



# San Tan Foothills High School Student and Parent Handbook

*2023-2024*

1255 West Silverdale Road  
San Tan Valley, AZ 85142  
480-474-6240

[Foothills.fusdaz.com](http://Foothills.fusdaz.com)



## **Florence Unified School District**

### **Governing Board**

Tammy Quist, President  
Roger Biede, Vice President  
Jeffrey Carr, Member  
Sherri Jones, Member  
Megan Weagan, Member

### **District Administration**

Mr. Chris Knutsen, Superintendent  
Thad Gates, Assistant Superintendent for Administrative Services  
Denice Erickson, Assistant Superintendent for Student Services



## **San Tan Foothills High School**

### **Administration**

Steve Miller, Principal  
Robin Tobar, Assistant Principal - Curriculum & Registration  
Candace Perales, Assistant Principal - Attendance & Discipline  
Rick Romero, Athletic Director

# Contents

## Academics

[Academic Honesty](#)  
[Advanced Placement](#)  
[Attitude](#)  
[Bell Schedules](#)  
[Celebration / Remediation](#)  
[Credit Recovery](#)  
[Final Exams](#)  
[Grade Reporting](#)  
[Grading Scale](#)  
[Guidance Counseling](#)  
[Honor Roll](#)  
[Off Campus Lunch Pass](#)  
[Principal's List](#)  
[Revocation of Open Enrollment](#)  
[Student Responsibilities](#)  
[15-507\) Schedule Corrections](#)  
[Tutoring](#)

## Attendance

[Audit Status](#)  
[Excused Absences](#)  
[Signing Out Your Child Early](#)  
[Sweep](#)  
[Ten Consecutive Absences](#)  
[Unexcused Absences](#)

## Withdrawals and Transfers

[Transfers Into San Tan Foothills](#)  
[Withdrawals from San Tan Foothills](#)  
[Grades when students withdraw from school/courses](#)  
[Mid Semester Transfers into San Tan Foothills](#)

## Graduation

[Community Service](#)  
[Credit By Examination](#)  
[Governing Board Graduation Requirement Policy](#)  
[Graduation Requirements](#)  
[Graduating with High Honors](#)

## Administration

[Governing Board](#)  
[District Administration](#)  
[Sat Tan Foothills Administration](#)

## State and Federal Laws

[Abuse of Staff \(A.R.S. 13-1204\)](#)  
[ADA Title IX](#)  
[Alt. School Assignment \(A.R.S. 15-841\)](#)  
[FERPA Rights](#)  
[Mandatory Reporting \(A.R.S. 13-3620\)](#)  
[No Child Left Behind](#)  
[Non Discrimination Statement](#)  
[School Property \(A.R.S. 13-2911\)](#)  
[Truancy \(A.R.S. 15-803\)](#)  
[Abuse of Teacher or Staff in School \(A.R.S. 15-507\)](#)  
[Revocation of Open Enrollment](#)

## Discipline Policies

[Cell Phones and Electronic Devices](#)  
[Dress Code](#)  
[Due Process](#)  
[Discipline Matrix](#)  
[Student Conduct](#)  
[Student Harassment](#)  
[Student Searches](#)  
[Weapons](#)  
[Disciplinary Action](#)

## Campus Safety

[Fire Drill](#)  
[Lockdown](#)  
[Modified Closed Campus](#)  
[Parking Regulations](#)  
[Visitors](#)  
[Bicycles and Skateboards](#)

# Contents

## Parent Student Services

[Change of Address](#)  
[Distribution of Materials / Deliveries](#)  
[Fees, Fines and Charges](#)  
[Parent Vue / Student Vue](#)  
[Parental Involvement](#)  
[Student Activities](#)  
[Student ID Cards](#)  
[Student Medications](#)  
[Dances and School Sponsored Activities](#)  
[Student Grievance Process](#)

## Athletics

[Athletic Grade Checks](#)  
[Eligibility](#)  
[FUSD Requirements](#)  
[Insurance](#)  
[Physicals](#)  
[Random Drug Testing](#)  
[Spectator Behavior](#)

## Transportation

[FUSD Bus / Transportation Policies](#)

# Florence Unified School District

## **Nondiscrimination Statement**

The Florence Unified School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to or treatment or employment in its policies, procedures or practices, in compliance with Title VI, Title VII, Title IX, Section 504 and the Americans with Disabilities Act. Florence Unified School District Career and Technical Education Department does not discriminate in enrollment or access to Boy Scouts and other designated youth groups. FUSD CTE programs available include: Ag-Science, Business Management, Carpentry, Cosmetology, Culinary Arts, Dental Assistant, Early Childhood Education, Engineering, Film/TV, Fire Science, Graphic Design, Hospitality Management, Law Enforcement, Massage Therapy, Medical Assistant, Networking Securities, Nursing Assistant, Veterinary Assistant, and Welding. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Florence Unified School District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). Thad Gates, Title IX Coordinator, Florence Unified School District 1000 South Main Street, Florence, Arizona. (520)-866-3565 or Nora Boettcher, 504 Coordinator, 1000 South Main Street, Florence, Arizona. (520) 866-3500.

## **Declaración de Non Discriminación**

El Distrito Escolar de Florence Unificado no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad en la admisión o acceso a o trato o empleo en sus políticas, procedimientos o prácticas, de conformidad con el Título VI, Título VII, Título IX, Artículo 504 y la Ley para Estadunidenses con Discapacidades. El Departamento de Educación Técnica y Profesional del Distrito Escolar de Florence no discrimina en la inscripción o el acceso a los Boy Scouts y otros grupos juveniles designados. Los programas CTE de FUSD disponibles incluyen: Ciencias Agrícolas, Gestión Empresarial, Carpintería, Cosmetología, Artes Culinarias, Asistente Dental, Educación Infantil, Ingeniería, Cine/Televisión, Ciencias del fuego, Diseño Gráfico, Gestión Hotelera, Aplicación de la Ley, Masaje Terapéutico, Asistente Médico, Seguridad de Red, Auxiliar de Veterinaria y soldadura. La falta de habilidades en el idioma de inglés no será una barrera para la admisión o participación en las actividades y programas del distrito. El Distrito Escolar Unificado Florence tampoco discrimina en sus prácticas de contratación o empleo.

Esta notificación se proporciona como lo requiere el Titulo VI de la Ley de Derechos Civiles de 1964, el Artículo 504 de la Ley de Rehabilitación de 1973, el Titulo IX de las enmiendas a las Enmiendas a la Educación 1972, La Ley de Discriminación por Edad de 1975 y la Ley de Estadounidenses con Discapacidades de 1990. Las preguntas, quejas, o solicitudes de información adicional con respecto a estas leyes pueden enviarse al coordinador(es) de cumplimiento designado. Thad Gates, Coordinador de Titulo IX, Distrito Escolar Unificado de Florence 1000 South Main Street, Florence, Arizona (520)

866 -3565 o Nora Boettcher, Coordinador 504, 1000 South Main Street, Florence, Arizona (520) 866-3500.

**Thad Gates, Title IX Coordinator**

Florence Unified School District  
1000 South Main Street  
Florence, AZ 85132  
520-866-3500  
tgates@fusdaz.org

**Tammy Sutterby, STFHS 504 Coordinator**

San Tan Foothills High School  
1255 West Silverdale Road  
San Tan Valley, AZ 85142  
480-474-6258  
Tsutterby@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 / Assistant Superintendent  
PO BOX 2850 1000 S. MAIN ST FLORENCE AZ 85132

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.

### **No Child Left Behind Rights**

The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any additional information, please contact the District Director of Human Resources.

### **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.

<b>MONDAY, TUESDAY, THURSDAY, FRIDAY</b>		<b>WEDNESDAY EARLY RELEASE</b>	
Period 1	7:10 - 8:05	Period 1	7:10 - 7:50



Period 2		8:10 - 9:05	Period 2	7:55 - 8:40 <i>5 minutes for announcements</i>
Advisory		9:10 - 9:40	Period 3	8:45 - 9:25
Period 3		9:45 - 10:40	Period 4	9:30 - 10:10
Lunch A 10:40 - 11:20	Period 4 (has Lunch A) 11:25 - 12:20		Period 5	10:15 - 10:55
Period 4 (has Lunch B) 10:45 - 11:40	Lunch B 11:40 - 12:20		Period 6	11:00 - 11:40
Period 5		12:25 - 1:20	LUNCH	11:40
Period 6		1:25 - 2:20	BUS DISMISSAL	12:10

<b>ASSEMBLY SCHEDULE</b>		<b>DATES TO KNOW</b>
Period 1	7:10 - 8:00	<ul style="list-style-type: none"> <li>● July 14, 2023- Convocation</li> <li>● July 19, 2023 - First Day of School</li> <li>● September 4, 2023 - Labor Day</li> <li>● Sept. 25- Oct. 6, 2023 - Fall Break</li> <li>● November 10, 2023 - Veterans Day</li> <li>● November 22-24, 2023 - Thanksgiving</li> <li>● December 14-15, 2023 - S1 Finals</li> <li>● Dec. 18-Jan. 5, 2024- Winter Break</li> <li>● January 8, 2024 Start of Semester 2</li> <li>● January 15, 2024 - MLK Jr. Day</li> <li>● February 19, 2024 - President's Day</li> <li>● March 11-22, 2024 Spring Break</li> <li>● May 22-23 - S2 Finals</li> <li>● May 23, 2024 - Last day for students</li> <li>● May 23, 2024 - Graduation</li> <li>● May 24, 2023 - Last day for teachers</li> </ul>
Period 2	8:05 - 9:00	
Period 3	9:05 - 9:55	
Lunch A	9:55 - 10:35	
Period 4 (has Lunch A)	10:40 - 11:30	
Period 4 (has Lunch B)	10:00 - 10:50	
Lunch B	10:50 - 11:30	
Period 5	11:35 - 12:25	
Period 6	12:30 - 1:20	
Assembly	1:20 - 2:20	

### Student Responsibilities

## **Expectations for Students**

### **1. Come to class on time**

- Unless you are ill, you should be at school every day.
- Arrive before the first bell rings to give yourself time to get organized and take care of personal business. Be in your seat when the bell rings. Do not be late.
- Passing time between classes is only five minutes. Getting prepared for your next class must be your first priority.

### **2. Be prepared for school**

- Think ahead to be sure you bring to class the items you will need throughout the year. (i.e. Homework, computer fully charged, notebook, pencil, etc.)
- Inform your parents if you do not have the materials you need, or if you need help getting them, talk to your teacher or counselor.
- Get enough rest.
- Eat a good breakfast and make arrangements for lunch.

### **3. Do the assigned work**

- Plan ahead so you have sufficient time to complete work thoughtfully.
- Establish a routine time and quiet place for completing assignments.
- Make good use of every moment while in class and doing homework.
- Use given work time to get questions answered and a good start on the assignment.
- Completing your work is not an option. Every assignment is important!
- Work hard to learn to focus and concentrate on your work. The amount of effort you put forth will directly impact your learning, grades, confidence and future! Work hard, get smart!!

### **4. Respect yourself and others**

- Treat others the same as you would want them to treat you.
- Work hard to understand how your actions affect the feelings of others.
- Be sure to tell the school staff and your parents if someone is making you feel uncomfortable, unsafe or upset.
- STFHS has NO TOLERANCE for bully behavior, harassment, threats or violence.

### **5. Stewardship: respect property and the environment**

- None of us have the right to take, touch or damage other people's property without permission from the owner.
- We will not litter, mark up, mess up or break property or living things, as it is disrespectful to all of us who care about this school and our earth. Remember our school is a reflection of who we are.
- We will be willing to lend a hand and help out when needed.
- We will be responsible stewards of our building, classrooms and fields we use, our community, our earth and its resources.

## 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 the 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. 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.

## Guidance and 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.

San Tan Foothills 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.

Counseling assignments:

Last Names A-L	Tammy Sutterby	<a href="mailto:tsutterby@fusdaz.org">tsutterby@fusdaz.org</a>
Last Names M-Z	Elliot Wiens	<a href="mailto:ewiens@fusdaz.org">ewiens@fusdaz.org</a>

## Academic Honesty

### Cheating, Forgery, Plagiarism

Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of a cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way will render that submitted work /test invalid.

Students should understand that, among other things, cheating includes communicating with another student during an exam, copying material during an exam, allowing another student to copy from their exam paper, using unauthorized notes or devices, submitting falsified information for grading purposes, obtaining and supplying a copy and/or information about an exam without the knowledge and consent of the teacher, submitting work written by another person (except as outlined below\*), submitting work written by the student for another assignment without the instructor's knowledge or consent (self-plagiarism), copying another person's assignment(s), allowing another student to copy his or her assignment, or taking home exams without the knowledge and consent of the instructor.

*\*When a student submits an assignment, that assignment should be only his or her own work unless the teacher has specifically set up the assignment as a group project or other collaborative assignment. In such cases, the names of all students involved in the group process should be listed on the assignment. If the teacher has not designated the assignment as a group project, submitting an assignment written by more than one person is **plagiarism**.*

NOTE: A STUDENT CAUGHT CHEATING DURING A STATE TEST OR FINAL EXAM, MAY JEOPARDIZE THEIR SCORE/GRADE IN ADDITION TO THE ADMINISTERING OF THOSE CONSEQUENCES LISTED BELOW

### Lying

An attempt by a student to conceal from school officials or deliberately distort facts in order to mislead or give a false impression.

Students who are caught cheating or plagiarizing may be referred to the assistant principal for discipline. Consequences may range from academic honesty contract to suspension and/or removal from the class.

### Check Your Progress (Synergy StudentVue)

StudentVue / ParentVue allows students and parents to monitor academic progress 24 hours a day. It is expected that students and parents will consult this resource often to stay up to date on student grades and attendance. Passwords for access to StudentVue / ParentVue are available at the front desk.

### 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 AP course
3. A course on your schedule was taken in summer school or was taken in previous year
4. A course is needed immediately to meet graduation requirements.
5. Tryouts for athletics and/or performance classes (requires proof from coach/teacher)
6. Schedule is incomplete (i.e., less than six classes per semester)

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

## Grading Procedures & Policies

- Grades will reflect proficiency and growth within a specific content area of instruction.
- Teachers will offer students extensive opportunities for practicing content and curriculum before assessing summary of knowledge.
- Grades will reflect frequent and thoughtful feedback through formative assessments in order to teach students to thoughtfully monitor their own progress and learning.

### Assignment Types and Category Weights

#### **Summative Assignments/Assessments**

**(20%)** – Any final measure or assessment of learned skills or standards within a single and specific focus of instruction.

#### **Formative Assignments/Assessments**

**(30%)** – Any checkpoint of learned skills or standards that provides feedback and allows students to reflect on progress or growth towards an overall summative learning goal. Formative assessments happen frequently, both informally and formally.

#### **Practice Assignments**

**(30%)** – Assignments that provide students with opportunities for “risk free learning” and/or do not require specific feedback.

#### **Final Exam**

**(20%)** – The final exam for a course is an assessment that is given at the conclusion of each semester to comprehensively test a student’s mastery of the skills and knowledge taught during that semester.

Every teacher **must administer a final exam each semester** for the individual courses that they teach. This test must be administered on the day mandated for final exams. Final exams may not be administered on other days without written permission from Administration.

### Grade Reporting

- Teachers must report a minimum of TWO grades per week.
- Teachers will report a minimum of FOUR summative grades and ONE final exam per semester.
- Grades should be updated weekly, no later than Sunday at 9:00 p.m.
- Teachers will strive to update grades to include late submissions and make-up work submitted via the “Late Work Submission Form” WITHIN ONE WEEK but NO LATER THAN TWO WEEKS of student submission.
- Students cannot earn higher than 100% in any given class.

## Late Work Policies

The following school-wide late work policies are intended to guide each academic department, which will then communicate its formal late work policy to students. Departments may implement late work policies more lenient than what is indicated below but may not impose additional restrictions.

- A student may receive a **0%** in the grade book for an assignment when it is not submitted by the due date. Teachers must document attempts to communicate with students and parents regarding any zeros entered in the grade book.
- Departments are permitted to implement a “No Zeros” policy, if they choose to do so.
- Completed late work will be accepted up to **5 school days** past the assigned due date with no more than a **10% penalty**.
- Students will have until **the Friday of the week before the end of the quarter** to turn in any completed missing homework/classwork assignments with a **30% penalty** off of the earned grade.
- Late work that is time sensitive, may be given an alternative assignment.
- Tests and quizzes that have not been taken, may be completed by **the Friday of the week before the end of the quarter** for full earned credit.

## Reteach, Relearn, Reassess

It is the expectation that students exercise their option to retake assessments. Students are responsible for contacting the teacher to schedule a time to come in for re-teaching/tutoring, in order to assess why that student failed to pass the assessment or assignment, and then retake or correct the assessment. After tutoring, the student will retake the assessment or complete the assigned corrections work as agreed upon by the teacher.

## Grades When Students Withdraw From School/Courses

- If a student withdraws from school to enter another school, the transcript will reflect the grade earned at the date of withdrawal.
- Students requesting to withdraw from a course while remaining enrolled in FUSD must receive administrative approval.
- Freshmen, sophomores and juniors are expected to enroll in a minimum of six (6) courses.
- Seniors may request a shortened schedule under the following conditions:
  - Must be enrolled in at least 4 classes per day
  - Must be on track to Graduate with their cohort.
  - Must have principal’s written approval
- Approved withdrawals from courses will be posted on the student’s transcript according to the following timeline:
  - Schedule changes within the first ten (10) days of the semester will not be reflected on the transcript.
  - Withdrawals from the 11th day to the end of the quarter in each semester will be posted with a “W”.

- o Withdrawals between the quarter of the semester to twenty (20) days prior to the end of the semester will be posted as “W/P” or “W/F.”
- o No withdrawals are permitted within the last twenty (20) days of the semester.

### Advanced Placement Courses

The Advanced Placement (AP) Program is a nationally recognized curriculum that offers high school students the opportunity to earn college credit while attending high school. AP Classes are designed to be more challenging than traditional high school classes. Consequently, grades in courses designated Pre-AP or AP in the course catalog will be weighted for GPA and Class Rank purposes. The weighting scale can be found in the Grade Point Table found below.

Students enrolled in Advanced Placement courses are expected to take the AP Exit Exam when offered. Successful completion (Grade of 3 or Better on a 5 Point Scale) of the AP exit exam is the trigger that determines if College/University credit will be awarded. Every Post-Secondary school applies unique AP Exit Exam criteria in their admission process and in their decision to award post-secondary credit. It is the student’s responsibility to research the post-secondary schools to which they are applying and know what scores are required to award credit. Please note that failure to take the appropriate AP exit exam is considered to be a weakness by most college admission officers.

Students who drop an AP course at the semester will lose the weighted grade. Any student taking the AP Exam in May will be exempted from the spring final exam, but may elect to take it and “choose” whether or not to count it in her/his grade for the class. Any student who has a “D” or “F” at the end of the semester may be required to take the course final exam, as determined by the course teacher.

### San Tan Foothills High School - Grade Scale

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	AP/Honors Grade Point Value
90-100	A	4.0	5.0
80-89	B	3.0	4.0
70-79	C	2.0	3.0
60-69	D	1.0	1.0
0-59	F	0.0	0.0



## Final Exams

Students may **not** take semester final exams **prior** to the time they are scheduled. Students who are absent during semester final exams will receive a 0 for the final exam. In order for that grade to be changed, students must provide documentation (medical, court, or bereavement) to excuse the absence and then take the missed final exams **within the first two weeks of the next semester**. Students must also submit an approval form to administration **PRIOR** to missing the final exam in order to be approved for a late final exam. Exams will not be administered over holiday or summer breaks.

## Tutoring

Tutoring is available after school for students to receive extra assistance. Teachers are available to assist any student in his/her subject area in each department's tutoring center. Tutoring is available Monday – Thursday when the Late Bus transportation is available. Please make arrangements with your teacher.

## Credit Recovery

The Credit Recovery Program is an opportunity for a student to retake a course in which he/she previously was not academically successful in earning credit towards graduation. Credit Recovery courses are designed to be on a flexible schedule that will allow the student to progress at the student's pace. Credit Recovery differs greatly from traditional programs that allow students to earn "first time credit". Given the fact that State mandated seat time requirements have already been met students can focus on earning credit based upon mastering the content standards for the particular course. Most instructional content for Credit Recovery courses will be delivered via the internet and accessible to all students 24 hours a day 7 days a week, from any internet connected device.

Students must be referred to the credit recovery program by the Counseling Department and approved by administration. Credit recovery is only open to seniors. Specific protocols and requirements for the Credit Recovery Program will be discussed with the student and their parents prior to entering into a Credit Recovery Agreement.

## 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, technology department and the bookstore clerk. Laptops, bags and chargers must be turned in to the technology department. Books must be returned to the bookstore. Student IDs must be turned in to the Registrar.
5. Return the form to the Registrar.
6. Transfer grades are the grades earned at the date of withdrawal.

***Please ensure all student fees are paid prior to requesting a records request.***

**The faculty and administration encourage all students to remain in school. Students who are having problems are advised to see a counselor, teacher or an administrator for guidance.**

### **Transfers into San Tan Foothills High School**

Any student wishing to transfer credit onto their San Tan Foothills High School transcript must provide official transcripts from all previous secondary schools in which they were enrolled. San Tan Foothills High School counselors and administration will evaluate those transcripts to determine grades and transfer credit that will be accepted. Transfer students who plan to graduate from San Tan Foothills must satisfy all San Tan Foothills and FUSD graduation requirements.

### **Mid Semester Transfers into San Tan Foothills High School**

Grades transferred from an accredited secondary school will be averaged with the grades earned at San Tan Foothills. The grades transferred from a non-accredited secondary school will be evaluated by the counseling office and administration to determine grades and transfer credits accepted.

Any student who registers after the 20<sup>th</sup> day of a semester without being enrolled in school during the previous 20 days will receive no credit (NC) for the courses in which they are enrolled. 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.

## 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.

San Tan Foothills 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 STFHS 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.

**Florence Unified School District**  
**Student Fees, Fines and Charges**  
**July 1, 2023 - June 30, 2024**

	Fees, Fines and Charges
Activity Card for Sports Only	\$35.00**
AP Studio Art	\$15.00 Per Semester
AP Test Registration (Nonrefundable) for each AP Course	\$20.00**
AP Exam Fee*	\$95.00**
Anatomy and Physiology	\$20.00
Art Classes - All Levels	\$15.00 Per Semester
Band, Marching Only (ECA)	\$150.00 per year (ECA)
Biology - All levels	\$15.00
Bio Tech	\$20.00
Chemistry - All levels	\$15.00
Design 1 - Prerequisite Art 1	\$15.00 Per Semester
Drivers Education Behind the Wheel (paid before scheduling)	\$150.00**
Forensic Science	\$25.00
IB Exam Fees*	Varies Annually
IB Registration Fee*	\$172.00 Starting Junior Year
ID Replacement	\$5.00**
Jewelry	\$20.00**
Laptop Fee	\$50.00**
Laptop Damage Claim/Charger Replacement per incident	\$25.00**
Laptop Replacement Fee	\$150.00**
Parking Space	\$50.00 per year or \$30.00 per semester**

Parking Violations	Varies by Site**
PE Lock	\$6.00**
PE Uniform - All PE including Interscholastic	\$20.00**
Photography	\$15.00
Physics	\$15.00
Pride Academy - PE Uniform	\$25.00**
Science - ALL Levels	\$15.00
Stagecraft /Theater	\$15.00 Subject*
Yearbook	Varies by Site**

Waiver/Reduction of Student Fees is based on completion and approval of the Free/Reduced Lunch Application and Application for Waiver of Student Fees

ECA (Extracurricular Activity) - Fee qualifies for Tax Credit Donations

\*Fees are subject to change without notice – other fees may apply

\*\*Student Fee, Fine or Charges cannot be waived

PLEASE NOTE: All school fees must be paid in full prior to student participating in any elective course or extra-curricular activity

FORM OF PAYMENT ACCEPTED: Online Payments, Credit Card, Money Order – NO PERSONAL CHECKS

## 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 On-Line school is NCA accredited, credit will transfer*

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

### 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 who receive credit by examination will not have the course calculated as part of the overall GPA.

### 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 receive credit for a core course taken On Line 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
- in which a grade of a "C" or higher was earned
- with a performance based component (i.e., Physical Education, Art, Construction Tech., TV Tech., Dance, etc.)
- that has a lab requirement (except for students who are repeating the course and have successfully passed the lab portion)
- to which weighted credit is given

- prior to passing state mandated exams (core courses)
- 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.

#### **On-line out-of-district, not NCA accredited**

- Students must receive an 80% or higher to receive credit on core courses (Math, English, Science, Social Sciences 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

## Graduation Requirements

### San Tan Foothills Diploma Options 2023-2024:

<b>Courses</b>	<b>Standard Diploma</b>	<b>Regents Diploma</b>	<b>Scholars Diploma</b>	<b>AP Capstone Diploma</b>
<i>English</i>	4 credits	4 credits	4 credits	4 credits
<i>Math</i>	4 credits	4 credits	4 credits	4 credits
<i>Science</i>	3 credits	3 credits	3 credits	3 credits
<i>Social Studies</i>	3 credits	3 credits	3 credits	3 credits
<i>Foreign Language</i>	0 credits	2 credits	2 credits	2 credits
<i>Fine Arts or CTE</i>	1 credit	1 credit	1 credit	1 credit
<i>Physical Education</i>	0.5 credit	0.5 credit	0.5 credit	0.5 credit
<i>Health*</i>	0.5 credit	0.5 credit	0.5 credit	0.5 credit
<i>Electives</i>	6 credits	5 credits	6 credits	6 credits
<b>GPA</b>	No minimum requirement	No minimum requirement	3.5 Minimum	3.5 Minimum
<b>AP Requirements</b>	None	None	2 AP <u>credits</u> required	Student must score <u>3 or Higher</u> on the AP Seminar and the AP Research Exams <b>and on 4 additional</b> AP Exams (6 AP Courses Total w/ 3 or higher)
<b>Total Credits</b>	<b>22 credits</b>	<b>23 credits</b>	<b>24 credits</b>	<b>24 credits</b>
<b>Service Learning</b>	40 Hours*	40 Hours	40 Hours	40 Hours



## **Service Learning/ 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.

\*Due to the impact of COVID-19 the class of 2021-2022 will be required to obtain 30 hours of community service.

## Graduation Requirements

	Standard	Regents	Scholar
English (4 Credits)	4	4	4
Math (4 Credits)			
Algebra 1	1	1	1
Geometry	1	1	1
Algebra 2	1	1	1
Course with Substantial Math Content	1	1	1
Science ( 3 Credits)			
Biology	1	1	1
Earth Science or Chemistry or Physics	2	1	1
Additional Lab Science		1	1
Social Studies (3 Credits)			
World History or World Geography	1	1	1
US / AZ History	1	1	1
US / AZ Government	0.5	0.5	0.5
Economics	0.5	0.5	0.5
P.E.	0.5	0.5	0.5
Health	0.5	0.5	0.5
Fine Arts or Vocational Education	1	1	1
Foreign Language		2	2
Electives	6	5	6
Total	22	23	24

## Academic Defiance

Any student with 2 or more F's will, at the discretion of STFHS administration, be placed in After School Mandatory Tutoring.

### Change of Address and Telephone number

It is very important that all students and parents notify the attendance office immediately of any change of address or telephone number. All students must have valid, up-to-date contact information on file.

### SAFETY

#### Visitors

All visitors to STFHS are **required** to sign the visitors' registry and obtain a visitors' badge by providing the receptionist with their drivers license upon arrival on campus. Visitors must be accompanied by a staff member while on campus at all times. *Parents are not allowed to eat lunch on campus with students. Student visitors from other schools are not permitted. STFHS graduates are not allowed to visit former teachers or current students during school hours without administrator approval. Classroom visitors must be pre-approved by the administration.*

#### Student I.D. Cards

All students will be issued a photo ID card by the school within the first two weeks of their enrollment. The student ID must be in their possession at all times while on campus for the purpose of identification. Any student or visitor on campus without appropriate (School issued) ID may be subject to arrest for trespassing. **Students are required to present their ID to district and school personnel in order to ride school transportation vehicles.**

San Tan Foothills students must present ID cards at the request of any faculty or staff member. The ID must be legible, and in its original condition. Students who fail to comply will be subject to disciplinary action. If the card is lost or stolen, there is a \$5.00 replacement fee. The ID card must be returned when withdrawing from school. Students who are on campus without an ID card may be assigned to In School Suspension.

#### Fire/Disaster Drills

Detailed instructions for fire and disaster drills are posted in each classroom. Teachers will read these instructions to each of their classes during the first week of each semester. In the event of a drill or an actual emergency, students are expected to follow the instructions of any STFHS staff member.

#### Lock-Down Procedures

The purpose of a lockdown is to eliminate movement if there is a situation either on campus or in the surrounding community. School Security personnel will secure the perimeter of the campus and prevent anyone from entering. In the event of a lockdown, school administration will communicate as much information as possible to parents and guardians as soon as possible via automated phone calls, email, text messages and or social media. PLEASE DO NOT ATTEMPT TO CONTACT YOUR STUDENT OR ATTEMPT TO ENTER CAMPUS during any lockdown procedure unless specifically requested by school administration or emergency response officials.

### **Gymnasium/Athletic Fields**

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

### **Bicycles and Skateboards**

Bicycles 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.

### **Student Activities**

#### **Student Activity Pass**

A student "Sabercat" activity pass is available for a non-refundable fee of \$35 at the beginning of each school year. This pass entitles students to free admission to all home athletic contests except A.I.A. tournaments. With the card, some social activities on campus will have reduced costs. The pass will double as a student I.D. for school activities. Replacement cost is \$5.00. A Family Athletic Pass is also available. The family pass will entitle the holder and any member of their immediate family to free admission to all home athletic contests except A.I.A. tournaments. The cost for the Family "Sabercat" Pass is \$150 and is non-refundable.

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

School sponsored activities are an important aspect of your high school experience. All San Tan Foothills High School students in good standing are welcome to attend any school sponsored activity.

No Admission will be allowed for students:

- Currently assigned off campus suspension.
- Who have unpaid school fees.
- Banned by school administration

Students are expected to follow all school rules when in attendance at dances and school-sponsored activities

## Guests for Dances and School-Sponsored Activities

San Tan Foothills Students may invite guests to designated school dances under the following conditions:

- Prior written approval must be secured from school administration five school days in advance of the dance/activity.
- 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 a high school student in good standing and must bring a current school photo ID with current school year.

## Athletics

### Eligibility

San Tan Foothills High School and by extension the Florence Unified School District are members of the Arizona Interscholastic Association (AIA) and abide by its rules and regulations. You are eligible under AIA standards if:

- You are not 19 years of age prior to August 15.
- You enroll at the beginning year of a high school for the first time, regardless of where you reside.
- You transfer from one high school to another and your parents or legal guardian move with you to your new school district. (Domicile Rule)
- You remain at the school in which you are enrolled and your parents or legal guardian move out of that school district
- You currently are enrolled in and passing subjects equivalent to at least five (5) credits of work, provided at least two (2) credits of work are through enrollment in high school.
- Following your initial enrollment you have not exceeded eight (8) consecutive semesters.
- You do not accept or enter into any agreement for the purpose of later accepting any compensation or thing of value for or in recognition of athletic abilities except your school athletic letter, small medals, certificates, plaques or emblems.

This is only a brief summary of the rules to be found in the official AIA Handbook. These rules are intended to protect you and to provide fair competition. There are a few exceptions to the above rules. There also are additional requirements. Consult your principal or athletic director for additional information.

**Additional Athletic Requirements  
As Established by the  
Florence Unified School district**

All prospective athletes must complete the following prior to any form of participation:

- Secure and complete an Athletic Packet from the Athletic Director's office. The packet will include the following:
  - Parental Permission and Informed Consent Form
  - Student Athlete Eligibility Questionnaire
  - Waiver of Liability for Interscholastic Activities
  - Random Student Drug Testing Program Informed Consent Form
  - Student Personal Property Policy Acknowledgement
  - AIA Mild Traumatic Brain Injury /Concussion Annual Statement and Acknowledgement
  - FUSD Athletic Emergency Information Form
  - AIA Annual Physical Examination Form

**\*\*\*All paperwork included in the Athletic Packet, as well as the Pay to Participate fee, MUST be completed before a student athlete may participate in a sport.**

- A student must attend school all day on the day of the scheduled activity unless the absence is preapproved by the Principal or Athletic Director
- If a student is suspended from school, he/she cannot participate in a practice, contest, or activity during the period of suspension.
- If a student is in in-school suspension the Athletic Director and or Principal will determine eligibility.
- Hazing or Bullying will not be tolerated in our athletic programs and will result in suspension or dismissal from the team.
  - Any individual or group who engages in humiliation, intimidation and/or pressure to perform dangerous/harmful activities as a prerequisite to inclusion, excluding or singling out team members in a negative manner, and/or cyber bullying in connection with the team will be in violation.
- Any athlete dropping out of one sport shall not be allowed to participate or practice in another sport during that sport season without the consent of the Athletic Director.
  - An athlete cut from a sport program may try out for another sport during that sport season.
  - A student dropped from a sport for disciplinary reasons may not participate in another sport for the remainder of the season which he/she dropped.
- A student who rides to an athletic contest or activity on district transportation is expected to return on that district transportation.
  - Parents or guardians wishing to transport their student home after the contest must provide the Head Coach with written notification (Signed Athletic /Activity Transportation Waiver)
  - Students will only be released to their parent or Guardian.

[Athletic Grade Checks](#)

Warning Grade reports will be generated using a grade report every Monday morning. Head Coaches will be required to review grade reports for their entire roster and encourage their student athletes to secure a passing grade by Wednesday. The final athletic eligibility grade report will be generated on Thursday of each week. Any student who is failing a class (below 60%) will be ineligible for one week beginning the next Sunday for the entire week. During the ineligible week, athletes may practice but will not be allowed to play in any games. The athlete is ineligible for the entire week, regardless if the athlete brings the grade up during the week. Any work turned in after the final athletic eligibility grade report 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 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 will be ineligible for the subsequent interval until such time as all work is made up and a passing grade is achieved in the class from which he/she transferred.

Any student athlete who appears on the Academic ineligible list 3 times during any season of sport will be deemed ineligible for participation in that sport for the balance of the season.

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

### **Spectator Behavior**

Florence Unified School District has a sports tradition spanning nearly 100 years. San Tan Foothills 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. San Tan Foothills High School students will be subject to the school's discipline policy. Any student that displays extreme behavior or violence may lose their sport activity privileges. These principles apply to audiences at sporting and non-sporting events both at home and away. Adult spectators are expected to model appropriate behavior at all times. Any inappropriate behavior may result in removal from the facility and referral to law enforcement.

### **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 and members of marching band are required to have an annual physical prior to participation. Please contact the coach or band instructor 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. For more information, contact the Athletic Director.

## **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 Royal Blue and Black. Students and staff are encouraged to wear school colors on Fridays.

## **School Health Office (Nurse)**

Nurse 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. If a student needs to be excused during the school day due to illness, they are required to check out in the health office.

### **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 practical 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.
- Students with diabetes may carry their own testing devices and insulin.

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.

### **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.

### **School Publications**

The Student yearbook is published annually by students in yearbook class. This publication covers all students, events, sports, and clubs; it includes a color section of seniors, as well as various other memorable activities of the school year.

### **Deliveries**

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

Food delivered to campus by third party drivers can be left in the front office. Any food left in the front office is not monitored by San Tan Foothills Staff and San Tan Foothills is not responsible for missing items.

## Distribution of Materials

Information (announcements, pamphlets, newsletters, memos, etc.) may not be distributed to other students or school personnel on campus without written authorization from the administration.

## Food Service

The cafeteria is open for breakfast and lunch and offers a wide variety of foods. A free and reduced price meal program is also available. If interested, please contact the cafeteria manager.

## Student Store

The student store is operated by a school official to support student academic needs and make school spirit items available for students and parents. ***Students are not allowed to go to the store during class time.***

San Tan Foothills High School does not accept checks.

## Lost and Found

Loss or theft of any item should be reported to the assistant principal's office immediately. Administration advises if any article of value is found, it should be taken to the office right away. Students should check in the office for lost items.

## FEDERAL AND STATE LAWS

The following are some of the Arizona Revised Statutes (laws) related to public schools.

### **Abuse of Staff (A.R.S. 13-1204)**

Under ARS 13-1204, a person commits aggravated assault if the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is on the grounds of the school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds. This offense is considered a class 6 Felony.

### **Revocation of Open Enrollment**

A student who is on an Open Enrollment variance may lose that privilege if the student receives multiple discipline referrals, violates a behavior contract, or accumulates excessive absences.

### **School Property (A.R.S. 13-2911)**

Any student who threatens to cut, deface, or otherwise injure any school property is subject to suspension or expulsion and, upon complaint of the Board; the parents of such students shall be liable for the damages. A referral can be made to law enforcement, which could result in a class 6 felony charge under ARS 13-2911.

### **Teacher's Authority to Remove a Student from Class (A.R.S. 15-841)**

A.R.S. 15-841 gives teachers the right to remove disruptive students from their classrooms. A teacher may remove a student from his/her class by documenting abusive, threatening, disruptive, or unruly behavior. The referring teacher must submit supporting documentation within 24 hours of removal. Upon receipt of the teacher's recommendation to remove the student from class, the principal shall remove the student unless he/she can produce evidence that the basis for the recommendation was arbitrary or discriminatory and/or procedurally incorrect. Upon removal, the following steps will be completed by the principal: (1) Arrange for placement of the student in another class or an alternative setting, (2) Contact the parents to inform them of their child's removal from class and an explanation of procedures, (3) Arrange for appropriate continuation of the student's instructional program by securing individual lesson plans, learning objectives, and activities from the referring teacher, and (4) Arrange for a meeting with the school placement review committee to be conducted within three days of removal.

## **Student Conduct, Attendance, Discipline**

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 student's best interest in acquiring an education, is obligated to provide and ensure an environment free from behavioral problems. San Tan Foothills High School's disciplinary policy encourages and supports the students' acquisition of the best possible education by:

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

### **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 school staff are intended to involve parents, teach student responsibility, and have teachers lead in terms of instruction and accountability.

### **Absences**

Absences are defined as excused or unexcused.

## Excused Absences

Work missed as a result of an excused absence may be made up for full credit under the following conditions: student will be allowed the number of days excused plus 1 to submit any and all work missed to their respective teachers.

Parents must call the attendance office at **(480) 474-6240 Option 1** within 24 hours of the absence to officially excuse students from school for a day or part of the day. After 24 hours, all calls will be recorded as a late call and the absence will remain unexcused. The state recognizes illness or family bereavement as the only legal excuse with proper documentation. When the high school office isn't staffed, an answering machine will be in place. If 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 the attendance office. We recommend that appointments with doctors, etc., be scheduled after school hours if possible.

## Unexcused Absences

All work missed as the result of an unexcused absence must be made up and only partial credit will be awarded. In addition, the unexcused absence for any length of time will result in mandatory make-up time or detention. Absences are considered unexcused when parents fail to call or students are reported to the administration as truant by referral, parent contact or another reliable source.

## Audit Status

When a student collects 10 or more absences in any class they may be placed on Audit status by school administration. Students auditing class are required to attend class, do all of the work required by the teacher and earn the best grade that they can, but may face the loss of credit in that class. If the student improves their attendance profile they will be given an opportunity to earn the credit back. Students are allowed to "buy back" some attendance time by staying after school from 2:30-5:00 with a designated teacher. The maximum number of hours a student may earn back on AUDIT is 30 hours. This is the equivalent of having 14 absences. Students who exceed 30 hours of extra absences, will not be eligible for credit.

## Truancy Law/Statement

Arizona State law (A.R.S. 15-803) states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. Any excused absence must be accompanied by medical documentation, or associated with bereavement, court, or an absence approved by the school administration or school nurse. The child will be considered truant when there is not a good reason for not attending school. If a parent fails to ensure that the child attends school, the law states that he/she is guilty of a class 3 misdemeanor. When the parent does not provide a valid excuse for the child's absence the school attendance officer may cite the student, parent, or custodian directly into court for violating the state truancy law.

## Signing Out Students

For the **safety and protection** of all children, students are not allowed to leave their classrooms before our regular dismissal time without the parent or guardian personally signing the students out.

The adult checking the child out of school must provide a picture ID and be listed as an emergency contact. We are unable to excuse students early on the basis of a note or telephone call from parents.

### All Absences

If a student is absent for a class period, an automated call will notify parents. A letter will be sent home notifying parents that their child has missed **five** periods in one or more classes and requesting the parent to contact the attendance office to set up a parent-counselor conference. **Ten** absences for any reason, excused or unexcused, may result in the possible loss of credit for the class.

### Ten Consecutive Absences

Students who have accumulated ten consecutive unexcused absences are automatically withdrawn from school as required by the state. Documentation is required on or before the **fifth** consecutive absence for extenuating circumstances such as a major illness.

### Tardy

Students are expected to be in their classrooms and ready to learn when the tardy bell rings.

**Teachers are required to take attendance during the first 5 minutes of every class period.** Students who arrive less than 10 mins late to class will need to be marked tardy. Students who arrive more than 10 minutes late will be escorted to the front office and remain in ISS for the remainder of the class period.

Every 3rd tardy for a class will result in an unexcused absence for that student which impacts their overall attendance and whether they receive credit for class.

**The number of tardies a student accumulates will reset each quarter.**

Please note that for purposes of absences, a student will accumulate one unexcused absence for every three times they are tardy to class unless they arrive with a signed pass from a staff member allowing them to arrive late. Students arriving to school late must be signed in by a parent or guardian in the front office.

### 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 class. 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.

### Closed Campus

San Tan Foothills High School is a modified “Closed Campus” facility. This policy allows 10th-12th grade students, who fulfill all requirements listed below, to go off campus only to go home for lunch or to frequent an eating establishment during the lunch period. Students are not allowed to leave campus between classes. Students who leave campus otherwise will be considered truant and in violation of school rules, city ordinances, and/or Arizona statutes. Students who have 3 or more unexcused absences 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.

### **2023-2024 Requirements for off campus lunch**

- Student must be a 10th-12<sup>th</sup> grade student and cannot be on audit status in any class
- Student must have a cumulative GPA of 2.75 or higher
- Student must have a signed parent permission form
- Student cannot be enrolled in any credit recovery classes
- Student cannot have any major discipline issues
- Administration reserves the right to revoke off campus lunch privileges at any time

### **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 removal. Any vehicle parked in a manner that will block or hinder the safe movement of others will be subject to 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 of any kind (i.e. motor bike, motorcycle, etc.) must have a paid parking permit attached to the vehicle 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 allowed on campus.

Any vehicle illegally parked may be impounded. Keep your car locked. Do not leave books, laptops or other valuables in your car. Report immediately, in writing, any incident involving vehicles to the security personnel or assistant principal.

The speed limit on campus is 5 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 towing or blocking wheels at the owner's expense. Parking on campus is a privilege. There will be a fee charged for parking and this amount will be determined by school administration prior to the start of the school year. Failure to display or obtain a parking permit will result in disciplinary action. If you lose your parking permit you must obtain a replacement permit, which costs \$5.

### **Dress Code**

**Students and their parents/guardians have the responsibility to be aware of the school’s specific 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. Each year parents ask for guidelines as they help students select appropriate attire for school. School pride, morale and image are influenced by the general appearance of students. FUSD wants to provide opportunities for students to express themselves within the set of parameters listed below:

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

**\*\* ALL RULES APPLY TO BOYS AND GIRLS.**

### **Appropriate Dress:**

Dressing in a manner that may result in a distraction or disruption of a safe environment is considered inappropriate. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, or alcohol on clothing are prohibited. Students should realize that brief and revealing clothing are not appropriate in school. The following is a general guide that may be used in helping the student select appropriate clothing. See FUSD School Board Policies JIC, JICA, JICA-RA.

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 preapproved 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.**

### Cell Phones and Electronic Devices

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. Statute 13-3019. Violation of this statute is a class 5 felony.

Cell phones and other electronic devices may not be used during instructional time in the classroom. Use of cell phones during passing periods, before or after school and during the lunch period is permitted. 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, the school 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.

### Searches

Policy JIH states: "School officials may question students regarding matters incident to school without limitation." Areas provided for student use are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security and content of their lockers or personal property such as purses and backpacks. School administrators have the right to search and seize property when there is reason to believe that "such material detrimental to health, safety, and welfare of the student(s) exists" policy JIH.

### Due Process



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

- Must be informed of the accusations against them.
- Must have an opportunity to accept or deny the accusations.
- Must have the factual basis for accusations explained to them.
- 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 any 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, 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:**

- At any high school activity/athletic event (home or away, day or night)
- To and from school or school activities, including bus stops
- In classrooms
- On campus
- On any District property

**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.

## **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, or dangerous instrument.
- Simulated weapon means an instrument displayed or represented as a weapon.
- 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.

## **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 not be further contact of any kind with one another.

## **Student Grievance Process**

Students who have a conflict with a teacher or any other STFHS 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.

**Florence Unified School District**  
**High School**

# Student Discipline Infraction Glossary & Consequence Range

*2023-2024*



1000 S. Main St.  
PO BOX 2850, Florence, AZ 85132

520-866-3500

<https://www.fusdaz.com>

## Definitions, Laws & 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) shares responsibility for maintaining 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 be in violation of 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 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 expectation 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
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#### **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 Cas: 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 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 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, behavior 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 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	Alternative to Suspension - Mountain Vista Academy 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, an attendance contract is established and will be signed by both parent and student.
Bullying Contract	Following a parent conference/notification, an attendance 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 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 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 attendance will also engage in campus clean-up for a portion of the allotted time. Additional expectations will be explained when assigned.
	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 the 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 metering with site administration prior to returning to campus. Teachers are not required to present suspended students with

Short-term Suspension (10 days or less)	<p>classwork during the period of their suspension, but are required to provide work when the student returns. Students are afforded an equal number of days to make-up missed work as suspension. (i.e. two days 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>
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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 or school activity, including bus stops; (3) in classrooms, on campus or on any district property.

**Note:** 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> 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> 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, 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

<p><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></p>	<p><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</p>	<p><u>K-5:</u> 5-10 Days OSS, Long-term Suspension  <u>6-8:</u> 7-10 Days OSS, Long-term Suspension  <u>9-12:</u> 10 Days OSS, Long-term Suspension, Expulsion</p>
<p><b>Disorderly Conduct:</b> Intent to disturb the peace or quiet of others. <u>Board Policy JIC</u></p>	<p><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</p>	<p><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>
<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 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>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 days 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 ISS or OSS, Long-Term Suspension</p>
<p><b>Instigation/Provocation:</b> Use of language or written 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 days 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 ISS or OSS, Long-Term Suspension</p>

<b>Alcohol, Tobacco, and Other Drugs</b>		
<b>Alcohol Possession **:</b> The possession of alcohol. <u>Board Policy JICH</u>	<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	<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
<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>	<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
<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>	<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
<b>Alcohol Use **:</b> The use of or being under the influence of alcohol. <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

\*Reported to ADE

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

<b>VIOLATION &amp; DEFINITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<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.	<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
<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>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

<u>Board Policy JICH</u>		
<p><b>Drug Look-aLike/Over-the-Counter:</b> The distribution, possession, sale, or use of imitation, look-alike, 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></p>	<p><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</p>	<p><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</p>
<p><b>Drug Possession **:</b> The possession or purchase of drugs (including vape pens containing drugs). <u>Board Policy JICH</u></p>	<p><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</p>	<p><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,</p>
<p><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></p>	<p><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</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, Expulsion</p>
<p><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></p>	<p><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</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, Expulsion</p>
<p><b>Drug Use **:</b> The use of or being under the influence of drugs (including vape pens containing drugs). <u>Board Policy JICH</u></p>	<p><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</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, Expulsion</p>
<p><b>Tobacco Possession *:</b> Possession of tobacco substances, products, or substances represented as tobacco, including vape pens or e-cigarettes, <u>Board Policy JICH</u></p>	<p><u>K-5:</u> 3-5 Days OSS <u>6-8:</u> 3-5 Days OSS <u>9-12:</u> 3-10 Days OSS</p>	<p><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</p>
<p><b>Tobacco Sale/Distribution or Intent to Distribute **</b> Sale or distribution or the intent to distribute tobacco substances,</p>	<p><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</p>	<p><u>K-5:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension, Expulsion</p>

products, or substances represented as tobacco, including vape pens or e-cigarettes. <u>Board Policy JICG</u>	Diversion Program	<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>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, 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>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>		



<p><b>Ditching/Unexcused Absence:</b> Any absence from school or class that has not been excused. <u>Board Policy JHB</u></p>	<p><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.</p>	<p><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</p>
<p><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></p>	<p><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.</p>	<p><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</p>
<p><b>Other Attendance Violation:</b> Any other attendance violation. <u>Board Policy JEA</u>  Non-Compliance w/Policy</p>	<p><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.</p>	<p><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</p>
<p><b>Tardy:</b> Unexcused lateness to class or arriving to school late. <u>Board Policy JK</u></p>	<p><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.</p>	<p><u>K-5:</u> 5-10 Days ISS  <u>6-8:</u> 5-10 Days ISS  <u>9-12:</u> 3-10 Days OSS</p>
<p><b>Bus</b></p>	<p>Failure to comply with all rules on the bus and at bus stops.</p>	<p>Minimum: Student Conference  Maximum: Loss of Bus Riding Privileges</p>
<p>See Student Handbook under Student Transportation for specific consequences at each level:</p>		

\* Reported to ADE

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

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
<b>Dangerous Items*</b>		
<p><b>Dangerous Items/Simulated Firearm *</b> Possession or use of:</p> <p>AirSoft Gun</p> <p>BB Gun</p> <p>Knife with a blade less than 4.5 inches</p> <p>Laser Pointer</p> <p>Letter Opener</p> <p>Mace</p> <p>Other Dangerous Item(s)</p> <p>Paintball Gun</p> <p>Razor Blade or Box Cutter</p> <p>Simulated Knife</p> <p>Taser or Stun Gun</p> <p>Tear Gas</p> <p><u>Board Policy JICJ</u></p>	<p><u>K-5:</u> Item will be confiscated. Student conference, 5-10 Days ISS or OSS, Alternate Placement, Long-Term Suspension</p> <p><u>6-8:</u> Item will be confiscated. Student conference, 5-10 Days ISS or OSS, Alternate Placement, Long-Term Suspension</p> <p><u>9-12:</u> Item will be confiscated. 5-10 Days OSS, Long-Term Suspension</p>	<p><u>K-5:</u> 10 Days OSS, Long-Term Suspension, Expulsion</p> <p><u>6-8:</u> 10 Days OSS, Long-Term Suspension, Expulsion</p> <p><u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion</p>

<p><b>Firearms (including destructive devices) **:</b></p> <p>Possession or use of loaded or unloaded, operable or inoperable:</p> <p>Destructive Device (bomb or grenade)</p> <p>Handgun or Pistol</p> <p>Other Firearm(s) or destructive device(s)</p> <p>Shotgun or Rifle</p> <p>Starter Gun</p> <p><u>Board Policy JIC, JIC!</u></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><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>Other Weapons **:</b></p> <p>Possession or use of:</p> <p>Billy club</p> <p>Brass Knuckles</p> <p>Knife with a blade of at least 4.5 inches</p> <p>Nunchakus</p> <p>Other Weapon(s)</p> <p><u>Board Policy JIC, JIC!</u></p>	<p><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</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, Long-term Suspension Expulsion</p>
<p><b>Harassment, Bullying, Threat, or Intimidation</b></p>		
<p><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, and 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, JII</u></p>	<p><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</p>	<p><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</p>
<p><b>Harassment, Nonsexual *:</b>  Communication with another person anonymously or by verbal, electronic,</p>	<p><u>K-5:</u> Conference, Behavior Contract, 1-5 Days ISS or OSS  <u>6-8:</u> Conference, Behavior Contract,</p>	<p><u>K-5:</u> 5-10 Days OSS, Long-Term Suspension  <u>6-8:</u> 5-10 Days OSS, Long-Term</p>

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.	1-5 Days ISS or OSS <u>9-12</u> : Behavior Contract, 1-5 Days ISS or OSS	Suspension <u>9-12</u> : 10 Days OSS, Long-Term Suspension
<b>Hazing</b> *: Any activities that can be considered any type of initiation of another student. <u>Board Policy JIC, JICFA</u>	<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	<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
<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>	<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	<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
<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>	<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	<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
<b>Other School Policies</b>		
<b>Combustibles</b> : Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, (i.e., matches, lighters, poppers, firecrackers, gasoline, and lighter fluid.)	<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	<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
<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>	<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	<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

\* Reported to ADE

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

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
<p><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></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, 1-5 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>
<p><b>Dress Code:</b> Failure to comply with the school or District's dress code. <u>Board Policy JICA</u></p>	<p><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</p>	<p><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</p>
<p><b>Gambling:</b> To play games of chance for money or to bet a sum of money. <u>Board Policy JK</u></p>	<p><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</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  <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension</p>
<p><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></p>	<p><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</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</p>
<p><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></p>	<p><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</p>	<p><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</p>
<p><b>Possession of Contraband:</b> The possession of items that may disrupt the learning environment. <u>Board Policy JIC, JK</u></p>	<p><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</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</p>

<p><b>Public Display of Affection:</b> Holding hands, kissing, sexual touching, or other displays of affection. <u>Board Policy JIC</u></p>	<p><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</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</p>
<b>School Threat</b>		
<p><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></p>	<p><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</p>	<p><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>
<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</li> </ul>		<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>the property of others.</p> <ul style="list-style-type: none"> <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><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>

\* Reported to ADE

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

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
<p>Harassment, Sexual *: 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. Board Policy JK</p>	<p>K-5: 5-10 Days ISS or OSS, No Contact Contract, Long Term Suspension</p> <p>6-8: 5-10 Days ISS or OSS, No Contact Contract, Long Term Suspension</p> <p>9-12: 5-10 days OSS, No Contact Contract, Long-Term Suspension</p>	<p><u>K-5: 10 Days OSS, Expulsion</u></p> <p><u>6-8: 10 Days OSS, Expulsion</u></p> <p><u>9-12: 10 days OSS, Expulsion</u></p>
<p>Harassment, Sexual with Contact* Board Policy JK</p>	<p><u>K-5: No Contact Contract, 10 Days OSS, Long Term Suspension</u></p> <p><u>6-8: No Contact Contract, 10 Days OSS, Long Term Suspension</u></p> <p><u>9-12: 10 days OSS, No Contact Contract, Long-Term Suspension</u></p>	<p>K-5: 10 Days OSS, Expulsion</p> <p>6-8: 10 Days OSS, Expulsion</p> <p>9-12: 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. Board Policy JK</p>	<p><u>K-5: 3-5 Day ISS or OSS</u></p> <p><u>6-8: 5-10 Days ISS or OSS</u></p> <p><u>9-12: 3-10 days OSS</u></p>	<p><u>K-5: 3-5 Day ISS or OSS, Long-Term Suspension</u></p> <p><u>6-8: 5-10 Days ISS or OSS, Long Term Suspension</u></p> <p><u>9-12: 10 days OSS, Long Term Suspension</u></p>
<p><b>Pornography</b>: The possession, distribution, or sale of any pornographic materials. Board Policy JK</p>	<p><u>K-5: 3-5 Day ISS or OSS, Long-term suspension</u></p> <p><u>6-8: 5-10 Days ISS or OSS, Long-term suspension</u></p> <p><u>9-12: 3-10 days OSS, Long-Term Suspension</u></p>	<p><u>K-5: 5-10 Day ISS or OSS, Long-term suspension, Expulsion</u></p> <p><u>6-8: 10 Days ISS or OSS, Long-term suspension, Expulsion</u></p> <p><u>9-12: 10 days OSS, Long Term Suspension, Expulsion</u></p>
<p><b>Technology</b></p>		
<p><b>Computer/Network Infraction: Any violation of the Electronic Information Services User Agreement. Board Policy IJNDB</b></p>	<p>K-5: Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS</p> <p>6-8: Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS</p>	<p><u>K-5: Loss of privilege, 3-5 Days ISS or OSS</u></p>



	9-12: Conference, Detention, 3-5 days ISS or OSS	<u>6-8: Los of privilege.</u> <u>5-10 Days ISS or OSS 9-12: 10 days OSS. Long Term Suspension</u>
<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.	<u>K-5: Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS</u> <u>6-8: Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS</u> <u>9-12: Confiscation, Conference, Detention, 3-5 days ISS or OSS</u>	K-5: Loss of privilege, 3-5 Days ISS or OSS 6-8: Loss of privilege, 5-10 Days ISS or OSS 9-12: 10 days OSS, Long Term Suspension
<b>Theft</b>	Taking or attempting to take money or property belonging to another person or the school.	Minimum: Short-Term Suspension Maximum: Expulsion
<b>Extortion *</b> : Knowingly obtaining or seeking to obtain property or services by means of a threat. Board Policy JIC	<u>K-5: 1-3 Days ISS or OSS</u> <u>6-8: 3-5 Days ISS or OSS</u> <u>-12: 5-10 Days OSS, Long-Term Suspension</u>	<u>K-5: 3-5 Days ISS or OSS, Long-Term Suspension, Expulsion</u> <u>6-8: 5-10 Days ISS or OSS, Long-Term Suspension, Expulsion</u> <u>9-12: 10 Days OSS, Expulsion</u>
<i>Petty Theft: Theft of items valued \$100 or less. Board Policy JIC</i>	K-5: 1-3 Days ISS or OSS : 3-5 Days ISS or OSS 2: 1-5 Days OSS, Restitution	K-5: 3-5 Days ISS or OSS -8: 5-10 Days ISS or OSS 9-12: 5-10 Days OSS, Long-Term Suspension, Restitution
<b>Theft:</b> The illegal taking of another person’s property without that person’s consent.	K-5: 1-3 Days ISS or OSS, Long-Term Suspension  6-8: 3-5 Days ISS or OSS, Long-Term Suspension	K-5: 3-5 Days ISS or OSS, Long-Term Suspension, Restitution, Expulsion  6-8: 5-10 Days ISS or OSS, Long-Term Suspension, Restitution, Expulsion 9-12: 5-10 Days OSS, Restitution,

	9-12: 1-5 Days ISS or OSS, Restitution	Long-Term Suspension, Expulsion
Trespassing: 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. Board Policy JIC	<u>K-5: 1-3 Days ISS or OSS, Citation</u> <u>6-8: 3-5 Days ISS or OSS, Citation</u> <u>9-12: 10 days OSS, Citation</u>	K-5: 3-5 Days ISS or OSS, Citation, Arrest  6-8: 5-10 Days ISS or OSS, Citation, Arrest  9-12: 10 days OSS, Citation, Arrest, Long-Term Suspension
<b>Vandalism</b>		
Graffiti or Tagging: Writing on walls, drawings, or words that are scratched, painted, or sprayed on walls or other surfaces in public places. Board Policy JIC	<u>K-5: 1-5 Days ISS or OSS, Long-Term Suspension, Restitution</u> <u>6-8: 3-5 Days ISS or OSS, Long-Term Suspension, Restitution</u> <u>9-12: 3-10 days ISS or OSS, Restitution</u>	K-5: 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  6-8: 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  9-12: 10 days OSS, Restitution, Long-Term Suspension
Vandalism of Personal Property *: Willful destruction or defacement of personal property. Board Policy JICB	<u>K-5: Conference, Detention 1-5 Days ISS or OSS, Restitution</u> <u>-8: Conference, Detention 3-5 Days ISS or OSS, Restitution</u> <u>9-12: 3-10 days ISS or OSS, Restitution</u>	K-5: 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  6-8: 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  9-12: 10 days OSS, Restitution, Long-Term Suspension
Vandalism of School Property *: Willful destruction or defacement of school property Board Policy JICB	<u>K-5: Conference, Detention 1-5 Days ISS or OSS, Restitution</u> <u>6-8: Conference, Detention 3-5 Days ISS or OSS, Restitution</u> <u>9-12: 3-10 days ISS or OSS, Restitution</u>	K-5: 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  6-8: 5-10 Days ISS or OSS, Long-Term Suspension, Restitution  9-12: 10 days OSS, Restitution, Long-Term Suspension

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## FUSD School Bus Policies and Procedures

1. Obey the bus driver at all times.
2. Be at the 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 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: Alcoholic beverages  
Weapons Explosives Dangerous or narcotic drugs Fireworks Legally prohibited substances  
Smoke or stink bombs Tobacco Animals, insects or reptiles Other dangerous objects  
Glass items
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 roller blades 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 a 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**
  - 8. Refusal to show ID card, or give student name upon driver's request. (Secondary students only)**
  - 9. Profanity, obscene language or gestures**
  - 10. Extending hands or head out of bus window**
  - 11. Verbal abuse of driver or passenger**
  - 12. Defiant behavior or profanity toward driver or aide**
  - 13. Spitting**
  - 14. Throwing objects on bus**
  - 15. Throwing objects at bus**
  - 16. Tobacco, alcohol or drug possession on bus**
  - 17. Defacing school or district property**
  - 18. Rough and rowdy behavior**
  - 19. Unsafe behavior of any sort**
  - 20. Possession of lighters or matches on bus**
- Revised as of 7-13-12 50 7/6/2018**

**Updated Level III Extremely dangerous or damaging**

- 21. Fighting**
- 22. Lighting matches or lighters on bus**
- 23. Setting fire on bus**
- 24. Destroying school district property**
- 25. Physical assault**

26. Profanity or verbal abuse directed towards demeaning a person's character
27. Fireworks possession or use on bus
28. Tobacco, alcohol or drug use on bus
29. Activation or tampering with emergency or safety equipment on bus
30. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
31. Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at bus stop
32. Shoving student(s) in path of any oncoming vehicle
33. Throwing objects out of bus
34. Unauthorized exit from emergency door
35. Physically impeding movement of school bus
36. Verbal threat of harm or violence
37. 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 the remainder of the 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. Because Level III infractions endanger all students an**