Days ISS or OSS, Behavior Contract</p>	<p><u>K-5</u>: 1-3 Days ISS or OSS  <u>6-8</u>: 5-10 Days ISS or OSS  <u>9-12</u>: 10 Days OSS, Long-Term Suspension</p>
<p><b>Instigation/Provocation</b>: Use of language or gestures that may incite. (Written, verbal, electronic, or gestured) <u>Board Policy JIC</u></p>	<p><u>K-5</u>: Warning, Conference, Detention  <u>6-8</u>: Conference, Detention, 1-3 ISS or OSS  <u>9-12</u>: Conference, 1-6 Days ISS or OSS, Behavior Contract</p>	<p><u>K-5</u>: 1-3 Days ISS or OSS  <u>6-8</u>: 5-10 Days ISS or OSS, Long-Term Suspension  <u>9-12</u>: 10 Days OSS, Long-Term Suspension</p>
<p><b>Alcohol, Tobacco, and Other Drugs</b></p>		
<p><b>Alcohol Possession</b> **: The possession of alcohol. <u>Board Policy JICH</u></p>	<p><u>K-5</u>: 3-5 Days OSS, alternate placement  <u>6-8</u>: 5-10 Days OSS, alternate placement  <u>9-12</u>: 10 Days OSS</p>	<p><u>K-5</u>: 5-10 Days OSS, alternate placement, Long-Term Suspension  <u>6-8</u>: 10 Days OSS, alternate placement, Long-Term Suspension  <u>9-12</u>: 10 Days OSS, Long-Term Suspension</p>
<p><b>Alcohol Sale/Distribution or Intent to Distribute</b> **: Sale or intent to sell or distribute alcoholic substance or substances represented as alcohol. <u>Board Policy JICH</u></p>	<p><u>K-5</u>: 10 Days OSS, Long-Term Suspension alternate placement  <u>6-8</u>: 10 Days OSS, Long-Term Suspension alternate placement  <u>9-12</u>: 10 Days OSS</p>	<p><u>K-5</u>: Long-Term Suspension alternate placement, Expulsion  <u>6-8</u>: Long-Term Suspension alternate placement, Expulsion  <u>9-12</u>: 10 Days OSS, Long-Term Suspension</p>
<p><b>Alcohol Share</b> *: Share means the act of giving alcohol, including passing of alcohol from one person to another. <u>Board Policy JICH</u></p>	<p><u>K-5</u>: 10 Days OSS, Long-Term Suspension alternate placement  <u>6-8</u>: 10 Days OSS, Long-Term Suspension alternate placement  <u>9-12</u>: 10 Days OSS</p>	<p><u>K-5</u>: Long-Term Suspension alternate placement, Expulsion  <u>6-8</u>: Long-Term Suspension alternate placement, Expulsion  <u>9-12</u>: 10 Days OSS, Long-Term Suspension</p>
<p><b>Alcohol Use</b> **: The use of or being under the influence of alcohol. <u>Board Policy JICH</u></p>	<p><u>K-5</u>: 10 Days OSS, Long-Term Suspension alternate placement  <u>6-8</u>: 10 Days OSS, Long-Term Suspension alternate placement  <u>9-12</u>: 10 Days OSS</p>	<p><u>K-5</u>: Long-Term Suspension alternate placement, Expulsion  <u>6-8</u>: Long-Term Suspension alternate placement, Expulsion  <u>9-12</u>: 10 Days OSS, Long-Term Suspension</p>

\* Reported to ADE

\*\* Required to be reported to local law enforcement, also reported to A



## CATEGORIES OF MISCONDUCT AND RANGE OF POSSIBLE CONSEQUENCES (cont'd)

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
<b>Drugs</b> To include inhalants, prescription drugs (not prescribed to the student who has it), over-the-counter drugs, illicit drugs, synthetic, counterfeit, or imitation drugs, drug paraphernalia, substances or unknown drugs represented as illicit drugs.		
<b>Drug Paraphernalia:</b> All equipment, products, and materials of any kind which are used, intended for use, or designed for use in growing, manufacturing, producing, packaging, concealing, injecting, ingesting, inhaling, or otherwise introducing a drug into the human body. <u>Board Policy JICH</u>	<u>K-5:</u> 5-10 Days OSS, alternate placement <u>6-8:</u> 5-10 Days OSS, alternate placement <u>9-12:</u> 5-10 Days OSS, Long-Term Suspension	<u>K-5:</u> 10 Days OSS, alternate placement, Long-Term Suspension <u>6-8:</u> 10 Days OSS, alternate placement, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension
<b>Drug Look-a-Like/Over-the-Counter:</b> The distribution, possession, sale, or use of imitation, look-a-like, prescription, over-the-counter medicine or drugs, substances represented as an illicit drug, unknown drug, or other drugs (e.g. bath salts, synthetic marijuana, e-cigarette, nicotine, nicotine delivery devices). <u>Board Policy JICH</u>	<u>K-5:</u> 5-10 Days OSS, alternate placement <u>6-8:</u> 5-10 Days OSS, alternate placement <u>9-12:</u> 10 Days OSS	<u>K-5:</u> 10 Days OSS, alternate placement, Long-Term Suspension <u>6-8:</u> 10 Days OSS, alternate placement, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension
<b>Drug Possession **:</b> The possession or purchase of drugs (including vape pens containing drugs). <u>Board Policy JICH</u>	<u>K-5:</u> 5 - 10 Days OSS, Long-Term Suspension alternate placement <u>6-8:</u> 5 -10 Days OSS, Long-Term Suspension alternate placement <u>9-12:</u> 10 Days OSS	<u>K-5:</u> 10 Days OSS, Long-Term Suspension alternate placement, Expulsion <u>6-8:</u> 10 Days OSS, Long-Term Suspension alternate placement, Expulsion <u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion
<b>Drug Sale/Distribution or Intent to Distribute **:</b> Sale or distribution of or the intent to sell, distribute, or manufacture drugs (including vape pens containing drugs). <u>Board Policy JICH</u>	<u>K-5:</u> 10 Days OSS, Long-Term Suspension alternate placement <u>6-8:</u> 10 Days OSS, Long-Term Suspension alternate placement <u>9-12:</u> 10 Days OSS	<u>K-5:</u> Long-Term Suspension alternate placement, Expulsion <u>6-8:</u> Long-Term Suspension alternate placement, Expulsion <u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion
<b>Drug Share **</b> Share means the act of giving drugs, including passing of drugs from one person to another (including vape pens containing drugs). <u>Board Policy JICH</u>	<u>K-5:</u> 10 Days OSS, Long-Term Suspension alternate placement <u>6-8:</u> 10 Days OSS, Long-Term Suspension alternate placement <u>9-12:</u> 10 Days OSS	<u>K-5:</u> Long-Term Suspension alternate placement, Expulsion <u>6-8:</u> Long-Term Suspension alternate placement, Expulsion <u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion
<b>Drug Use **:</b> The use of or being under the influence of drugs (including vape pens containing drugs). <u>Board Policy JICH</u>	<u>K-5:</u> 10 Days OSS, Long-Term Suspension alternate placement <u>6-8:</u> 10 Days OSS, Long-Term Suspension alternate placement <u>9-12:</u> 10 Days OSS	<u>K-5:</u> Long-Term Suspension alternate placement, Expulsion <u>6-8:</u> Long-Term Suspension alternate placement, Expulsion <u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion
<b>Tobacco Possession *:</b> Possession of tobacco substances, products, or substances represented as tobacco, including vape pens or e-cigarettes. <u>Board Policy JICG</u>	<u>K-5:</u> 3-5 Days OSS <u>6-8:</u> 3-5 Days OSS <u>9-12:</u> 3-7 Days OSS	<u>K-5:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension <u>6-8:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension
<b>Tobacco Sale/Distribution or Intent to Distribute **</b> Sale or distribution or the intent to distribute tobacco substances, products, or substances represented as tobacco, including vape pens or e-cigarettes. <u>Board Policy JICG</u>	<u>K-5:</u> 3-5 Days OSS <u>6-8:</u> 3-5 Days OSS <u>9-12:</u> 3-10 Days OSS, Tobacco Diversion Program	<u>K-5:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension <u>6-8:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension

<b>Tobacco Share *</b> : Share means the act of giving tobacco including passing of tobacco from one person to another, including vape pens or e-cigarettes. <u>Board Policy JICG</u>	<u>K-5</u> : 3-5 Days OSS <u>6-8</u> : 3-5 Days OSS <u>9-12</u> : 3-10 Days OSS, Tobacco Diversion Program	<u>K-5</u> : 5-10 Days OSS, alternate placement, Long-Term Suspension <u>6-8</u> : 5-10 Days OSS, alternate placement, Long-Term Suspension <u>9-12</u> : 10 Days OSS, Long-Term Suspension
<b>Tobacco Use **</b> : The use of any tobacco product. <u>Board Policy JICG</u>	<u>K-5</u> : 3-5 Days OSS <u>6-8</u> : 3-5 Days OSS <u>9-12</u> : 3-10 Days OSS, Tobacco Diversion Program	<u>K-5</u> : 5-10 Days OSS, alternate placement, Long-Term Suspension, Expulsion <u>6-8</u> : 5-10 Days OSS, alternate placement, Long-Term Suspension, Expulsion <u>9-12</u> : 10 Days OSS, Long-Term Suspension
<b>Arson</b>		
<b>Arson of Occupied Structure **</b> : The attempt or intention to burn a building, structure, or property that is occupied. <u>Board Policy JIC, JK</u>	<u>K-5</u> : 10 Days OSS, Long-term Suspension <u>6-8</u> : 10 Days OSS, Long-term Suspension <u>9-12</u> : 10 Days OSS, Long-term Suspension	<u>K-5</u> : 10 Days OSS, Long-term Suspension, Expulsion <u>6-8</u> : 10 Days OSS, Long-term Suspension, Expulsion <u>9-12</u> : 10 Days OSS, Long-term Suspension, Expulsion
<b>Arson of Structure or Property **</b> : The attempt to or intention to burn a building, structure, or property. <u>Board Policy JIC, JK</u>	<u>K-5</u> : 10 Days OSS, Long-term Suspension <u>6-8</u> : 10 Days OSS, Long-term Suspension <u>9-12</u> : 10 Days OSS, Long-term Suspension	<u>K-5</u> : 10 Days OSS, Long-term Suspension, Expulsion <u>6-8</u> : 10 Days OSS, Long-term Suspension, Expulsion <u>9-12</u> : 10 Days OSS, Long-term Suspension, Expulsion
<b>Attendance Policy</b>		
<b>Ditching/Unexcused Absence</b> : Any absence from school or class that has not been excused. <u>Board Policy JHB</u>	<u>K-5</u> : Conference, Detention, 1-5 Days ISS <u>6-8</u> : Conference, Detention, 1-5 Days ISS <u>9-12</u> : Conference, After School Detention, Attendance Contract, 1-5 Days ISS.	<u>K-5</u> : 5-10 Days ISS, Attendance Contract <u>6-8</u> : 5-10 Days ISS, Attendance Contract <u>9-12</u> : 3-10 Days OSS, Long-Term Suspension
<b>Leaving School Grounds without Permission</b> : Leaving school grounds or being in an "out of bounds" area during the regular school hours without permission. <u>Board Policy JK</u>	<u>K-5</u> : Conference, Detention, 1-5 Days ISS or OSS <u>6-8</u> : Conference, Detention, 1-5 Days ISS or OSS <u>9-12</u> : Conference, After School Detention, Attendance Contract, 1-5 Days ISS.	<u>K-5</u> : 5-10 Days ISS or OSS, Attendance Contract <u>6-8</u> : 5-10 Days ISS or OSS, Attendance Contract <u>9-12</u> : 3-10 Days OSS, Long-Term Suspension
<b>Other Attendance Violation</b> : Any other attendance violation. <u>Board Policy JEA</u> Non-Compliance w/Policy	<u>K-5</u> : Conference, Detention, 1-5 Days ISS or OSS <u>6-8</u> : Conference, Detention, 1-5 Days ISS or OSS <u>9-12</u> : Conference, After School Detention, Attendance Contract, 1-5 Days ISS or OSS.	<u>K-5</u> : 5-10 Days ISS or OSS, Attendance Contract <u>6-8</u> : 5-10 Days ISS or OSS, Attendance Contract <u>9-12</u> : 3-10 Days OSS, Long-Term Suspension
<b>Tardy</b> : Unexcused lateness to class or arriving to school late. <u>Board Policy JK</u>	<u>K-5</u> : Conference, Detention, 1-5 Days ISS <u>6-8</u> : Conference, Detention, 1-5 Days ISS <u>9-12</u> : Conference, Attendance Contract, 1-5 Days ISS	<u>K-5</u> : 5-10 Days ISS <u>6-8</u> : 5-10 Days ISS <u>9-12</u> : 3-10 OSS
<b>Bus</b>	Failure to comply with all rules on the bus and at bus stops.	Minimum: Student Conference Maximum: Loss of Bus Riding Privileges
See Student Handbook under Student Transportation for specific consequences at each level:		

\* Reported to ADE

\*\* Required to be reported to local law enforcement, also reported to ADE

## CATEGORIES OF MISCONDUCT AND RANGE OF POSSIBLE CONSEQUENCES (cont'd)

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
<b>Dangerous Items *</b>		
<b>Dangerous Items/Simulated Firearm *</b> Possession or use of: Air Soft Gun BB Gun Knife with a blade less than 4.5 inches Laser Pointer Letter Opener Mace Other Dangerous Item(s) Paintball Gun Razor Blade or Box Cutter Simulated Knife Taser or Stun Gun Tear Gas  <u>Board Policy JIC1</u>	<u>K-5:</u> Item will be confiscated. Student conference, 5-10 Days ISS or OSS, Alternate Placement, Long-Term Suspension <u>6-8:</u> Item will be confiscated. Student conference, 5-10 Days ISS or OSS, Alternate Placement, Long-Term Suspension <u>9-12:</u> Item will be confiscated. 5-10 Days OSS, Long-Term Suspension	<u>K-5:</u> 10 Days OSS, Long-Term Suspension, Expulsion <u>6-8:</u> 10 Days OSS, Long-Term Suspension, Expulsion <u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion
<b>Firearms (including destructive devices) **::</b> Possession or use of loaded or unloaded, operable or inoperable: Destructive Device (bomb or grenade) Handgun or Pistol Other Firearm(s) or destructive device(s) Shotgun or Rifle Starter Gun <u>Board Policy JIC, JIC1</u>	<u>K-5:</u> 10 Days OSS, Expulsion <u>6-8:</u> 10 Days OSS, Expulsion <u>9-12:</u> 10 Days OSS, Expulsion	<u>K-5:</u> 10 Days OSS, Expulsion <u>6-8:</u> 10 Days OSS, Expulsion <u>9-12:</u> 10 Days OSS, Expulsion
<b>Other Weapons **::</b> Possession or use of: Billy club Brass Knuckles Knife with a blade of at least 4.5 inches Nunchakus Other Weapon(s) <u>Board Policy JIC, JIC1</u>	<u>K-5:</u> 10 Days OSS Long-term Suspension, Expulsion <u>6-8:</u> 10 Days OSS, Long-term Suspension Expulsion <u>9-12:</u> 10 Days OSS, Long-term Suspension	<u>K-5:</u> 10 Days OSS, Expulsion <u>6-8:</u> 10 Days OSS, Expulsion <u>9-12:</u> 10 Days OSS, Long-term Suspension Expulsion
<b>Harassment, Bullying, Threat, or Intimidation</b>		
<b>Bullying/Cyberbullying *::</b> Acts of intimidation and/or harassment that have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm, is sufficiently severe and persistent, involves an imbalance of power. Bullying may be verbal, written or physical. Cyberbullying is, but not limited to, an act of bullying committed by use of electronic technology including social media. <u>Board Policy JIC, J11</u>	<u>K-5:</u> Conference, Bully Contract, 1-5 Days ISS or OSS <u>6-8:</u> Conference, Bully Contract, 1-5 Days ISS or OSS <u>9-12:</u> Conference, Bully Contract, 1-5 Days ISS or OSS	<u>K-5:</u> 5-10 Days OSS, Long-Term Suspension, Expulsion <u>6-8:</u> 5-10 Days OSS, Long-Term Suspension, Expulsion <u>9-12:</u> 5-10 Days OSS, Long-Term Suspension, Expulsion
<b>Harassment, Nonsexual *::</b> Communication with another person anonymously or by verbal, electronic, mechanical, telegraphic or written means with the intent to harass based on and/or motivated by race, ethnicity, religion, national origin or disability. Harassment may include but is not limited to social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments.	<u>K-5:</u> Conference, Behavior Contract, 1-5 Days ISS or OSS <u>6-8:</u> Conference, Behavior Contract, 1-5 Days ISS or OSS <u>9-12:</u> Behavior Contract, 1-5 Days ISS or OSS	<u>K-5:</u> 5-10 Days OSS, Long-Term Suspension <u>6-8:</u> 5-10 Days OSS, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension

<p><b>Hazing</b> *: Any activities that can be considered any type of initiation of another student. <u>Board Policy JIC, JICFA</u></p>	<p><u>K-5</u>: Conference, Behavior Contract, 3-5 Days ISS or OSS <u>6-8</u>: Conference, Behavior Contract, 3-5 Days ISS or OSS <u>9-12</u>: Conference, Behavior Contract, 3-5 Days OSS</p>	<p><u>K-5</u>: 5-10 Days ISS or OSS, Long-term Suspension, Expulsion <u>6-8</u>: 5-10 Days ISS or OSS, Long-term Suspension, Expulsion <u>9-12</u>: 10 Days OSS, Long-Term Suspension, Expulsion</p>
<p><b>Intimidation</b> *: Intentional use of language or conduct to frighten, attempt to frighten, or coerce another person into submission or obedience. <u>Policy JICF, JII</u></p>	<p><u>K-5</u>: Conference, Behavior Contract, 1-3 Days ISS or OSS <u>6-8</u>: Conference, Behavior Contract, 3-5 Days ISS or OSS <u>9-12</u>: Conference, Behavior Contract, 1-5 Days ISS or OSS</p>	<p><u>K-5</u>: 5-10 Days ISS or OSS <u>6-8</u>: 5-10 Days ISS or OSS, Long-Term Suspension <u>9-12</u>: 10 Days OSS, Long-Term Suspension</p>
<p><b>Threat</b> *: Communication by language or conduct to make or attempt to make another person fearful of physical injury. <i>May require a Threat Assessment to be conducted by school personnel.</i> <u>Policy JICF, JII</u></p>	<p><u>K-5</u>: Conference, Behavior Contract, 1-3 Days ISS or OSS <u>6-8</u>: Conference, Behavior Contract, 3-5 Days ISS or OSS <u>9-12</u>: Conference, Behavior Contract, 3-10 Days ISS or OSS</p>	<p><u>K-5</u>: 5-10 Days ISS or OSS, Long-Term Suspension <u>6-8</u>: 10 Days ISS or OSS, Long-Term Suspension, Expulsion <u>9-12</u>: 10 Days OSS, Long-Term Suspension, Expulsion</p>
<p><b>Other School Policies</b></p>		
<p><b>Combustibles</b>: Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, (i.e., matches, lighters, poppers, firecrackers, gasoline, and lighter fluid.)</p>	<p><u>K-5</u>: Confiscation, 1-3 Days ISS or OSS <u>6-8</u>: Confiscation, 3-5 Days ISS or OSS <u>9-12</u>: Confiscation, 3-10 Days ISS or OSS</p>	<p><u>K-5</u>: 5-10 Days ISS or OSS, Long-Term Suspension <u>6-8</u>: 5-10 Days ISS or OSS, Long Term Suspension <u>9-12</u>: 10 Days OSS, Long-Term Suspension</p>
<p><b>Defiance, Disrespect Towards Authority and Non-Compliance</b>: Student engages in refusal to follow directions, talks back, or delivers socially rude interactions. <u>Board Policy JIC, JK</u></p>	<p><u>K-5</u>: Conference, Detention, 1-3 Days ISS or OSS, Behavior Contract <u>6-8</u>: Conference, Detention, 1-5 Days ISS or OSS, Behavior Contract <u>9-12</u>: Conference, Behavior Contract, 2-5 Days ISS or OSS</p>	<p><u>K-5</u>: 5-10 Days ISS or OSS, Alternate Placement, Long-Term Suspension <u>6-8</u>: 5-10 Days ISS or OSS, Alternate Placement, Long-Term Suspension <u>9-12</u>: 10 Days OSS, Long-Term Suspension</p>

\* Reported to ADE

\*\* Required to be reported to local law enforcement, also reported to ADE

**CATEGORIES OF MISCONDUCT AND RANGE OF POSSIBLE CONSEQUENCES (cont'd)**

<b>VIOLATION &amp; DEFINITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>Disruption:</b> Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior. <u>Board Policy JIC</u>	<u>K-5:</u> Conference, Detention, 1-3 Days ISS or OSS, Behavior Contract <u>6-8 :</u> Conference, Detention, 1-5 Days ISS or OSS, Behavior Contract <u>9-12:</u> Conference, Behavior Contract, 1-5 Days ISS or OSS	<u>K-5:</u> 5-10 Days ISS or OSS, Alternate Placement, Long-Term Suspension <u>6-8:</u> 5-10 Days ISS or OSS, Alternate Placement, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension
<b>Dress Code:</b> Failure to comply with the school or District's dress code. <u>Board Policy JICA</u>	<u>K-5:</u> Change clothing, Conference, Detention <u>6-8 :</u> Change clothing, Conference, Detention <u>9-12:</u> Change clothing, Conference, Detention, 1-5 days ISS	<u>K-5:</u> Change of clothing, 1-3 Days ISS or OSS <u>6-8:</u> Change of clothing, 3-5 Days ISS or OSS <u>9-12:</u> Change clothing, 1-5 days OSS
<b>Gambling:</b> To play games of chance for money or to bet a sum of money. <u>Board Policy JK</u>	<u>K-5:</u> Conference, Detention, 1-3 Days ISS or OSS <u>6-8 :</u> Detention, 3-5 Days ISS or OSS <u>9-12:</u> After School Detention, 1-5 days ISS	<u>K-5:</u> 5-10 Days ISS or OSS, Long-term Suspension <u>6-8 :</u> 10 Days ISS or OSS, Long-term Suspension <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension
<b>Inappropriate Language:</b> Student delivers verbal or written messages that include swearing, name-calling, obscenities, vulgarity, foul, indecent, or words used in an inappropriate way. <u>Board Policy JIC, JK</u>	<u>K-5:</u> Warning, Conference, Detention, 1-3 Days ISS or OSS <u>6-8 :</u> Warning, Conference, Detention, 3-5 Days ISS or OSS <u>9-12:</u> Conference, 1-5 days ISS or OSS	<u>K-5:</u> 3-5 Days ISS or OSS <u>6-8 :</u> 5-10 Days ISS or OSS <u>9-12:</u> 5-10 days OSS, Long-Term Suspension
<b>Negative Group Affiliation/ Gang Activity/Secret Societies:</b> Specific attitudes and actions of a student that typically share an identity linked to a group which may include using negative symbols, writing, apparel, or behaviors. <u>Board Policy JICF</u>	<u>K-5:</u> Conference, 1-3 Days ISS or OSS <u>6-8 :</u> Conference, 3-5 Days ISS or OSS, Long-Term Suspension <u>9-12:</u> 5-10 Days OSS	<u>K-5:</u> 5-10 Days OSS, Long-Term Suspension, Expulsion <u>6-8 :</u> 10 Days OSS, Long-Term Suspension, Expulsion <u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion
<b>Other School Policy Violation:</b> Any other violation of school policy.	<u>K-5:</u> Conference, Detention, 1-3 Days ISS <u>6-8 :</u> Conference, Detention 1-5 Days ISS or OSS <u>9-12:</u> Conference, After School Detention, 1-5 Days ISS or OSS	<u>K-5:</u> 3-5 Days ISS or OSS <u>6-8 :</u> 5-10 Days ISS or OSS <u>9-12:</u> 5-10 Days OSS, Long-Term Suspension
<b>Possession of Contraband:</b> The possession of items that may disrupt the learning environment. <u>Board Policy JIC, JK</u>	<u>K-5:</u> 1-5 Days ISS or OSS, Long-Term Suspension <u>6-8 :</u> 3-5 Days ISS or OSS, Long-Term Suspension <u>9-12:</u> 1-5 Days OSS	<u>K-5:</u> 1-5 Days ISS or OSS, Long-Term Suspension, Expulsion <u>6-8 :</u> 3-5 Days ISS or OSS, Long-Term Suspension, Expulsion <u>9-12:</u> 10 Days OSS, Long-Term Suspension
<b>Public Display of Affection:</b> Holding hands, kissing, sexual touching, or other displays of affection. <u>Board Policy JIC</u>	<u>K-5:</u> Conference, Detention, 1-3 Days ISS or OSS <u>6-8:</u> Conference, Detention, 1-5 Days ISS or OSS <u>9-12:</u> Conference, After School Detention, 1-5 days ISS	<u>K-5:</u> 3-5 Days ISS or OSS <u>6-8:</u> 5-10 Days ISS or OSS <u>9-12:</u> 5-10 Days OSS
<b>School Threat</b>		
<b>Threats/Intimidation/Verbal Abuse of a Staff Member:</b> Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARS § 15-507: a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of their duties is guilty of a class 3 misdemeanor). <i>Could be considered as a Threat to an Educational Institution. May require a Threat Assessment to be conducted by school personnel.</i>	<u>K-5:</u> Conference, 1-3 Days ISS or OSS, Behavior Contract <u>6-8 :</u> Conference, 1-5 Days ISS or OSS, Behavior Contract <u>9-12:</u> Conference, Behavior Contract, 1-5 days OSS	<u>K-5:</u> 5-10 Days ISS or OSS, Long-Term Suspension, Expulsion <u>6-8 :</u> 10 Days ISS or OSS, Long-Term Suspension, Expulsion <u>9-12:</u> 10 days OSS, Long-Term Suspension, Expulsion

<p><b>Threatening an Educational Institution:</b> To interfere with or disrupt an educational institution through threatening statements, including but not limited to:</p> <ul style="list-style-type: none"> <li>● Threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution;</li> <li>● Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution, or the property on any person attending an educational institution;</li> <li>● Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property of others.</li> <li>● Refusing to obey a lawful order to leave the property of an educational institution.</li> </ul> <p><i>May require a Threat Assessment to be conducted by school personnel.</i></p>		<p>A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student's parent(s) or guardian(s) participate in the mediation, community service restitution or other programs in which the parent or guardian takes the responsibility with the student for the threat.</p>
<p><b>Bomb Threat **:</b> Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device, <u>Board Policy JIC, JIC-R, JICK</u></p>	<p><u>K-5:</u> 10 Days OSS, Long Term Suspension  <u>6-8 :</u> 10 Days OSS, Long-Term Suspension  <u>9-12:</u> 10 days OSS, Long-Term Suspension</p>	<p><u>K-5:</u> 10 Days OSS, Expulsion  <u>6-8 :</u> 10 Days OSS, Expulsion  <u>9-12:</u> 10 days OSS, Expulsion</p>
<p><b>Chemical or Biological Threat **:</b> Threatening to cause harm using dangerous chemicals or biological agents, <u>Board Policy JIC, JIC-R, JICK</u></p>	<p><u>K-5:</u> 10 Days OSS, Long Term Suspension  <u>6-8 :</u> 10 Days OSS, Long-Term Suspension  <u>9-12:</u> 10 days OSS, Long-Term Suspension</p>	<p><u>K-5:</u> 10 Days OSS, Expulsion  <u>6-8 :</u> 10 Days OSS, Expulsion  <u>9-12:</u> 10 days OSS, Expulsion</p>

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## CATEGORIES OF MISCONDUCT AND RANGE OF POSSIBLE CONSEQUENCES (cont'd)

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
<b>Sexual Offenses</b>		
<p><b>Harassment, Sexual *</b>: Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Does not include legitimate nonsexual touching or other nonsexual conduct. <u>Board Policy JK</u></p>	<p><u>K-5</u>: 5-10 Days ISS or OSS, No Contact Contract, Long Term Suspension  <u>6-8</u>: 5-10 Days ISS or OSS, No Contact Contract, Long Term Suspension  <u>9-12</u>: 5-10 days OSS, No Contact Contract, Long-Term Suspension</p>	<p><u>K-5</u>: 10 Days OSS, Expulsion  <u>6-8</u>: 10 Days OSS, Expulsion  <u>9-12</u>: 10 days OSS, Expulsion</p>
<p><b>Harassment, Sexual with Contact*</b> Board Policy JK</p>	<p><u>K-5</u>: No Contact Contract, 10 Days OSS, Long Term Suspension  <u>6-8</u>: No Contact Contract, 10 Days OSS, Long Term Suspension  <u>9-12</u>: 10 days OSS, No Contact Contract, Long-Term Suspension</p>	<p><u>K-5</u>: 10 Days OSS, Expulsion  <u>6-8</u>: 10 Days OSS, Expulsion  <u>9-12</u>: 10 days OSS, Expulsion</p>
<p><b>Indecent Exposure or Public Sexual Indecency *</b>: The intentional exposure of one's private body parts in a manner that gives offense against accepted or prescribed behavior. <u>Board Policy JK</u></p>	<p><u>K-5</u>: 3-5 Day ISS or OSS  <u>6-8</u>: 5-10 Days ISS or OSS  <u>9-12</u>: 3-10 days OSS</p>	<p><u>K-5</u>: 3-5 Day ISS or OSS, Long-Term Suspension  <u>6-8</u>: 5-10 Days ISS or OSS, Long Term Suspension  <u>9-12</u>: 10 days OSS, Long Term Suspension</p>
<p><b>Pornography</b>: The possession, distribution, or sale of any pornographic materials. <u>Board Policy JK</u></p>	<p><u>K-5</u>: 3-5 Day ISS or OSS, Long-term suspension  <u>6-8</u>: 5-10 Days ISS or OSS, Long-term suspension  <u>9-12</u>: 3-10 days OSS, Long-Term Suspension</p>	<p><u>K-5</u>: 5-10 Day ISS or OSS, Long-term suspension, Expulsion  <u>6-8</u>: 10 Days ISS or OSS, Long-term suspension, Expulsion  <u>9-12</u>: 10 days OSS, Long Term Suspension, Expulsion</p>
<b>Technology</b>		
<p><b>Computer/Network Infraction</b>: Any violation of the Electronic Information Services User Agreement. <u>Board Policy JNDB</u></p>	<p><u>K-5</u>: Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS  <u>6-8</u>: Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS  <u>9-12</u>: Conference, Detention, 3-5 days ISS or OSS</p>	<p><u>K-5</u>: Loss of privilege, 3-5 Days ISS or OSS  <u>6-8</u>: Los of privilege, 5-10 Days ISS or OSS  <u>9-12</u>: 10 days OSS, Long Term Suspension</p>
<p><b>Telecommunication Device</b>: Inappropriate possession or use of an electronic device or "toy" occurs when such device is possessed or used in a way that interferes with the orderly operation of the school or otherwise constitutes disruptive behavior. Electronic devices include without limitation: MP3 players, iPods, cell phones, smartphones, electronic games, digital cameras, media players, tablets, and laptops.</p>	<p><u>K-5</u>: Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS  <u>6-8</u>: Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS  <u>9-12</u>: Confiscation, Conference, Detention, 3-5 days ISS or OSS</p>	<p><u>K-5</u>: Loss of privilege, 3-5 Days ISS or OSS  <u>6-8</u>: Loss of privilege, 5-10 Days ISS or OSS  <u>9-12</u>: 10 days OSS, Long Term Suspension</p>
<b>Theft</b>		
<p>Taking or attempting to take money or property belonging to another person or the school.</p>		<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p><b>Extortion *</b>: Knowingly obtaining or seeking to obtain property or services by means of a threat. <u>Board Policy JIC</u></p>	<p><u>K-5</u>: 1-3 Days ISS or OSS  <u>6-8</u>: 3-5 Days ISS or OSS  <u>9-12</u>: 5-10 Days OSS, Long-Term Suspension</p>	<p><u>K-5</u>: 3-5 Days ISS or OSS, Long-Term Suspension, Expulsion  <u>6-8</u>: 5-10 Days ISS or OSS, Long-Term Suspension, Expulsion  <u>9-12</u>: 10 Days OSS, Expulsion</p>
<p><b>Petty Theft</b>: Theft of items valued \$100 or less. <u>Board Policy JIC</u></p>	<p><u>K-5</u>: 1-3 Days ISS or OSS  <u>6-8</u>: 3-5 Days ISS or OSS  <u>9-12</u>: 1-5 Days OSS, Restitution</p>	<p><u>K-5</u>: 3-5 Days ISS or OSS  <u>6-8</u>: 5-10 Days ISS or OSS  <u>9-12</u>: 5-10 Days OSS, Long-Term Suspension, Restitution</p>

<p><b>Theft:</b> The illegal taking of another person's property without that person's consent.</p>	<p><u>K-5:</u> 1-3 Days ISS or OSS, Long-Term Suspension  <u>6-8:</u> 3-5 Days ISS or OSS, Long-Term Suspension  <u>9-12:</u> 1-5 Days ISS or OSS, Restitution</p>	<p><u>K-5:</u> 3-5 Days ISS or OSS, Long-Term Suspension, Restitution, Expulsion  <u>6-8:</u> 5-10 Days ISS or OSS, Long-Term Suspension, Restitution, Expulsion  <u>9-12:</u> 5-10 Days OSS, Restitution, Long-Term Suspension, Expulsion</p>
<p><b>Trespassing:</b> To enter or remain on a school campus or district facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or district facility after being directed to leave by the administrator or designee of the facility. <u>Board Policy JIC</u></p>	<p><u>K-5:</u> 1-3 Days ISS or OSS, Citation  <u>6-8:</u> 3-5 Days ISS or OSS, Citation  <u>9-12:</u> 10 days OSS, Citation</p>	<p><u>K-5:</u> 3-5 Days ISS or OSS, Citation, Arrest  <u>6-8:</u> 5-10 Days ISS or OSS, Citation, Arrest  <u>9-12:</u> 10 days OSS, Citation, Arrest, Long-Term Suspension</p>
<b>Vandalism</b>		
<p><b>Graffiti or Tagging:</b> Writing on walls, drawings, or words that are scratched, painted, or sprayed on walls or other surfaces in public places. <u>Board Policy JIC</u></p>	<p><u>K-5:</u> 1-5 Days ISS or OSS, Long-Term Suspension, Restitution  <u>6-8:</u> 3-5 Days ISS or OSS, Long-Term Suspension, Restitution  <u>9-12:</u> 3-10 days ISS or OSS, Restitution</p>	<p><u>K-5:</u> 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  <u>6-8:</u> 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  <u>9-12:</u> 10 days OSS, Restitution, Long-Term Suspension</p>
<p><b>Vandalism of Personal Property *:</b>  Willful destruction or defacement of personal property. <u>Board Policy JIC</u></p>	<p><u>K-5:</u> Conference, Detention 1-5 Days ISS or OSS, Restitution  <u>6-8:</u> Conference, Detention 3-5 Days ISS or OSS, Restitution  <u>9-12:</u> 3-10 days ISS or OSS, Restitution</p>	<p><u>K-5:</u> 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  <u>6-8:</u> 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  <u>9-12:</u> 10 days OSS, Restitution, Long-Term Suspension</p>
<p><b>Vandalism of School Property *:</b> Willful destruction or defacement of school property <u>Board Policy JICB</u>.</p>	<p><u>K-5:</u> Conference, Detention 1-5 Days ISS or OSS, Restitution  <u>6-8:</u> Conference, Detention 3-5 Days ISS or OSS, Restitution  <u>9-12:</u> 3-10 days ISS or OSS, Restitution</p>	<p><u>K-5:</u> 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  <u>6-8:</u> 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  <u>9-12:</u> 10 days OSS, Restitution, Long-Term Suspension</p>

\* Reported to ADE

\*\* Required to be reported to local law enforcement, also reported to ADE