

Poston Butte High School Student and Parent Handbook

“Achievement for All”

2023-2024



32375 N. Gantzel Road
San Tan Valley, AZ 85143
480-474-6100

<https://www.fusdaz.com/pbhs>

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Governing Board

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

Superintendent

Chris Knutsen

Assistant Superintendents

Denice Erickson
Thad Gates

PBHS Administration

Eddie Lopez - Principal & Activities
Dr. Stacey Berklan, Assistant Principal - Curriculum & Instruction
Mr. Lawrence Williams, Assistant Principal - Athletics & Facilities
Kyle Hare, Dean of Students - Discipline & Security
Beverly Hackett, Dean of Students - Academics & Attendance
Lanette Barrett - Instructional Coach
Robert Maloney - Instructional Coach

MISSION

At Poston Butte, our learning community provides an effective, student-centered, high-quality education, with a culture that fosters pride in our school & community.

Florence Unified School District Annual Notice of Non-Discrimination

Notice of Non Discrimination

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.

Thad Gates, Title IX Coordinator tgates@fusdaz.org
Florence Unified School District #1
PO Box 2850, 1000 S. Main St., Florence, AZ 85132
(520) 866-3500

Dawn Winsor, 504 Coordinator dwinsor@fusdaz.org
Florence Unified School District #1
PO Box 2850, 1000 S. Main St., Florence, AZ 85132
(520) 866-3500

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

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

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.

Notificacion de No Discrimination

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 Título VI de la Ley de Derechos Civiles de 1964, el Artículo 504 de la Ley de Rehabilitación de 1973, el Título 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 Título 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.

Department Chairs

English – Evelyn Carr

Math – Patrick Hold

Science & STEM – Kayla Kully

Social Studies – TBD

PE – Dain Thompson

Fine Arts – Will Smith

World Language – Wendy Hargrave

ESS – Lynn Robnett

JROTC – Maj. John Napier (Ret.)

CTE – Jennifer Piercy

Counseling – Belinda Quesada

Poston Butte High School Bell Schedules 2023-2024

Monday, Thursday and Friday Regular Day Bell Schedule

1st period	7:10 - 8:05
2nd period (Announcements)	8:10 - 9:10
Celebration/Remediation	9:10 - 9:40
3rd period	9:45 - 10:40
A Lunch	10:40 - 11:20
4th period (A Lunch)	11:25 - 12:20
4th period (B Lunch)	10:45 - 11:40
B Lunch	11:40 - 12:20
5th period	12:25 - 1:20
6th period	1:25 - 2:20

Tuesday Bell Schedule

1st period	7:10 - 8:05
2nd period (Announcements)	8:10 - 9:05
Homeroom	9:10 - 9:40
3rd period	9:45 - 10:40
A Lunch	10:40 - 11:20
4th period (A Lunch)	11:25 - 12:20
4th period (B Lunch)	10:45 - 11:40
B Lunch	11:40 - 12:20
5th period	12:25 - 1:20
6th period	1:25 - 2:20

Wednesday Early Release Bell Schedule

1st period	7:10 - 7:50
2nd period (Announcements)	7:55 - 8:40
3rd period	8:45 - 9:25
4th period	9:30 - 10:10
A Lunch	10:15 - 10:45
5th period (A Lunch)	10:50 - 11:30
5th period (B Lunch)	10:15 - 10:55
B Lunch	11:00 - 11:30
6th period	11:35 - 12:10
Bus dismissal	12:18
PLC/Staff Mtgs/Clusters/ Trainings	12:30-3:00

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.

Every Student Succeeds Act (ESSA)

The Every Student Succeeds Act (ESSA) of 2015, 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

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.

Student Policies and Procedures

#BroncoStrong! Positive Behavioral Interventions & Supports (PBIS)

Bronco STRONG Core Values

The STRONG acronym was developed with input and feedback from staff and students. When we know what we stand for, our actions will fall in line, regardless of the context. The values represent who we are and where we want to go. The six values are comprehensive, so all of our school-wide expectations fall within one of the six values.

Safety

We protect the safety of our students and staff through vigilant awareness, communication, and decision-making.

Tradition

We are committed to our tradition of excellence and achievement for all.

Respect

We respect and care for ourselves, others, the school, and the environment.

Ownership

We own our decisions and do the right thing in every situation.

Nobility

We conduct ourselves with nobility and choose to be kind.

Growth

We have a growth mindset and work hard to improve.

Bronco STRONG Matrix

	Classroom	Cafeteria	Campus	Parking Lot
Safety	Placing food, beverages, and backpacks in the designated area. Following all teacher directions. Following safety protocols. Cultivating a culture of trust.	Notifying staff of spills on the floor. Remaining in designated areas for lunch. Resolving conflicts without violence and with the help of staff.	Standing up against bullying. Keeping the school free of drugs, weapons, and vapes. Keeping the perimeter doors secure. Being aware of our surroundings. Reporting anything unsafe.	Follow posted signs and obey the speed limit. Follow directions of security staff. Be aware of your surroundings and make smart choices.
Tradition	Developing our identity	Embracing the diversity	Recognizing our part in	Welcome visitors.

	as individuals. Participating in all lessons and activities. Developing a sense of purpose for learning. Embracing differences and diversity.	of our school community. Socializing during lunch time.	our community and being involved. Embracing the diversity of our school community. Supporting student clubs and sports. Showing school pride.	Show pride as a Bronco.
Respect	Choosing our words, actions, and dress to fit the setting. Fully participating in class activities. Keeping the room clean. Using the classroom equipment as intended. Conserving energy as much as possible.	Waiting in line patiently. Having our card/payment ready. Eating all our food. Recycling as much as possible.	Using respectful language toward students, staff, and guests. Choosing our words, actions, and dress to fit the environment. Following directions of teachers and staff. Engaging in helpful, not hurtful behavior. Recycling and conserving energy and water.	Follow the flow of traffic. Stop for pedestrians. Wait your turn. Park in your designated space.
Ownership	Being prepared with materials and completed assignments before class begins. Using technology responsibly. Being aware of grades and taking action to improve them. Being honest and having integrity with our work.	Cleaning up trash, including lunch tray, juice boxes, and wrappers. Cleaning up our own spills and messes.	Being where we need to be on time. Carrying a hall pass when we have to leave class for any reason. Keeping the hallways, stairs, Bronco Zone and other areas clear of litter. Keeping the campus free of graffiti and vandalism.	Take responsibility for those inside your vehicle. Arrive at school on time. Keep vehicles free of weapons, drugs, and tobacco.
Nobility	Considering others' feelings before we speak and act. Being kind to ourselves and others. Standing up against bullying.	Saying please and thank you to the cafeteria staff. Using positive language with our peers. Being kind to our friends and others. Including others at our	Being kind to everyone. Including others, even when they are different from us. Resolving conflict without meanness, aggression, or violence. Welcoming newcomers	Be courteous to others. Exercise patience. Use kind words and tone.

		table.	and guests.	
Growth	Asking questions and learning from mistakes. Working hard to reach the next level. Advocating for ourselves.	Being healthy in our food choices. Resting and recharging.	Trying new things and learning from mistakes. Being willing to stretch to reach the next level of achievement. Committing to graduate.	Work to improve your driving and parking skills. Offer suggestions for improving lot safety.

Parent Involvement

Parent involvement is critical to the success of developing a four-year plan and beyond 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 to answer questions and to discuss concerns.

Poston Butte 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.

If you, your student or someone you know is having suicidal thoughts or is in mental distress, they may also contact the National Suicide Crisis Hotline at (800) 273- TALK (8255). They can also receive additional information on their web page at <https://suicidepreventionlifeline.org/>.

Counseling assignments:

Junior class of 2025	Myrna Jones	mjones@fusdaz.org
Senior class of 2024	Teri Kuebler	tkuebler@fusdaz.org
Freshmen class of 2027	Kia Warner	nwarner@fusdaz.org
Sophomores class of 2026	Belinda Quesada	bquesada@fusdaz.org

Academics

The Arizona Academic Scholars Course of Study gives students the foundation they need to succeed in a technical school, community college, university, the military or industry. The Course of Study includes 4 credits of English, 4 credits of math, 3 credits of social studies, 3 credits of lab sciences, 2 credits of a language other than English, and a grade of C or better in every Scholars class. More detailed information regarding eligible courses is available in the Counseling Department or Registrar's Office. The Arizona Academic Scholars Program is endorsed by the Arizona Department of Education, the Arizona Board of Regents, Governor of Arizona, the Arizona Community College System, and the Arizona Business and Education Coalition. Students who take more challenging courses in high school are more likely to finish higher education, get better grades in higher education whether or not their parents are college graduates and are more likely to get better-paying entry-level jobs and have a stronger lifetime earning potential.

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 may receive a zero (0) on an assignment if it is plagiarized.

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 curriculum. Consequences may range from academic honesty contract to suspension and/or removal from the class.

StudentVUE - Check Your Progress

StudentVue/ParentVue allows for students and parents to monitor academic progress 24 hours a day. The expectation is that students and parents will consult this resource often to stay up to date on student grades and attendance. Passwords to access StudentVue/ParentVue are available from the school librarian.

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

Schedule changes will not be made for a change in lunch period.

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

Grading Procedures & Policies

Guiding Principles and Beliefs about Grading and Assessment

Teachers at Poston Butte High School aim to foster a high level of student accountability for mastery learning while also providing multiple opportunities for learning to take place. Teachers will facilitate accountability for mastery learning while also implementing a grading system that is consistent and thoughtful to the needs of the student.

Goals and Anticipated Outcomes

- Grades will reflect proficiency and growth within a specific content area of instruction.
- Grades will reflect a student's sustained and consistent effort to be actively engaged in the curriculum and content.
- Teachers will offer students extensive opportunities for practicing content and curriculum before assessing summary of knowledge.
- Grades will reflect frequent and thoughtful feedback through the form of formative assessments in order to teach students to thoughtfully monitor their own progress and learning.
- Teachers will use summative assessments in order to communicate to students the level of mastery achieved in a specific unit of instruction.

Assignment Types and Category Weights

Summative Assignments/Assessments

(30%) – Any final measure or assessment of learned skills or standards within a single and specific focus of instruction.

- Teachers will report a **minimum of 4 summative grades** and **1 final exam** per semester.

Formative Assignments

(25%) – Any checkpoint assessment 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.

- Teachers will report a **minimum of 1 formative or summative assessment** grade per week.

Practice Assignments

(25%) – Assessments and assignments that provide students with opportunities for “risk free learning” and/or do not require specific feedback. These assignments are assessments that will not be assigned a numerical score based on mastery of learning.

- Teachers will report a **minimum of 1 practice assignment grade** per week.

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 on the skills taught during that semester, according to that course’s PLC standards.

- 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 and cannot be given early or late without written permission from Administration.

Grade Reporting

- Teachers must report 2 grades minimum per week, one formative or summative assessment and one practice assignment per week.
- Teachers will report a minimum of 4 summative grades and 1 final exam per semester.
- Grades should be updated weekly, but no later than Sunday at 9:00 p.m.
- Teachers will update grades to include late submissions and make-up work submitted via the “Late Work Submission Form” which will include the data and time within 2 weeks of student submission.
- Students cannot earn higher than 100% in any given class.

Late Work Policies

Regular Courses

- Completed late work will be accepted up to **5 school days** past the assigned due date and assessed no more than a **10% penalty**.
- After **5 school days**, the student will receive a **0%** in the grade book for the assignment if it is not submitted.
- 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 **40% 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.
- Students will have the opportunity to complete late work during remediation, after-school tutoring and during teacher assigned office hours.
- Departments may create/enforce additional policies for late work.

Honors/AP Courses

- All summer assignments are **due within the first 3 school days of the new school year (or at teacher discretion)**. The summer assignment will receive a **10% penalty per day** if it is late and will not be accepted after three school days. Any exceptions will need to be approved by the AP Coordinator.
- Late work for **AP/Honors students** may be assessed a penalty up to **10% off per day** for the first 5 school days an assignment is late.
- After **5 school days** the student will receive a **0%** in the grade book for the assignment.
- The student will have until **the Friday of the week before the end of the quarter** to turn in any completed missing homework/classwork assignments for a **minimum penalty of 50%**.
- Formative and Summative assessments that have not been taken may be completed by **the Friday of the week before the end of the quarter** for full earned credit.
- Students will have the opportunity to complete late work during remediation, after-school tutoring or during teacher assigned office hours.
- Departments may create/enforce additional policies for late work.

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 on the scheduled day that is approved and agreed upon by the teacher. Any assessment that is retaken must be a variation of the original test and not the exact same test.

Progress Reports & Report Cards

Grade reporting will be cumulative each semester. Each time a grade report is given, scores will represent the total grade-to-date for each semester.

Progress reports

Parents will be notified by email when the 1st semester Progress Reports are ready to be viewed on ParentVue after 9 and 12 weeks – the official Report Card will be available on Parent/StudentVue at the end of the semester.

Report Cards

Official Report Cards are issued electronically two times a year. Report Cards are available online on Parent/StudentVue at the end of each semester.

Term	End of Term Grade Dates
First Quarter	September 22, 2023
Second Quarter/Semester One	December 15, 2023

Third Quarter	March 8, 2024
Third Quarter/Semester Two	May 23, 2024

Honors & AP Courses

The following procedures are created in order to maintain the consistency and quality of the class rank, grade point average standards and the Honors program at Poston Butte High School. The Advanced Placement (AP) Program is a national curriculum that will be respected as Poston Butte High School honor courses, in addition to courses carrying the honors distinction. Those courses will be titled as Honors in the course name. The expectation for an Advanced Placement class is to take the AP exam in May. A grade of 3 or better on the exam (out of 5) might ensure credit at the school of choice; however, it is the student's responsibility to research the schools to which they are applying and know what scores are required to award credit. Every school is different.

<https://apstudents.collegeboard.org/getting-credit-placement/search-policies>

Students who drop an Honors or AP course at the semester will lose the weighted grade.

Weighted Grading

PBHS recognizes that some courses are designed to be more challenging than others. Any course that is designated as Honors or AP will have weighted grades.

Percentage	Letter Grade	Grade Point Value (Unweighted)	Grade Point Value (Weighted)
97-100	A+	4.0	5.0
93-96	A	4.0	5.0
90-92	A-	3.67	4.67
88-89	B+	3.33	4.33
83-87	B	3.0	4.0
80-82	B-	2.67	3.67
78-79	C+	2.33	3.33
73-77	C	2.0	3.0
70-72	C-	1.67	2.67
68-69	D+	1.33	2.33
63-67	D	1.0	2.0
60-62	D-	0.67	1.67
0-59	F	0.0	0.0
P/F Pass/Fail (option only available for student aide/credit recovery/middle school credit)			

Selection of Valedictorian and Salutatorian

Upon completion of the 15th quarter, the Administration and the guidance department will identify who, including all grades on their transcripts and their current quarter grades, has the highest weighted GPA in the class. That graduate shall be named the Valedictorian. The salutatorian shall be the student who has the second highest weighted grade point average. The Valedictorian and Salutatorian may be given the honor of speaking at graduation. The student's final speech will need to be submitted prior to graduation and approved by the Administration.

Grades for Withdrawals

If a student withdraws from school to enter another school, the transcript will reflect the grades 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 must be enrolled in 4 classes for first semester and at least four (4) courses 2nd semester and cannot be credit deficient to be eligible to graduate. Seniors who would like to request a half day schedule must apply with their counselor and are required to obtain a credit check and administrative 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".
- 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."
- No withdrawals are permitted within the last twenty (20) days of the semester.

Tutoring

Tutoring is available after school for students to receive extra assistance. Teachers are available to assist any student in his/her subject area. If a student is struggling, or just wants to get ahead, tutoring is available Monday – Thursday. 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 courses are complete courses containing all Arizona state standards for which the student will demonstrate mastery before receiving a grade. The program offers core courses and limited electives required for graduation from Poston Butte High School.

Credit Recovery is a way to "recover" credit for a course that a student was previously unsuccessful in earning academic credit towards graduation. It differs greatly from programs that allow students to earn "first time credit" in that students have already satisfied seat time requirements for a course in which they were unsuccessful. Students focus on earning credit based on competency of the content standards for the particular course. Students may earn a pass/fail mark on their transcript and will not be able to replace the F letter grade or the zero points added to their GPA. Most instructional content for Credit Recovery courses will be delivered online, via the internet and it is accessible to all students 7 days a week, 24 hours a day from any internet connected device. However, the student must attend credit recovery class during the normal school day. Repeating a class when a student has initially failed the course is considered credit recovery. If available on the site, the student may have the option to repeat this in an online format. The class "Credit Recovery", does not award credit. Any credit awarded is achieved when the student completed the online equivalent of the course they failed prior.

Students must be referred to the credit recovery program by the counseling department and approved by the Administration. Students will be monitored for progress in the courses. If a student falls behind the normal timeline they may be assigned to mandatory after school study sessions, intersession study sessions or summer school.

Withdrawal from School

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

1. Contact the counselor.
2. Obtain parental approval either through parent conference or phone confirmation to the Registrar.
3. Complete forms obtained from the Registrar's office.
4. Get withdrawal slip signed by teachers, nurse, librarian, technology department and the bookstore clerk. Laptops, bags and chargers must be turned into the technology department. Books must be returned to the library. 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.

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.

Transferring into Poston Butte High School

The grades earned in courses from an accredited secondary school will be averaged with the grades earned at Poston Butte. The grades earned in courses from a non-accredited secondary school will be evaluated by the counseling office and Administration to determine grades and transfer credits accepted. Transfer students who plan to graduate from Poston Butte High School will be held responsible for PBHS graduation requirements. All coursework completed outside PBHS will be evaluated to determine whether or not credit will be awarded. It is the responsibility of PBHS to ensure that students have had coursework that meets the state guidelines. The acceptance of credits from other schools is based on a variety of factors such as the grades earned in the sending schools, the number of days or hours the courses met, the alignment of course content between the two schools and the regional accreditation status of the sending school. **PBHS reserves the right to require entering students to take placement tests in order to determine the most appropriate placement.** PBHS also reserves the right to require students to take and pass the final exam of a transfer class prior to awarding credit, especially for core classes. All transferring students must meet the graduation requirements in order to receive a PBHS diploma.

Registering after the 20th day of a semester

A student who registers at Poston Butte after the 20th day of a semester without being enrolled in school during the previous 20 days will receive no credit (NC) for the courses in which he/she is 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.

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 hours will be based on year of enrollment see your counselor for details.

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*² will be charged during the school year for each course (per semester) challenged through examination.

Prior to the examination, students must display familiarity with the subject matter they are challenging by completing a pre-established series of assignments where applicable and/or teacher's recommendation (must be approved by site administrator) with an 80% or higher accuracy rate.

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

- To accelerate their program of study – student has had no prior instruction in the course
- To seek to recover lost credit – student has had prior instruction in the course
- To challenge a course in which they received a "D"
- To receive credit for a core course taken online outside the FUSD district and/or with an online school not NCA accredited¹ - (Math, English, Science, Social Studies including Sociology, Psychology), Health, and home-schooled core courses (if no official transcript is provided).

Students may not request:

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

Grading Procedures for courses that are challenged:

Exam for Challenged Grades

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

Exam for lost credit or to replace a "D"

- Students must receive an 80% or higher to receive credit.
- The 80% or higher grade will replace the original grade on the student's transcript.

Online out-of-district, not NCA accredited (NO FEE)²

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

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

¹ If the online school is NCA accredited, credit will transfer

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

Graduation Requirements/Diplomas

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

Standard Diploma

All students will be required to earn a minimum of 22 credits :

English	4 credits
Math	4 credits
Science	3 credits
World History and Geography	1 credit
US/AZ History	1 credit
US/AZ Government	0.5 credit
Economics	0.5 credit
PE	0.5 credit
Health	0.5 credit
Fine Arts or Vocational Education	1 credit
Electives	6 credits
Total	22 credits

Regent's Diploma

All students will be eligible to receive this diploma type if the following requirements for 23 credits are met:

English	4 credits
Algebra I	1 credit
Geometry	1 credit
Algebra II	1 credit
Additional math with an Algebra II prerequisite	1 credit
Biology	1 credit
Earth Science/Chemistry/Physics	1 credit
Additional Lab Science	1 credit
World History or World Geography	1 credit
US/AZ History	1 credit
US/AZ Government	0.5 credit
Economics	0.5 credit
PE	0.5 credit
Health	0.5 credit
Fine Arts or Vocational Education	1 credit
Foreign Language	2 credits
Electives	5 credits

Total	23 credits
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Scholar Diploma

All students will be eligible to receive this diploma type if the following requirements are met:

- Minimum 7th semester weighted GPA of 3.5 or higher
- 24 or more credits, including 2 AP course credits

Coursework must include the following:

English	4 credits
Algebra I	1 credit
Geometry	1 credit
Algebra II	1 credit
Additional math with an Algebra II prerequisite	1 credit
Biology	1 credit
Earth Science, Chemistry or Physics	1 credit
Additional lab science	1 credit

World History or World Geography	1 credit
US/AZ History	1 credit
US/AZ Government	0.5 credit
Economics	0.5 credit
Health	0.5 credit
PE	0.5 credit
Fine Arts or Vocational Education	1 credit
Foreign Language	2 credits
Electives	6 credits
Total	24 credits

STEM Academy Diplomas*

STEM Standard Diploma

- 3.4 Cumulative weighted GPA
- May take general English classes.

STEM Scholar Diploma

- 3.9 Cumulative weighted GPA
- Must take Honors and AP English classes all four years.

**Students may apply for the STEM Academy at any time during their high school career, but they must meet all of the specific track requirements prior to being accepted to the program. All students who wish to be a part of the STEM Academy must fill out the online STEM application and wait for a letter of acceptance from the STEM Coordinator, Ms. Kully at kkully@fusdaz.org.*

Graduating Class Order

The order for the graduating class will be seated as follows:

1. Valedictorian (Highest GPA)
2. Salutatorian (Second highest GPA)
3. Remaining top 20 students by GPA class rank
4. Remaining graduating class may be seated in alphabetical order or as determined by PBHS Administration.

Graduating with High Honors

Senior class students who have a grade point average of 3.5 or better (computed at the end of the 7th semester) and who have completed or are completing six honor classes (twelve honor semester classes) for eight semesters of work shall graduate with High Honors. At least one honors class must be taken during the senior year. High Honors students are responsible for purchasing the gold graduation stole.

Celebration and Remediation

The purpose of Celebration & Remediation is to celebrate student achievement and classroom success and to encourage, motivate, assist students who are not choosing to be successful and allow time to reteach, make-up and improve their learning. Celebration is a privilege that may be revoked. Failure to comply with the rules and procedures of this program may result in disciplinary consequences.

A student who has a “65%” or better in all classes is considered to have earned **Celebration**. Students who have below 65% in any class are identified as being in **Remediation**. A student’s status can change from week to week. Every week, 2nd hour teachers will inform students about their Remediation status. Students can also check their grades in StudentVUE. Each week, students will identify which classes they are in Remediation for and develop a plan as to how they will improve their grade(s). Students are to email the teacher in whose class they are in Remediation, confirming what day they will be traveling to their class and what their plan is to improve their grade.

When a unique bell rings at the end of the 2nd hour, Celebration students are permitted to leave class as a way of rewarding and “celebrating” their academic success. Celebration students may use the 30 minutes to participate in structured enrichment activities hosted by Link Crew, Student Council and other school clubs. Celebration students are NOT permitted to leave campus or to enter parking lots during this time. Celebration students must also stay out of academic classroom areas during this time.

Remediation students will remain in their 2nd hour class for the entire 30 minutes and complete an action plan that identifies what they will do during this week to improve their grade in classes where they have presently earned below a 65%. Remediation time is to be used as a time that students can catch up on missing assignments and improve their grades.

Homeroom

Every Tuesday, a Homeroom period will be held in lieu of Celebration/Remediation. All students are required to attend Homeroom on Tuesdays. Homeroom content will alternate between (1) Guidance Counseling, (2) Social Emotional Learning (SEL), (3) Method Test Prep (ACT activities), (4) Student Surveys.

The **Guidance Counseling Homeroom** periods will allow the grade-level counselors to assist students with completing the state-mandated ECAP (Education and Career Action Plan) requirement, which includes each student’s current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student’s individual academic, career goals and postsecondary plans. Counselors will also use this time to communicate information to students regarding progress towards graduation and course selection.

The **SEL Homeroom** periods will allow students to experience lessons that help them understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Social Emotional Learning seeks to intentionally cultivate a caring, participatory, and equitable learning environment and evidence-based practices that actively involve all students in their social, emotional, and academic growth. The ultimate goal is to infuse social and emotional learning into every part of students’ daily lives—across all of their classrooms, during all times of the school day, extending to when they are at home and in their communities.

Method Test Prep will help students review for ACT activities and test questions.

Students and parents are encouraged to be a part of the process of developing and implementing the SEL program at Poston Butte High School. If you would like to be included, please contact the Dean of Students.

Academic Defiance

FUSD policy and state law requires students to complete coursework and comply with reasonable requests of school officials. All students are required to complete assigned coursework. Students who do not complete assigned coursework will be offered interventions, including but not limited to: teacher/student conferences, parent

communication and mandatory tutoring. Students who continue to fail to complete coursework despite these interventions will be referred to Administration for Academic Defiance.

Safety & Security

Visitors

All visitors to PBHS are required to sign in at the front desk and obtain a visitor's badge by providing the receptionist with their driver's license upon arrival on campus. Visitors must always be accompanied by a staff member while on campus. Parents are not allowed to eat lunch on campus with students. Student visitors from other schools are not permitted. PBHS graduates are not allowed to visit during school hours without administrator approval. Classroom visitors must be pre-approved by the Administration.

Student I.D. Cards

All students are required to have their photo ID card issued by the high school they are attending in their possession at all times while on campus for the purpose of identifying students and distinguishing them from trespassers. Students are also required to present a student ID when boarding a school bus, both in the morning and in the afternoon. 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. A free student ID is available the first two weeks of school or within two weeks of enrollment. If the card is lost or stolen, there is a \$5.00 replacement cost. 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 Drill

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

Lockdown Procedures

The purpose of a lockdown is to eliminate movement if there is a situation on campus, law enforcement activity or other emergency agency activity in the area. Security personnel will secure the perimeter of the campus and prevent people from coming on campus. If there is a lockdown, the Administration will maintain communication with the District Office and law enforcement.

Student Drop Off & Pick Up

Students who do not participate in a before-school activity may not arrive at school earlier than 6:00 a.m. without administrative approval. Students who do not participate in an after-school activity must leave campus no later than 3:00 p.m. and may remain on campus later only with administrative approval.

The student drop off and pick up area is located in front of the main gym and the courtyard gates. To facilitate the efficient movement of traffic through the parking lot and to clear traffic off of Gantzel Road as quickly as possible, students must be dropped off and picked up only in this designated area. Students dropped off in other areas will still be required to enter the school through the courtyard gates. To avoid impeding the movement of traffic, please do not drop off or pick up students in other areas. **Under no circumstances are students to be dropped off or picked up along Gantzel Road. Students who are found entering or exiting vehicles along Gantzel Road are subject to disciplinary action.** Drivers who are dropping off or picking up students are required to adhere to traffic signals, cones, signs, and directions of staff members posted in the parking lot.

Approved Entry/Exit Doors & Gates

All entry and exit must be through approved doors. Use of unapproved doors may result in disciplinary action. Students will enter and exit the campus through the courtyard gates during student arrival and dismissal times. During these times, students arriving with a parent or guardian may enter or exit through the main office. Students are required to sign in and out when entering or exiting through the main office.

All unsupervised exterior entry/exit doors and gates must be closed and secured. At no time may any student or staff member prop open or otherwise leave open any unsupervised exterior entry/exit door or gate without the express consent of an administrator. Any student or staff member who does so may face disciplinary action up to and including suspension, expulsion or dismissal.

Safety Glasses

Safety glasses are necessary in many of our science and art classes. Students signed up for these classes will be required to use safety glasses whenever the class situation necessitates it.

Gymnasium & Athletic Fields

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

Bicycles & 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 activity pass is available at the beginning of each school year and is determined prior to 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.

Dances and School-Sponsored Activities

Students are expected to follow all school rules when in attendance at dances and school-sponsored activities. Any student choosing to break the rules will be subject to disciplinary consequences. Any student involved in a physical altercation or fight at said activities will be restricted from attending any dances or school sponsored event for the remainder of their enrollment at PBHS, at the administrator's discretion. Students should have no outstanding student fees to be able to purchase or attend any school dance.

Guests

Students may invite guests to designated school dances. Prior 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 under the age of 21 and must bring a current photo ID showing their birth date.

Athletics

All paperwork must be completed on www.registermyathlete.com as well as the Pay to Participate fee, MUST be completed before a student athlete may participate in a sport.

AIA Eligibility

To participate in extracurricular activities that involve interscholastic competitions (AIA) approved adjudication, students must pass all the classes on their schedules. Grades checks are done every Monday. If a student receives a 59% or lower on grade check day, they will be deemed ineligible (Monday-Monday) until the next grade check the following week. The student will have that week to bring grades up but will remain ineligible and unable to play/travel in any game until the next grade check is done. They may participate in practice. Three consecutive weeks of failing grades may result in removal from that sport.

Special Provisions

Special education students will have their GPAs figured at face value. If the principal feels it necessary, a special staffing may be convened to consider eligibility. Final eligibility decisions rest with the principal.

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 over 100 years. Poston Butte 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. Poston Butte 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.

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 will be no academic, disciplinary, or legal action taken as a result of a positive result through participation in this project. There are consequences for students who do not pass the drug test (all consequences are cumulative with no "clean slate" at the end of the school year):

- 1st Positive Drug/Alcohol Test- Suspension from all AIA sports and activities including scrimmages, games, performances, and competitions for 8 weeks, effective from the date the parent is informed of the positive test result.
- 2nd Positive Drug/Alcohol Test- Suspension from all AIA sports and activities including scrimmages, games, performances, and competitions for 1 full year, effective from the date the parent is informed of the positive test result. Following the suspension in order to try out for any AIA activity or sport the student must submit to and pass a drug test with a NIDA/SAMHSA-Certified Lab at the parent's expense.
- 3rd Positive Drug/Alcohol Test- Permanently loses eligibility for ALL AIA sports and activities for the duration of their enrollment in the Florence Unified School District.

Confidentiality Clause: All results are confidential. Coaches/teachers are only to be told that the student is ineligible for the duration of the time stated above. No reason is to be given.

Physicals

All athletes and members of the 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.

Student Services

Change of Address, Telephone number & Email address

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

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 NAVY BLUE and ORANGE. Students and staff are encouraged to wear school colors on Fridays.

School 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.** The nurse may be contacted directly at (480) 474-6118.

Administering Medications 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.
- **Per state guidelines no medication will be dispensed during the 1st and last period of the school day.**

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 Yearbook is distributed at a yearbook signing party near the end of the school year.

Media Center (Library)

The Media Center is open during school hours. Students need a pass from a teacher during class and before school or during lunch. Students are allowed to check books out for two weeks and are expected to renew or return the books on time. After a one-week grace period to allow for illness or other absences, fines are charged at \$.05 per day, up to a maximum of \$5.00 per book. Students who lose books are expected to pay the replacement cost of the book.

Foreign Exchange Students

Each year our high school has one or more exchange students from foreign countries. These students are looking to Poston Butte High School students as an example of the American way of life. They should be treated with respect and as friends.

Deliveries

The school will not make any deliveries (flowers, balloons, etc.) to students during instructional hours. Any such items may be left at the front desk for students to retrieve at dismissal. Be advised that District Transportation may prohibit such items from being brought aboard a school bus.

Food Deliveries

Food delivery services on our campuses which includes but is not limited to food deliveries to students from independent or commercial business are not permitted. A parent or guardian on record, may drop off food for a student after registering with the front desk staff member of the student's school site. The school is not responsible for refunds.

Distribution of Materials

Information (announcements, pamphlets, newsletters, memos, etc.) may not be distributed to other students or school personnel on campus without authorization from the Administration. Information can be found on the school's web page and on Peachjar.

<https://www.fusdaz.com/pbhs>

<https://app.peachjar.com/flyers/all/schools/111600>

On-Campus Sales of Items or Services

No person may engage in the solicitation or sale of any items or services on school property without the approval of Student Council and Administration. Such activities are governed by Arizona State Law and must comply with state, District, and school policies regarding sales of items or services on school property.

Food Service

The cafeteria is open for breakfast and lunch and offers a wide variety of foods. Grilled hamburgers, subs, pizza, burritos and much more are part of the daily menu. A free and reduced-price meal program is also available. Parents may put money down on an account for students to purchase food in the cafeteria. If you are interested in either of these two programs, 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 student store during class time.*** The student store is available before, during Celebration, during A/B lunch and after school.

Checks

Poston Butte High School does not accept personal checks.

Lost & Found

Loss or theft of any item should be reported to the front office staff immediately. 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. Many items go unclaimed each year.

Federal & State Laws

The following are some of the Arizona Revised Statutes (laws) related to public schools. Other federal and state laws continue to apply, even if they are not listed here.

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

ARS 15-841(C): A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution. 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.

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 students responsibility, and have teachers lead in terms of instruction and accountability.

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 s/he is guilty of a class 3 misdemeanor. When the parent does not provide a valid excuse for the child's absence the school truancy officer may cite the student, parent, or custodian directly in court for violating the state truancy law.

Leaving Early

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 child out. When taking students from school early, please keep disruptions to a minimum since this is instructional time. The adult checking the child out of school must provide a picture ID and be listed as an emergency contact. We are typically unable to excuse students early on the basis of a note or telephone call from parents.

Student Absences

Absences can be defined as excused or unexcused. Only a parent or legal guardian through in-person or telephone contact to the **Attendance Office (480) 474-6109** may excuse absences. If a student is absent for a class period, an

automated hotline will call home to 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. Exceeding **ten** absences for any reason, excused or unexcused, may result in possible loss of credit for the class.

Ten Consecutive Absences

Students who have been absent for ten consecutive days, whether excused or unexcused, 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.

Unexcused Absences

Any unexcused absence for any length of time will result in mandatory make-up time or detention (Saturday School). 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.

Excused Absences

Parents must call the attendance office at (480) 474-6109 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. When the high school office is not staffed, a voicemail message may be left. 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.

Audit

A student may lose credit after the 10th absence from a class. It will be at the discretion of Administration as to the level of educational benefit the student is receiving from his/her enrollment and whether or not the student will be dropped from the class. In some cases, the student can be withdrawn from the class.

Students who exceed 10 absences in a class may be placed on audit status (loss of credit). Students on audit status may receive a "NC" as a grade unless the student is failing, then he or she will receive an "F".

Appeals will only be granted for extenuating circumstances such as documented chronic illness or long-term illness, court requirements, or bereavement. Vacations and non-school related trips cannot be appealed. Documentation must be verified. There may be an opportunity for students to make-up seat time. Additional requirements may be added during the school year to support a student's learning and ability to obtain class credit.

Make-up work after Absences

Students are responsible for obtaining and completing work missed due to any absences.

- Make-up work for excused absences must be completed within the same amount of time after returning as the days absent from class (e.g., allow two days to complete make-up work for two days of absences.) Field trips require arrangements to be made with the teacher in advance for the make-up work and due date.
- Work that is missed due to an unexcused absence can be made up at teacher direction. Reduced credit may be given at the teacher's discretion.
- Off-campus suspensions are excused absences.
- In-school suspensions are excused absences. Work from classes must be done during that time.

Tardies

Students are expected to be in their classrooms, ready to begin class work prior to the late bell. Each teacher will instruct students about specific classroom rules relating to attendance and discipline. Students will be assigned consequences for tardiness to class. These consequences may include Sweep, in school suspension, after school detention, and/or off campus suspension. Consequences for tardiness are explained in the sweep section below.

Sweep

The purpose of Sweep is to keep the educational process going without numerous interruptions from tardy students. Students who are late to class will be sent to Sweep. Students who arrive late to school will be sent to sweep for the remainder of the class period. Students who are escorted late to school by a parent will be admitted to class with a pass if the parent signs the student in at the front desk; they still may be considered tardy and subject to the following consequences unless they have a note from a medical doctor or court official:

Time has been built into the bell schedule to allow students ample time to pass to their next classroom site from any point on campus within the designated passing period.

Consequences for Sweep

- 1st Tardy Offense:** Student sent to Sweep for period, signs a Sweep Contract.
- 2nd Tardy Offense:** Student sent to Sweep for period.
- 3rd Tardy Offense:** Student sent to Sweep, assigned 1 day of In-School Suspension (ISS).
- 4th Tardy Offense:** Student sent to Sweep, assigned 2 days of ISS.
- 5th Tardy Offense:** Student sent to Sweep, assigned 1 day of Out-of- School Suspension (OSS).

Following an off-campus suspension due to five (5) Sweeps, the Sweep tally is reset to zero (0) and the process repeats as necessary. The student will not be issued a new contract but will start the process over.

Students who miss class due to sweep are responsible for submitting any work due that day. It is the responsibility of the student to get any assigned material on the same day of the sweep and have it prepared on the due date.

Sweep will not be used as an excuse not to take a test and vice versa. Students who have a test on a day they are swept will need to check in with the sweep monitor to receive a pass to class; otherwise, they will not be able to make up the test. An appropriate, alternative consequence will follow for these students in place of sweep.

Please Note - Students who have been sent to SWEEP three or more times for the same hour could lose seat time in their class and could be placed on Audit for that class. Every three sweeps a student accumulates in one hour is equal

to one day of absence. This absence will be added to their attendance absence totals. If it exceeds more than ten absences in any one class, the student will be placed on Audit.

Central Arizona Valley Institute of Technology (CAVIT) Attendance Policy

CAVIT's mission is to prepare students for competitive employment. Therefore, it is extremely important that CAVIT policy reflects the values and needs of our local employers, who overwhelmingly agree that attendance and punctuality are two of the most important qualities that we can teach our students. In an effort to meet this challenge, CAVIT uses the following policy: According to Arizona law, students are expected to attend at least 90 percent of class time in order to receive credit. Loss of course credit will occur if the student earns more than nine (9) unexcused absences in a semester. If a student obtains more than nine (9) unexcused absences per semester, the student will lose credit for the course, be allowed to "audit" the class for the remainder of the semester and not allowed to continue in the course the following semester.

Student Conduct & 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. Poston Butte High School's disciplinary policy not only encourages and supports the students' acquisition of the best possible education, but it:

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

Arizona law allows the school to hold students accountable for behavior on the way to and from school, at lunch, and during any school sponsored activity (See AG Opinion 189-096 on A.R.S 15-843).

Digital Code of Conduct & Virtual Learning Expectations

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

These digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Florence Unified District Governing Board policy on use of technology resources for instruction. **These guidelines are in addition to any included in the FUSD Acceptable Use Policy. Please see the**

Technology Policies & Procedures section of this handbook for more information. Any student who knowingly violates any portion of these digital citizenship expectations will be subject to disciplinary action in accordance with school policy.

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

- using, posting, reposting or displaying racist, profane, pornographic, sexualized, or obscene language or materials
- attempting to send, sending, posting or reposting anonymous messages of any kind
- using the network or school-issued technology to access inappropriate and/or harmful materials
- bypassing the district's security measures to access sites that are filtered on the district network
- encrypting communications so as to avoid security review or monitoring by the system administrator
- using the network to provide addresses or other personal information that others may use inappropriately
- purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail
- using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the district's technology resources is prohibited including, but not limited to:

- using the network for political activity, financial gain, or commercial activity
- attempting to harm or harming equipment, materials, or data
- changing any computer configurations and/or settings
- installing software, including freeware and file sharing services, without permission from the PBHS technology department
- streaming media, such as radio, games, video, etc., for non-educational purposes during instructional time
- using proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system
- running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources
- otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

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

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

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

Assembly Conduct

Students who do not 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 on the way to and from assemblies and may not loiter at the completion of any assembly.

Loitering

Students are not permitted to stand or wait around idly or without apparent purpose in any area or location within the school building or on any school property without the express consent of school administration. Students are permitted to occupy common areas, such as the Bronco Zone, courtyard or cafeteria during designated break times and official school activities. Otherwise, presence in any space beyond the intended use or purpose of the space will be considered loitering. Students are expressly prohibited from occupying restrooms for any other purposes beyond use of the facilities for immediate personal needs (i.e., using the toilets/urinals, washing hands, dressing). Students are expressly prohibited from loitering in restrooms on campus. Students are also expressly prohibited from bringing food or drink items into restrooms and/or eating and drinking in restrooms.

Modified Closed Campus

Poston Butte High School is a modified "Closed Campus" facility. This policy allows junior and senior students, who fulfill all requirements listed below, the privilege of leaving campus to go home for lunch or to frequent an eating establishment during the lunch period. Students are not allowed to leave campus or go to the parking lot 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. Students who leave campus are under the jurisdiction of the school and are responsible for conducting themselves appropriately while leaving campus, while off campus and while returning to campus. Students are expected to use caution and be courteous when driving and/or walking to and around any area they visit, while off campus. **School Administration reserves the right to modify and/or terminate off-campus privileges for all students, if the safety and well-being of students and/or the public becomes a concern at any time during the school year.**

Requirements for Off-Campus Lunch

Administration reserves the right to revoke off campus lunch privileges for any student who **at any time** fails to meet any of the requirements listed below. A student's parent or guardian may revoke his or her off campus privileges at any time by notifying Administration.

1. Student must be an 11th or 12th grade student.
2. Student must have a cumulative GPA of 2.7 or higher (will be checked each semester).
3. Student must have a signed parent permission form.
4. Student must be on track to graduate (will be checked each semester).
5. Student must have all fines and fees paid (will be checked each quarter).
6. Student cannot have any major discipline issues.

Parking Regulations

On-campus parking is permitted only in designated locations. Vehicles parked in other areas are subject to citation and removal. Any vehicle parked in a manner that will block or hinder the safe movement of others will be subject to citation and removal. Students driving 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 powered vehicle (i.e. motorbike, motorcycle, etc.) must have a paid parking permit displayed and be parked in an appropriate space in the student lot. The student must provide a copy of a valid driver's license, current insurance and pay for a parking permit in order for the vehicle to be parked on campus. Vehicles parked on school grounds may be subject to search at any time.**

Any vehicle improperly parked may be impounded and additional parking fees may be incurred. Please note that a restraining device may be used at any time on any vehicle parked illegally on school property in order to ensure identification of the driver. Keep your car locked. Do not leave books, laptops or other valuables in your car. Report immediately, in writing, any incident involving vehicles to security personnel or administration.

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

Disorderly Conduct with a Vehicle

Students using a vehicle on campus (or on the way to or from school, pursuant to *AG Opinion 189-096 on A.R.S 15-843*) with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof by engaging in threatening, violent or tumultuous behavior; making unreasonable noise; or creating a hazardous or physically offensive condition by any act which serves no legitimate purpose will be cited for disorderly conduct with a vehicle.

Students are expected to operate vehicles to, from and on campus in a safe and courteous manner. The speed limit on campus is 5 m.p.h.

Fees for Parking

All parking fees are non-refundable. Fees may not be prorated in any manner not specified below. Any student who has his or her parking privileges revoked for any period of time will not be refunded or prorated any paid or assessed parking fees and any such fees will be considered forfeit.

Fees for a Parking Pass

Full Year = \$50 Second Semester Only = \$30

Fees for Parking Violations

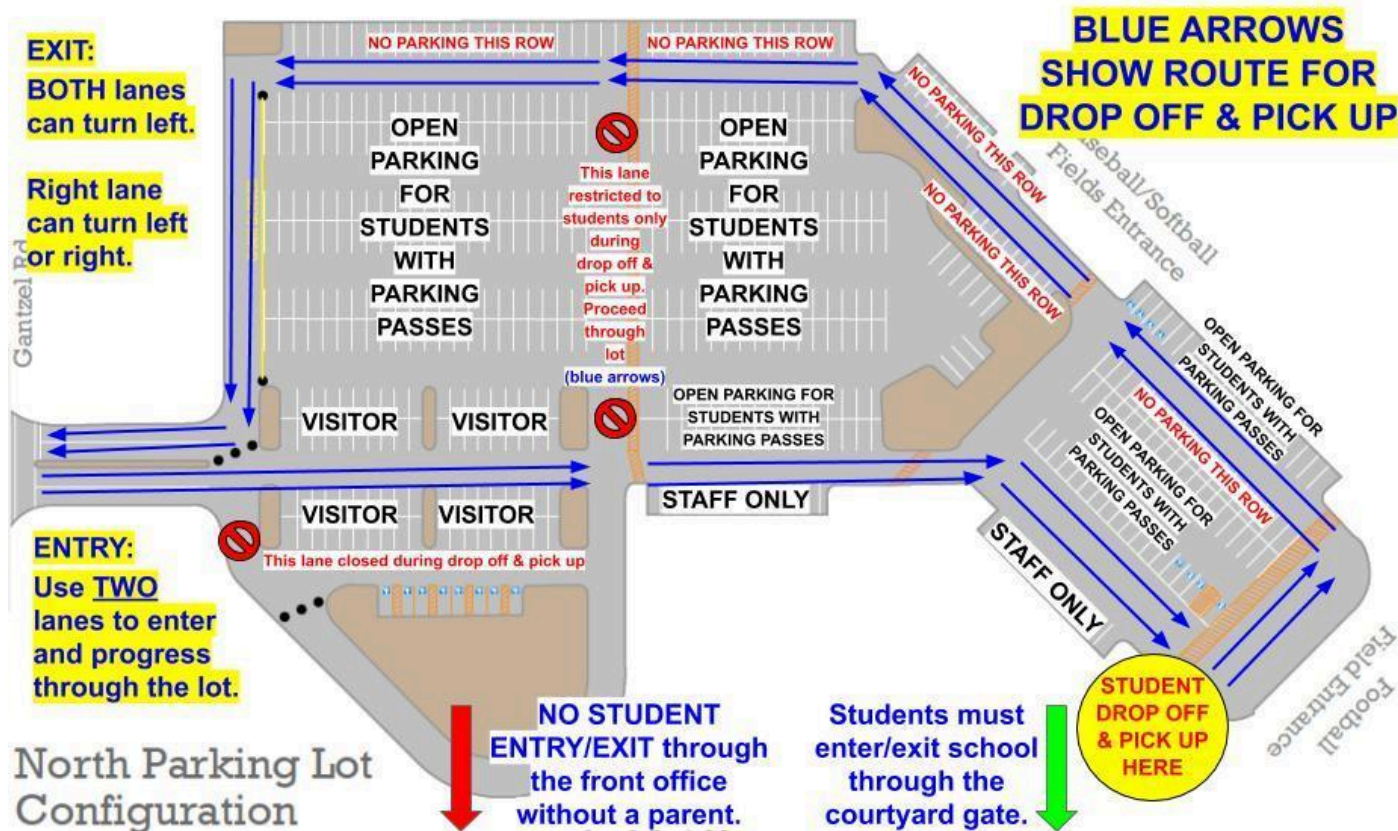
- 1st Parking Offense:** Student will be notified of infraction and a warning will be issued, a **\$5 violation fee** will be waived for a first offense, once the signed warning is returned to Administration.
- 2nd Parking Offense:** Student will be notified of infraction and a **\$10 fee** will be assessed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

Parking Lot Process

The parking lot configuration has been updated to accommodate the large number of vehicles that pass through during student drop-off and pick-up times. New signage and directional markers have also been added to better communicate the flow of traffic during these times.

The student parking spaces are still being numbered, so students with parking passes will be permitted to park in any open student-designated space until the spaces have been renumbered. Once this has been completed, students with parking passes will be notified and will then be required to park in the area to which their parking pass is assigned.

To ensure the safety of students and the public traveling on Gantzel Road, please use the following diagram to guide you as you move through the lot:



Please:

- Enter and proceed through the parking lot in TWO LANES.
- Student drop off and pick up is by the gym only.
- Stopping in other places causes traffic to back up further and poses a safety risk in the lot and on Gantzel Road.
- For their safety, students should never exit or enter vehicles along Gantzel Road. Disciplinary action may be taken to ensure student safety, if this occurs.
- Students must enter the campus through the courtyard gate.
- Students may not enter or exit through the main entrance without a parent.
- When exiting the lot, be aware that both lanes may now make a left turn onto Gantzel at the light.
- Obey posted signs and the directions of staff members.

Face Covering Policy

All staff and students may wear cloth face coverings that adhere to the dress code, while on any school campus or district property including buses and school vehicles.

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 administrator 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, including but not limited to hats and electronic devices.

Administration retains final discretion as to whether a garment or accessory meets the dress code.

ALL DRESS CODE RULES APPLY TO ALL GENDERS.

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. 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-R.

Tops:

- Tops that reveal bra straps, cleavage, or bare midriffs will not be allowed.
- Tops may not be see-through.
- No strapless tops.
- Straps must be at least 2 inches wide to be worn. No spaghetti straps.
- When wearing tops that have straps both shoulder straps must be worn.

Pants:

- Pants must be pulled up, with no undergarments exposed.
- Leggings/spandex pants must be reasonable and modest and may need to be covered by an over garment.

Shorts:

- Must be fitted at the waist and conceal all areas of the body that would be covered by a pair of appropriate fitting boxer style undergarments or running shorts.

Skirts, Dresses, Jumpers, Shirts, Sports Wear:

- Must follow the same requirements as shorts.
- No strapless dresses.
- Dresses and jumpers with straps must follow the same requirements as tops.

Shoes:

- No bedroom slippers.

Hats/Head Coverings:

- No non-religious head coverings (e.g. hats, caps, hair nets, bandannas, doo rags or wave caps) may be worn in the **classrooms** by boys or girls. Such head coverings are permissible outside of the classrooms, as long as there is no allusion to any known gang affiliation or reference to activities inappropriate for the high school setting (e.g. suggestive sexuality, drugs, alcohol, violence, etc.).
- Students may wear a “hoodie” sweatshirt or jacket, but the **hood may not be worn up indoors at any time due to staff not being able to quickly identify the student or individual.**

Miscellaneous:

- No attire with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol or tobacco shall be worn.
- No trench coats
- The school reserves the right to restrict clothing if it has become a symbol for gangs in the community and/or surrounding areas.
- Gang related symbols or insignias on books, caps, belongings or apparel are not allowed.
- Pajamas must meet above guidelines
- No blankets or pillows.
- Styles of hair/dress/appearance which adversely affect the educational process will not be tolerated.
- No wallet chains are allowed.
- No rings/bracelets/collars with spikes are allowed.
- No exceedingly long studded belts.
- No spiked jewelry.
- No attire or adornments disruptive to the educational environment. This includes carried items such as flags or banners, which may reasonably be deemed to pose a risk of disruption.
- Student IDs must be carried at all times and must be presented upon request of school officials

Administration retains final discretion as to whether a garment or accessory meets the dress code.

Dress Code Consequences

- 1st Offense:** Warning, Student must acquire appropriate clothing before returning to class. If appropriate clothing cannot be acquired from the school or from home, the student will spend the day in ISS.
- 2nd Offense:** Student will be assigned 1 Day ISS. Student must acquire appropriate clothing from the school or from home.
- 3rd Offense:** Student will be assigned 2 days Off-Campus Suspension.

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.

Poston Butte 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 PBHS have the right to freedom of speech, religion, and the right to assemble peacefully, but speech and behavior that are disruptive can be prohibited. Students’ right to assemble is subject to school authorities setting reasonable limits regarding the time, place, and manner in which students may assemble.

Students have the right to symbolic forms of expression (e.g., flags, banners, stickers, computer desktop backgrounds, clothing, etc.) to the extent that the symbolic expressions do not substantially disrupt the school's academic learning environment or any school activity.

Cell Phones and Electronic Devices

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.

Students are not permitted to photograph or video record other students or staff without their consent and may not transmit any such photographs or recordings without the consent of the individuals depicted within. Students who do so are subject to disciplinary action up to and including suspension and/or expulsion.

Cell phones and other electronic devices may only be used in the classroom or in any school buildings during non-class time or as an instructional tool under the direction of a teacher. Cell phones and electronic devices being used outside of these parameters are subject to confiscation. If family members have an urgent need to communicate with a student, they are advised to contact the front office so that the student can be informed by school staff. 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.

Students are required to surrender cell phones to ANY staff member who requests it. Failure to surrender a cell phone will result in administrative discipline. School Administration reserves the right to search a student's cell phone, as long as the search is "justified at its inception and reasonable in scope." Any student who refuses to submit to such a search is subject to disciplinary action for violating Board policies JIC Student Conduct and JK-R Student Discipline.

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

Cell Phone & Electronic Device Consequences

Students who are found to have their cell phones out or are using a cellphone during class time, regardless of location, are subject to the following sequence of disciplinary action.

1st Offense: Phone collected by teacher, returned at end of class. MIR issued including parent contact.

2nd Offense: Phone turned into office, can be picked up at end of day, contract. MIR issued including parent contact.

3rd Offense: Phone turned into office, can pick up at end of day. Referral issued, up to 5 days ISS.

4th Offense: Phone turned into office, can pick up at end of day. Referral issued, up to 2 days OSS.

Alcohol, Tobacco and Drugs

Students have the right to attend a safe school. In order to promote a safe environment at school, Poston Butte High School takes a firm stand against the possession, use, or distribution of alcohol, tobacco, drugs and related paraphernalia on school grounds or at school-sponsored events. Students should expect a swift and severe response when they are found to be involved in the presence or use of these substances or related paraphernalia at school.

The following typical disciplinary responses to alcohol, tobacco and drug violations should inform parents and students of what to expect when this policy is violated. Note that administration reserves the right to adjust consequences in accordance with the severity of the infraction and students can expect any response from suspension all the way through expulsion.

Alcohol

***See discipline matrix**

Tobacco (including vape-related violations)

***See discipline matrix**

Drugs (Illegal, Medication and Narcotics)

***See discipline matrix**

Searches

Governing Board Policy JIH states: "School officials may question students regarding matters incident to school without limitation." Desks/cubbies/storage cabinets/lockers/bathrooms 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 the 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:

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

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

Alternative School Assignment

Under Arizona law (A.R.S. 15-841 E and F) a school district may reassign a student to an alternative education program if the student refuses to comply with school rules, refuses to pursue the required course of study, or refuses to submit to

the authority of teachers, administrators or the Governing Board. A student can also be reassigned if he/she threatens an educational institution as defined in A.R.S. 13-2911.

Florence Unified School District Student Conduct Policy

Arizona state law makes the school responsible for the conduct and well-being of students from the time they leave home in the morning until they reach home in the evening. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. The Administration is authorized to suspend students for cause.

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

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or 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 regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

Students are Subject to Discipline if Infractions Occur:

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

5. On any District property
6. The event or aftermath of the event disrupts the normal day-to-day functioning of the school and learning environment.

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 needs to 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 & Deadly Weapons

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

For the purposes of this policy:

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

Threatening, Bullying & 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.

Student Grievance Process

Students who have a conflict with a teacher or any other PBHS 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(s) or guardian(s) in this process.

Student Code of Conduct

FUSD #1 STUDENT DISCIPLINE INFRACTION GLOSSAR

A GUIDE TO DISCIPLINARY ACTIONS VERSION 2023-2024

DEFINITIONS, LAWS, AND POLICIES

Student Conduct – FUSD J-2300 JIC

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

Discipline Policy

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

Due Process

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

Off-Campus Behavior

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

Violation of a Local, State, or Federal Law

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

Interviews, Searches, and Law Enforcement Notification

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

Pursuant to Policy J-3400 JIH, "School officials have the right to search and seize property, including school property temporarily assigned to students, when there is a reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

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

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

Suspension

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

Expulsion

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

Freedom of Expression Policy –JICEC

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

Visitors to School

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

Arizona Revised State Statutes

ARS 15-105 –Seclusion and Restraint-

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

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

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

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

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

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

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

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

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

STUDENT CONDUCT VIOLATIONS AND CONSEQUENCES

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

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

CODE OF CONDUCT VIOLATIONS AND CONSEQUENCES

After-School Detention	Teachers and administration may utilize After School Detention as a consequence for violations to the Code of Conduct. Failure to report to After School Detention as assigned will be considered insubordination and will result in further disciplinary action. Teachers will follow their site designated procedures before referring a student for not attending after-school school detention.
Alternative to Suspension	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, a behavioral contract is established and will be signed by both parent and student.
Bullying Contract	Following a parent conference/notification, a behavioral contract is established and will be signed by both parent and student.
Campus Duty	Students who violate school rules may be assigned campus duty as an alternative to suspension. Administration reserves the right to assign based on Code of Conduct infraction.

Conference w/Parent	Parents are notified of this conference by telephone, personal contact, letter or certified letter. A conference is held with the student, the parents, appropriate school personnel and/or any other individuals concerned.
Conference w/Student	A formal conference is held between the student and one or more school official(s). During this conference, the student must agree to correct the inappropriate behavior.
Expulsion	The student is informed immediately that he/she is subject to expulsion and the due process procedure is explained. The student's parent/legal guardian is also notified by telephone and suspension letter that the student is subject to expulsion. Additional notification, which includes clear instructions regarding due process procedure, is mailed to the parent/legal guardian via certified mail. An expulsion does not become effective until the due process hearing has been completed.
In-School Suspension (based on site availability)	This is the temporary removal of students from all regular classes for violation of school rules. Students are then assigned to the in-school suspension program for the entire day or any part thereof where they will spend their time studying, doing homework or class work. Failure to report as assigned will be considered insubordination and will result in further disciplinary action. While serving an in-school suspension, the student will not participate in any school day activities. The student will receive credit for class work completed and submitted that day.
Alternative to Long- term Suspension	<p>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.</p> <p>Alternative to Suspension – Mountain Vista Academy</p> <p>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.</p>
Long-term Suspension (up to one year)	As directed by Governing Board policy, school administrators may recommend long-term suspension for serious discipline issues. This recommendation is forwarded to FUSD Assistant Superintendent. Students who receive a long-term suspension will not be permitted to make up class work while on suspension.
Removal from Class (based on site availability)	The student is removed from one or more class periods and could be suspended to home.
Saturday School (based on site availability)	Students who violate school rules may be assigned to Saturday School. Students serving Saturday School are expected to study, complete homework, or read so as not to disrupt the program. Students in attendance will also engage in campus clean-up for a portion of the allotted time. Additional expectations will be explained when assigned.

<p>Short- term Suspension (10 days or less)</p>	<p>Students in violation of school rules may receive off-campus suspension for their breach of the Code of Conduct. If suspended, students are removed from classes and assigned to a parent/guardian for the period of time specified by school administration. During suspension, students are not permitted on campus and will not participate in any school activities. Students may be required to attend a meeting with site administration prior to returning to campus. Teachers are not required to present suspended students with classwork during the period of their suspension, but are required to provide the work when the student returns. Students are afforded an equal number of days to make-up missed work as suspension. (i.e. two days of suspension equates to two days to make up work. Short-term suspensions cannot be appealed.</p> <p>Alternative to Suspension – Mountain Vista Academy</p> <p>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.</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 school or school activity, including bus stops; (3) in classrooms, on campus or on any district property.

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

CATEGORIES OF MISCONDUCT AND RANGE OF POSSIBLE CONSEQUENCES

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
Academic		
Cheating: 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
Forgery: 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
Lying, False Reporting: To make an untrue statement with the intent to deceive, to create a false or misleading. <u>Board Policy JK</u>	<u>K-5:</u> Warning, Conference, Detention <u>6-8:</u> Conference, Detention, 1-5 Days ISS or OSS <u>9-12:</u> Conference, Academic Contract, After School Detention, 1-3 days ISS	<u>K-5:</u> 1-5 Days ISS or OSS <u>6-8:</u> 5-10 Days ISS or OSS <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension
Plagiarism: To steal and pass off the ideas or words of another as one's own. <u>Board Policy JK</u>	<u>K-5:</u> Warning, Conference, Detention, Loss of credit on assignment <u>6-8:</u> Conference, Detention, Loss of credit on assignment, 1-5 Days ISS or OSS <u>9-12:</u> Conference, Academic Contract, After School Detention, 1-3 days ISS	<u>K-5:</u> 1-5 Days ISS or OSS <u>6-8:</u> 5-10 Days ISS or OSS, Loss of credit in class <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension
Aggression		

<p>Aggravated Assault **: 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></p>	<p><u>K-5:</u> 10 Days OSS, Long-term suspension</p> <p><u>6-8:</u> 10 Days OSS, Long-term suspension</p> <p><u>9-12:</u> 10 Days OSS, Long-term suspension</p>	<p><u>K-5:</u> Long-Term Suspension, Expulsion</p> <p><u>6-8:</u> Long-Term Suspension, Expulsion</p> <p><u>9-12:</u> Long-Term Suspension, Expulsion</p>
<p>Assault **: 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</p> <p><u>6-8:</u> 3-7 Days OSS, Behavior Contract, Bully Contract</p> <p><u>9-12:</u> 10 Days OSS, Behavior Contract</p>	<p><u>K-5:</u> 5-10 Days OSS, Long-Term Suspension</p> <p><u>6-8:</u> 7-10 Days OSS, Long-Term Suspension, Expulsion</p> <p><u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion</p>
<p>Disorderly Conduct: 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</p> <p><u>6-8:</u> Conference, Detention, 1-5 Days ISS or OSS. Behavior Contract</p> <p><u>9-12:</u> 1-3 Days ISS, Behavior Contract</p>	<p><u>K-5:</u> 3-5 Days ISS or OSS, Behavior Contract</p> <p><u>6-8:</u> 5-10 Days ISS or OSS, Long-Term Suspension</p> <p><u>9-12:</u> 3-10 Days OSS, Long-Term Suspension</p>
<p>Endangerment *: 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</p> <p><u>6-8:</u> 5-10 Days ISS or OSS, Behavior Contract</p> <p><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</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>Fighting *: 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</p> <p><u>6-8:</u> 5-10 Days ISS or OSS, Behavior Contract</p> <p><u>9-12:</u> 10 Days OSS, Behavior Contract</p>	<p><u>K-5:</u> 5-10 Days ISS or OSS, Long-Term Suspension</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>

Minor Aggressive Acts/ Verbal Altercation/Argument: 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>	<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	<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
Recklessness: Unintentional, careless behavior that may pose a safety or health risk for others. <u>Board Policy JIC</u>	<u>K-5:</u> Warning, Conference, Detention <u>6-8:</u> Conference, Detention, 1-3 ISS or OSS <u>9-12:</u> Conference, 1-6 Days ISS or OSS, Behavior Contract	<u>K-5:</u> 1-3 Days ISS or OSS <u>6-8:</u> 5-10 Days ISS or OSS <u>9-12:</u> 10 Days OSS, Long-Term Suspension
Instigation/Provocation: Use of language or gestures that may incite. (Written, verbal, electronic, or gestured) <u>Board Policy JIC</u>	<u>K-5:</u> Warning, Conference, Detention <u>6-8:</u> Conference, Detention, 1-3 ISS or OSS <u>9-12:</u> Conference, 1-6 Days ISS or OSS, Behavior Contract	<u>K-5:</u> 1-3 Days ISS or OSS <u>6-8:</u> 5-10 Days ISS or OSS, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension
Alcohol, Tobacco, and Other Drugs		
Alcohol Possession **: 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

Alcohol Sale/Distribution or Intent to Distribute **: 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
Alcohol Share *: 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
Alcohol Use **: 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

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

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
Drugs 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.		

<p>Drug Paraphernalia: All equipment, products, and materials of any kind which are used, intended for use, or designed for use in growing, manufacturing, producing, packaging, concealing, injecting, ingesting, inhaling, or otherwise introducing a drug into the human body. <u>Board Policy JICH</u></p>	<p><u>K-5:</u> 5-10 Days OSS, alternate placement</p> <p><u>6-8:</u> 5-10 Days OSS, alternate placement</p> <p><u>9-12:</u> 5-10 Days OSS, Long-Term Suspension</p>	<p><u>K-5:</u> 10 Days OSS, alternate placement, Long-Term Suspension</p> <p><u>6-8:</u> 10 Days OSS, alternate placement, Long-Term Suspension</p> <p><u>9-12:</u> 10 Days OSS, Long-Term Suspension</p>
<p>Drug Look-a-Like/Over-the-Counter: The distribution, possession, sale, or use of imitation, look-a-like, prescription, over-the-counter medicine or drugs, substances represented as an illicit drug, unknown drug, or other drugs (e.g. bath salts, synthetic marijuana, e-cigarette, nicotine, nicotine delivery devices). <u>Board Policy JICH</u></p>	<p><u>K-5:</u> 5-10 Days OSS, alternate placement</p> <p><u>6-8:</u> 5-10 Days OSS, alternate placement</p> <p><u>9-12:</u> 10 Days OSS</p>	<p><u>K-5:</u> 10 Days OSS, alternate placement, Long-Term Suspension</p> <p><u>6-8:</u> 10 Days OSS, alternate placement, Long-Term Suspension</p> <p><u>9-12:</u> 10 Days OSS, Long-Term Suspension</p>
<p>Drug Possession **: 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</p> <p><u>6-8:</u> 5 -10 Days OSS, Long-Term Suspension alternate placement</p> <p><u>9-12:</u> 10 Days OSS</p>	<p><u>K-5:</u> 10 Days OSS, Long-Term Suspension alternate placement, Expulsion</p> <p><u>6-8:</u> 10 Days OSS, Long-Term Suspension alternate placement, Expulsion</p> <p><u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion</p>
<p>Drug Sale/Distribution or Intent to Distribute **: 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> 10 Days OSS, Long-Term Suspension alternate placement</p> <p><u>6-8:</u> 10 Days OSS, Long-Term Suspension alternate placement</p> <p><u>9-12:</u> 10 Days OSS</p>	<p><u>K-5:</u> Long-Term Suspension alternate placement, Expulsion</p> <p><u>6-8:</u> Long-Term Suspension alternate placement, Expulsion</p> <p><u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion</p>
<p>Drug Share ** 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> 10 Days OSS, Long-Term Suspension alternate placement</p> <p><u>6-8:</u> 10 Days OSS, Long-Term Suspension alternate placement</p> <p><u>9-12:</u> 10 Days OSS</p>	<p><u>K-5:</u> Long-Term Suspension alternate placement, Expulsion</p> <p><u>6-8:</u> Long-Term Suspension alternate placement, Expulsion</p> <p><u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion</p>

Drug Use **: The use of or being under the influence of drugs (including vape pens containing drugs). <u>Board Policy JICH</u>	<u>K-5:</u> 10 Days OSS, Long-Term Suspension alternate placement <u>6-8:</u> 10 Days OSS, Long-Term Suspension alternate placement <u>9-12:</u> 10 Days OSS	<u>K-5:</u> Long-Term Suspension alternate placement, Expulsion <u>6-8:</u> Long-Term Suspension alternate placement, Expulsion <u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion
Tobacco Possession *: Possession of tobacco substances, products, or substances represented as tobacco, including vape pens or e-cigarettes. <u>Board Policy JICG</u>	<u>K-5:</u> 3-5 Days OSS <u>6-8:</u> 3-5 Days OSS <u>9-12:</u> 3-7 Days OSS	<u>K-5:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension <u>6-8:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension
Tobacco Sale/Distribution or Intent to Distribute ** Sale or distribution or the intent to distribute tobacco substances, products, or substances represented as tobacco, including vape pens or e-cigarettes. <u>Board Policy JICG</u>	<u>K-5:</u> 3-5 Days OSS <u>6-8:</u> 3-5 Days OSS <u>9-12:</u> 3-10 Days OSS, Tobacco Diversion Program	<u>K-5:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension <u>6-8:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension
Tobacco Share *: Share means the act of giving tobacco including passing of tobacco from one person to another, including vape pens or e-cigarettes. <u>Board Policy JICG</u>	<u>K-5:</u> 3-5 Days OSS <u>6-8:</u> 3-5 Days OSS <u>9-12:</u> 3-10 Days OSS, Tobacco Diversion Program	<u>K-5:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension <u>6-8:</u> 5-10 Days OSS, alternate placement, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension
Tobacco Use **: 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

Arson		
Arson of Occupied Structure **: 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
Arson of Structure or Property **: 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
Attendance Policy		
Ditching/Unexcused Absence: Any absence from school or class that has not been excused. <u>Board Policy JHB</u>	<u>K-5:</u> Conference, Detention, 1-5 Days ISS <u>6-8:</u> Conference, Detention, 1-5 Days ISS <u>9-12:</u> Conference, After School Detention, Attendance Contract, 1-5 Days ISS.	<u>K-5:</u> 5-10 Days ISS, Attendance Contract <u>6-8:</u> 5-10 Days ISS, Attendance Contract <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension
Leaving School Grounds without Permission: Leaving school grounds or being in an "out of bounds" area during the regular school hours without permission. <u>Board Policy JK</u>	<u>K-5:</u> Conference, Detention, 1-5 Days ISS or OSS <u>6-8:</u> Conference, Detention, 1-5 Days ISS or OSS <u>9-12:</u> Conference, After School Detention, Attendance Contract, 1-5 Days ISS.	<u>K-5:</u> 5-10 Days ISS or OSS, Attendance Contract <u>6-8:</u> 5-10 Days ISS or OSS, Attendance Contract <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension

Other Attendance Violation: Any other attendance violation. <u>Board Policy JEA</u> Non-Compliance w/Policy	<u>K-5:</u> Conference, Detention, 1-5 Days ISS or OSS <u>6-8:</u> Conference, Detention, 1-5 Days ISS or OSS <u>9-12:</u> Conference, After School Detention, Attendance Contract, 1-5 Days ISS or OSS.	<u>K-5:</u> 5-10 Days ISS or OSS, Attendance Contract <u>6-8:</u> 5-10 Days ISS or OSS, Attendance Contract <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension
Tardy: Unexcused lateness to class or arriving to school late. <u>Board Policy JK</u>	<u>K-5:</u> Conference, Detention, 1-5 Days ISS <u>6-8:</u> Conference, Detention, 1-5 Days ISS <u>9-12:</u> Conference, Attendance Contract, 1-5 Days ISS	<u>K-5:</u> 5-10 Days ISS <u>6-8:</u> 5-10 Days ISS <u>9-12:</u> 3-10 OSS
Bus	Failure to comply with all rules on the bus and at bus stops.	Minimum: Student Conference Maximum: Loss of Bus Riding Privileges
See Student Handbook, under Student Transportation for specific consequences at each level:		

* Reported to ADE

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

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

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
Dangerous Items *		

<p>Dangerous Items/Simulated Firearm * Possession or use of:</p> <ul style="list-style-type: none"> • Air Soft Gun • BB Gun • Knife with a blade less than 4.5 inches • Laser Pointer • Letter Opener • Mace • Other Dangerous Item(s) • Paintball Gun • Razor Blade or Box Cutter • Simulated Knife • Taser or Stun Gun • Tear Gas <p><u>Board Policy JICI</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>Firearms (including destructive devices) **:</p> <p>Possession or use of loaded or unloaded, operable or inoperable:</p> <ul style="list-style-type: none"> • Destructive Device (bomb or grenade) • Handgun or Pistol • Other Firearm(s) or destructive device(s) • Shotgun or Rifle • Starter Gun <p><u>Board Policy JIC, JICI</u></p>	<p><u>K-5:</u> 10 Days OSS, Expulsion</p> <p><u>6-8:</u> 10 Days OSS, Expulsion</p> <p><u>9-12:</u> 10 Days OSS, Expulsion</p>	<p><u>K-5:</u> 10 Days OSS, Expulsion</p> <p><u>6-8:</u> 10 Days OSS, Expulsion</p> <p><u>9-12:</u> 10 Days OSS, Expulsion</p>
<p>Other Weapons **: Possession or use of:</p> <ul style="list-style-type: none"> • Billy club • Brass Knuckles • Knife with a blade of at least 4.5 inches • Nunchakus • Other Weapon(s) <p><u>Board Policy JIC, JICI</u></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</p>	<p><u>K-5:</u> 10 Days OSS, Expulsion</p> <p><u>6-8:</u> 10 Days OSS, Expulsion</p> <p><u>9-12:</u> 10 Days OSS, Long-term Suspension Expulsion</p>
<p>Harassment, Bullying, Threat, or Intimidation</p>		

<p>Bullying/Cyberbullying *: Acts of intimidation and/or harassment that have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm, is sufficiently severe and persistent, involves an imbalance of power. Bullying may be verbal, written or physical. Cyberbullying is, but not limited to, an act of bullying committed by use of electronic technology including social media.</p> <p><u>Board Policy JIC, JII</u></p>	<p><u>K-5:</u> Conference, Bully Contract, 1-5 Days ISS or OSS</p> <p><u>6-8:</u> Conference, Bully Contract, 1-5 Days ISS or OSS</p> <p><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</p> <p><u>6-8:</u> 5-10 Days OSS, Long-Term Suspension, Expulsion</p> <p><u>9-12:</u> 5-10 Days OSS, Long-Term Suspension, Expulsion</p>
<p>Harassment, Nonsexual *: Communication with another person anonymously or by verbal, electronic, mechanical, telegraphic or written means with the intent to harass based on and/or motivated by race, ethnicity, religion, national origin or disability. Harassment may include but is not limited to social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments.</p>	<p><u>K-5:</u> Conference, Behavior Contract, 1-5 Days ISS or OSS</p> <p><u>6-8:</u> Conference, Behavior Contract, 1-5 Days ISS or OSS</p> <p><u>9-12:</u> Behavior Contract, 1-5 Days ISS or OSS</p>	<p><u>K-5:</u> 5-10 Days OSS, Long-Term Suspension</p> <p><u>6-8:</u> 5-10 Days OSS, Long-Term Suspension</p> <p><u>9-12:</u> 10 Days OSS, Long-Term Suspension</p>
<p>Hazing *: Any activities that can be considered any type of initiation of another student.</p> <p><u>Board Policy JIC, JICFA</u></p>	<p><u>K-5:</u> Conference, Behavior Contract, 3-5 Days ISS or OSS</p> <p><u>6-8:</u> Conference, Behavior Contract, 3-5 Days ISS or OSS</p> <p><u>9-12:</u> Conference, Behavior Contract, 3-5 Days OSS</p>	<p><u>K-5:</u> 5-10 Days ISS or OSS, Long-term Suspension, Expulsion</p> <p><u>6-8:</u> 5-10 Days ISS or OSS, Long-term Suspension, Expulsion</p> <p><u>9-12:</u> 10 Days OSS, Long-Term Suspension, Expulsion</p>

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

* Reported to ADE

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

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

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
Disruption: Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior. <u>Board Policy JIC</u>	<u>K-5:</u> Conference, Detention, 1-3 Days ISS or OSS, Behavior Contract <u>6-8 :</u> Conference, Detention, 1-5 Days ISS or OSS, Behavior Contract <u>9-12:</u> Conference, Behavior Contract, 1-5 Days ISS or OSS	<u>K-5:</u> 5-10 Days ISS or OSS, Alternate Placement, Long-Term Suspension <u>6-8:</u> 5-10 Days ISS or OSS, Alternate Placement, Long-Term Suspension <u>9-12:</u> 10 Days OSS, Long-Term Suspension
Dress Code: Failure to comply with the school or District's dress code. <u>Board Policy JICA</u>	<u>K-5:</u> Change clothing, Conference, Detention <u>6-8 :</u> Change clothing, Conference, Detention <u>9-12:</u> Change clothing, Conference, Detention, 1-5 days ISS	<u>K-5:</u> Change of clothing, 1-3 Days ISS or OSS <u>6-8:</u> Change of clothing, 3-5 Days ISS or OSS <u>9-12:</u> Change clothing, 1-5 days OSS
Gambling: To play games of chance for money or to bet a sum of money. <u>Board Policy JIK</u>	<u>K-5:</u> Conference, Detention, 1-3 Days ISS or OSS <u>6-8 :</u> Detention, 3-5 Days ISS or OSS <u>9-12:</u> After School Detention, 1-5 days ISS	<u>K-5:</u> 5-10 Days ISS or OSS, Long-term Suspension <u>6-8 :</u> 10 Days ISS or OSS, Long-term Suspension <u>9-12:</u> 3-10 Days OSS, Long-Term Suspension
Inappropriate Language: Student delivers verbal or written messages that include swearing, name-calling, obscenities, vulgarity, foul, indecent, or words used in an inappropriate way. <u>Board Policy JIC, JK</u>	<u>K-5:</u> Warning, Conference, Detention, 1-3 Days ISS or OSS <u>6-8 :</u> Warning, Conference, Detention, 3-5 Days ISS or OSS <u>9-12:</u> Conference, 1-5 days ISS or OSS	<u>K-5:</u> 3-5 Days ISS or OSS <u>6-8 :</u> 5-10 Days ISS or OSS <u>9-12:</u> 5-10 days OSS, Long-Term Suspension

<p>Negative Group Affiliation/ Gang Activity/Secret Societies: 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.</p> <p><u>Board Policy JICE</u></p>	<p><u>K-5:</u> Conference, 1-3 Days ISS or OSS</p> <p><u>6-8 :</u> Conference, 3-5 Days ISS or OSS, Long-Term Suspension</p> <p><u>9-12:</u> 5-10 Days OSS</p>	<p><u>K-5:</u> 5-10 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>Other School Policy Violation: Any other violation of school policy.</p>	<p><u>K-5:</u> Conference, Detention, 1-3 Days ISS</p> <p><u>6-8 :</u> Conference, Detention 1-5 Days ISS or OSS</p> <p><u>9-12:</u> Conference, After School Detention, 1-5 Days ISS or OSS</p>	<p><u>K-5:</u> 3-5 Days ISS or OSS</p> <p><u>6-8 :</u> 5-10 Days ISS or OSS</p> <p><u>9-12:</u> 5-10 Days OSS, Long-Term Suspension</p>
<p>Possession of Contraband: 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</p> <p><u>6-8 :</u> 3-5 Days ISS or OSS, Long-Term Suspension</p> <p><u>9-12:</u> 1-5 Days OSS</p>	<p><u>K-5:</u> 1-5 Days ISS or OSS, Long-Term Suspension, Expulsion</p> <p><u>6-8 :</u> 3-5 Days ISS or OSS, Long-Term Suspension, Expulsion</p> <p><u>9-12:</u> 10 Days OSS, Long-Term Suspension</p>
<p>Public Display of Affection: 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</p> <p><u>6-8:</u> Conference, Detention, 1-5 Days ISS or OSS</p> <p><u>9-12:</u> Conference, After School Detention, 1-5 days ISS</p>	<p><u>K-5:</u> 3-5 Days ISS or OSS</p> <p><u>6-8:</u> 5-10 Days ISS or OSS</p> <p><u>9-12:</u> 5-10 Days OSS</p>
School Threat		

<p>Threats/Intimidation/Verbal</p> <p>Abuse of a Staff Member: 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</p> <p><u>6-8</u> : Conference, 1-5 Days ISS or OSS, Behavior Contract</p> <p><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</p> <p><u>6-8</u> : 10 Days ISS or OSS, Long-Term Suspension, Expulsion</p> <p><u>9-12</u>: 10 days OSS, Long-Term Suspension, Expulsion</p>
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<p>Threatening an Educational Institution: To interfere with or disrupt an educational institution through threatening statements, including but not limited to:</p> <ul style="list-style-type: none"> • Threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution; • 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; • Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property of others. • Refusing to obey a lawful order to leave the property of an educational institution. <p><i>May require a Threat Assessment to be conducted by school personnel.</i></p>		<p>A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student's parent(s) or guardian(s) participate in the mediation, community service restitution or other programs in which the parent or guardian takes the responsibility with the student for the threat.</p>
<p>Bomb Threat **: 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</p> <p><u>6-8</u> : 10 Days OSS, Long-Term Suspension</p> <p><u>9-12</u>: 10 days OSS, Long-Term Suspension</p>	<p><u>K-5</u>: 10 Days OSS, Expulsion</p> <p><u>6-8</u> : 10 Days OSS, Expulsion</p> <p><u>9-12</u>: 10 days OSS, Expulsion</p>

Chemical or Biological Threat **: Threatening to cause harm using dangerous chemicals or biological agents. <u>Board Policy JIC, JIC-R, JICK</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, Expulsion <u>6-8 :</u> 10 Days OSS, Expulsion <u>9-12:</u> 10 days OSS, Expulsion
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* Reported to ADE

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

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

VIOLATION & DEFINITION	MINIMUM	MAXIMUM
Sexual Offenses		
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. <u>Board Policy JK</u>	<u>K-5:</u> 5-10 Days ISS or OSS, No Contact Contract, Long Term Suspension <u>6-8:</u> 5-10 Days ISS or OSS, No Contact Contract, Long Term Suspension <u>9-12:</u> 5-10 days OSS, No Contact Contract, Long-Term Suspension	<u>K-5:</u> 10 Days OSS, Expulsion <u>6-8:</u> 10 Days OSS, Expulsion <u>9-12:</u> 10 days OSS, Expulsion
Harassment, Sexual with Contact* Board Policy JK	<u>K-5:</u> No Contact Contract, 10 Days OSS, Long Term Suspension <u>6-8:</u> No Contact Contract, 10 Days OSS, Long Term Suspension <u>9-12:</u> 10 days OSS, No Contact Contract, Long-Term Suspension	<u>K-5:</u> 10 Days OSS, Expulsion <u>6-8:</u> 10 Days OSS, Expulsion <u>9-12:</u> 10 days OSS, Expulsion

Indecent Exposure or Public Sexual Indecency * : The intentional exposure of one's private body parts in a manner that gives offense against accepted or prescribed behavior. <u>Board Policy JK</u>	<u>K-5</u> : 3-5 Day ISS or OSS <u>6-8</u> : 5-10 Days ISS or OSS <u>9-12</u> : 3-10 days OSS	<u>K-5</u> : 3-5 Day ISS or OSS, Long-Term Suspension <u>6-8</u> : 5-10 Days ISS or OSS, Long Term Suspension <u>9-12</u> : 10 days OSS, Long Term Suspension
Pornography : The possession, distribution, or sale of any pornographic materials. <u>Board Policy JK</u>	<u>K-5</u> : 3-5 Day ISS or OSS, Long-term suspension <u>6-8</u> : 5-10 Days ISS or OSS, Long-term suspension <u>9-12</u> : 3-10 days OSS, Long-Term Suspension	<u>K-5</u> : 5-10 Day ISS or OSS, Long-term suspension, Expulsion <u>6-8</u> : 10 Days ISS or OSS, Long-term suspension, Expulsion <u>9-12</u> : 10 days OSS, Long Term Suspension, Expulsion
Technology		
Computer/Network Infraction : Any violation of the Electronic Information Services User Agreement. <u>Board Policy IJNDB</u>	<u>K-5</u> : Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS <u>6-8</u> : Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS <u>9-12</u> : Conference, Detention, 3-5 days ISS or OSS	<u>K-5</u> : Loss of privilege, 3-5 Days ISS or OSS <u>6-8</u> : Loss of privilege, 5-10 Days ISS or OSS <u>9-12</u> : 10 days OSS, Long Term Suspension
Telecommunication Device : 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</u> : Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS <u>6-8</u> : Conference, Detention, loss of privilege, confiscation, 1-3 Days ISS or OSS <u>9-12</u> : Confiscation, Conference, Detention, 3-5 days ISS or OSS	<u>K-5</u> : Loss of privilege, 3-5 Days ISS or OSS <u>6-8</u> : Loss of privilege, 5-10 Days ISS or OSS <u>9-12</u> : 10 days OSS, Long Term Suspension
Theft	Taking or attempting to take money or property belonging to another person or the school.	Minimum: Short-Term Suspension Maximum: Expulsion

Extortion * : Knowingly obtaining or seeking to obtain property or services by means of a threat. <u>Board Policy JIC</u>	<u>K-5</u> : 1-3 Days ISS or OSS <u>6-8</u> : 3-5 Days ISS or OSS <u>9-12</u> : 5-10 Days OSS, Long-Term Suspension	<u>K-5</u> : 3-5 Days ISS or OSS, Long-Term Suspension, Expulsion <u>6-8</u> : 5-10 Days ISS or OSS, Long-Term Suspension, Expulsion <u>9-12</u> : 10 Days OSS, Expulsion
Petty Theft : Theft of items valued \$100 or less. <u>Board Policy JIC</u>	<u>K-5</u> : 1-3 Days ISS or OSS <u>6-8</u> : 3-5 Days ISS or OSS <u>9-12</u> : 1-5 Days OSS, Restitution	<u>K-5</u> : 3-5 Days ISS or OSS <u>6-8</u> : 5-10 Days ISS or OSS <u>9-12</u> : 5-10 Days OSS, Long-Term Suspension, Restitution
Theft : The illegal taking of another person's property without that person's consent.	<u>K-5</u> : 1-3 Days ISS or OSS, Long-Term Suspension <u>6-8</u> : 3-5 Days ISS or OSS, Long-Term Suspension <u>9-12</u> : 1-5 Days ISS or OSS, Restitution	<u>K-5</u> : 3-5 Days ISS or OSS, Long-Term Suspension, Restitution, Expulsion <u>6-8</u> : 5-10 Days ISS or OSS, Long-Term Suspension, Restitution, Expulsion <u>9-12</u> : 5-10 Days OSS, Restitution, Long-Term Suspension, Expulsion
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. <u>Board Policy JIC</u>	<u>K-5</u> : 1-3 Days ISS or OSS, Citation <u>6-8</u> : 3-5 Days ISS or OSS, Citation <u>9-12</u> : 10 days OSS, Citation	<u>K-5</u> : 3-5 Days ISS or OSS, Citation, Arrest <u>6-8</u> : 5-10 Days ISS or OSS, Citation, Arrest <u>9-12</u> : 10 days OSS, Citation, Arrest, Long-Term Suspension
Vandalism		
Graffiti or Tagging : Writing on walls, drawings, or words that are scratched, painted, or sprayed on walls or other surfaces in public places. <u>Board Policy JIC</u>	<u>K-5</u> : 1-5 Days ISS or OSS, Long-Term Suspension, Restitution <u>6-8</u> : 3-5 Days ISS or OSS, Long-Term Suspension, Restitution <u>9-12</u> : 3-10 days ISS or OSS, Restitution	<u>K-5</u> : 5-10 Days ISS or OSS, Long-Term Suspension, Restitution <u>6-8</u> : 5-10 Days ISS or OSS, Long-Term Suspension, Restitution <u>9-12</u> : 10 days OSS, Restitution, Long-Term Suspension

Vandalism of Personal Property *: Willful destruction or defacement of personal property. <u>Board Policy JIC</u>	<u>K-5</u> : Conference, Detention 1-5 Days ISS or OSS, Restitution <u>6-8</u> : Conference, Detention 3-5 Days ISS or OSS, Restitution <u>9-12</u> : 3-10 days ISS or OSS, Restitution	<u>K-5</u> : 5-10 Days ISS or OSS, Long-Term Suspension, Restitution <u>6-8</u> : 5-10 Days ISS or OSS, Long-Term Suspension, Restitution <u>9-12</u> : 10 days OSS, Restitution, Long-Term Suspension
Vandalism of School Property **: Willful destruction or defacement of school property <u>Board Policy JICB</u> .	<u>K-5</u> : Conference, Detention 1-5 Days ISS or OSS, Restitution <u>6-8</u> : Conference, Detention 3-5 Days ISS or OSS, Restitution <u>9-12</u> : 3-10 days ISS or OSS, Restitution	<u>K-5</u> : 5-10 Days ISS or OSS, Long-Term Suspension, Restitution <u>6-8</u> : 5-10 Days ISS or OSS, Long-Term Suspension, Restitution <u>9-12</u> : 10 days OSS, Restitution, Long-Term Suspension

* Reported to ADE

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

For your convenience, the Florence Unified School District No. 1 offers a free, secure electronic payment system for athletic fees, field trips, class fees and much more. You may also contribute to the many extra-curricular activity (ECA) tax credit programs. Please take the following actions to utilize our online payment system:

1. Obtain your ParentVue account information.
 - a. If you do not have this information, please contact your student's school.
 - b. If you are a guest user, you will have the ability to set up a guest account.
2. Visit the FUSD School website at <http://www.fudsaz.org>
3. Select the "Payments" tab near the top of the page.
4. The payment login page will appear on your screen.

If you have a student, please:

Create an account with your ParentVue information to allow all the system to link all of your students in your single account.

Click the Sign In button.

If you are a guest user who does not have a student in the District, you can select the blue "sign up for an account" link noted on the page.

IMPORTANT NOTE: If you are making a Pay-to-Participate payment (*tax credit or other*) you **MUST** log-in as the student to ensure proper credit.

5. Each subsequent page will allow you to select the type of payment you would like to process and walk you through the payment process.

Pay Fines/Fees

Any outstanding fines/fees on your student's account will be listed on this page for your review and payment.

Items At Student's School / Items at All Schools

- a. Select District, High School or K8 School type
- b. Select your child's specific school
- c. Select ECA Tax Credits, Fees-Non Tax Credits or Pay-to-Participate.
- d. Update the quantity of the item you want to purchase and select "BUY"

As you "buy" items they will move to your shopping cart (*upper right corner of the page*). When you have selected all items, you can click on the word "checkout" next to your shopping cart, confirm your items, and proceed through the checkout/payment system.

FLORENCE UNIFIED SCHOOL DISTRICT NO. 1

Optional Laptop Insurance Program

Effective September 15, 2021, FUSD allows students/parents to participate in the FUSD 1:1 Technology Initiative program without a mandatory fee. Instead, all students will have free access to a district laptop, and students/parents will be held responsible for any damages to the device.

As part of the FUSD 1:1 Technology Initiative, a parent/guardian has the option to enroll in FUSD's Laptop Insurance Program. Enrollment in the program is optional and minimizes the potential repair and/or replacement costs associated with the device. By selecting this program, a parent/guardian agrees to pay an annual fee of \$50 to be enrolled in the Laptop Insurance Program. If a device becomes damaged, the student will take it to the school's Service Center for assessment and repair. If the device is stolen while at school, the incident must be reported by the student to their teacher or front office within 24 hours. If the device is stolen outside of school, a parent/guardian must file a police report within 48 hours. A copy of the report must be turned into the school principal. Enrollment in the Laptop Insurance Program does not begin until the annual \$50 payment has been received.

The \$50 Laptop Insurance Program is non-refundable, and it must be purchased each school year.

What is covered under the Program?

- Accidental damage, such as cracked screens or cases, broken keyboards, etc.

- Battery replacement (if it is determined that the battery is malfunctioning)
 - Replacement of stolen device. If the device is stolen, a police report must be filed within 48 hours. A copy of the report must be sent to the school's front office.
- Hardware issues (video cable, broken ports, speakers)

Insured laptop deductible costs

Item	Cost
Device	\$100 (1st incident only)
Screen	\$75
Keyboard	\$0
Charger (malfunction)	\$0
Charger (lost or stolen replacement)	\$0

Intentional damage to the device is NOT covered under the program.

Laptop Insurance Program – Opt-Out

Parents and students who choose NOT to purchase the Laptop Insurance Program are responsible for 100% of all repair and replacement costs for the device. The following prices are estimates, as exact costs for each repair will be made upon further inspection of the damaged device.

Uninsured Costs

Item	Cost
Device	\$485
Screen	\$185

Keyboard \$75

Charger \$50

Other items will be charged based on time and materials Parts + \$15 per hour. Half hour minimum

NOTE: All repairs must be made by FUSD Service Center technicians.

Laptop Insurance can be paid at the school site, or online through our Intouch payment system. See instructions on the other side of this sheet.

FLORENCE UNIFIED SCHOOL DISTRICT NO. 1

Optional Laptop Insurance Program Payment Instructions

For your convenience Florence Unified School District No. 1 offers a free and secure electronic system for the payment of your Laptop Insurance Fee.

Visit the FUSD School website at <http://www.fudsaz.org> and select the Payments option in the blue bar underneath the photo display on the landing page (or navigate your browser to <https://az-florenceunified.intouchreceipting.com/signin>).

- If you have already linked your ParentVue account to the payment portal
 - Login using your existing credentials
 - Select your student's name under "Who are you shopping for?"
 - Select the following options:

§ [Items at all Schools](#)

§ [District Office](#) (School Type)

§ [District Office](#) (School)

§ [Laptop Insurance](#) (Categories)

- Select the item and proceed to checkout

· If you HAVE NOT linked your ParentVue account

- Choose the “Click here to set your password” button at the top of the page
- Enter the e-mail address you provided in your registration packet
- Click [Search](#)
- Check your email for instructions on finalizing your account
- Follow above instructions for payment

For payment related questions contact Savanaha Te’o at 520-866-3533 or steo@fusdaz.org

FUSD High School Student Fees, Fines & Charges

July 1, 2023 – June 30, 2024

<u>COURSE/PROGRAM</u>	<u>Fees, Fines and Charges</u>
<u>Activity Card – For Sports Only</u>	<u>\$35.00**</u>
<u>AP Studio Art*</u>	<u>\$15.00</u>
<u>IB/AP Course Fee (nonrefundable) for each IB/AP Course*</u>	<u>\$20.00**</u>
<u>AP Exam Fee*</u>	<u>\$95.00**</u>
<u>Anatomy/Physiology</u>	<u>\$20.00</u>
<u>All Art Classes</u>	<u>\$15.00 / per semester</u>
<u>Band (ECA)</u>	<u>\$100.00 per year (ECA)</u>
<u>Biology – All levels</u>	<u>\$15.00</u>
<u>Bio Tech</u>	<u>\$20.00</u>
<u>Chemistry – All levels</u>	<u>\$15.00</u>

<u>Design 1 – Prerequisite Art 1</u>	<u>\$15.00 / per semester</u>
<u>Driver's Education Behind the Wheel (Paid Before Scheduled for Driving)</u>	<u>\$150.00**</u>
<u>Forensic Science</u>	<u>\$25.00</u>
<u>IB Exam Fees*</u>	<u>Varies Annually**</u>
<u>IB Registration Fee*</u>	<u>\$172 / Starting Junior Year**</u>
<u>ID Replacement</u>	<u>\$5.00**</u>
<u>Jewelry</u>	<u>\$20.00*</u>
<u>Laptop Deductible</u>	<u>\$25 per incident**</u>
<u>Laptop Insurance</u> <u>(Optional)</u>	<u>\$50.00**</u>
<u>Laptop-Replacement fee w/o insurance if damaged</u>	<u>\$350.00**</u>
<u>Laptop-Replacement fee w/ insurance if damaged</u>	<u>\$100.00** (1st incident)</u>
<u>Parking Space Permit</u>	<u>Varies by Site**</u>

<u>Parking Violations</u>	<u>Varies by Site**</u>
<u>PE Lock</u>	<u>\$8.00**</u>
<u>PE Uniform – All PE including Interscholastic</u>	<u>\$20.00**</u>
<u>Photography</u>	<u>\$15.00</u>
<u>Physics</u>	<u>\$15.00</u>
<u>Physical Science</u>	<u>\$15.00</u>
<u>PRIDE Academy or PE Uniforms</u>	<u>PE \$25.00**</u> <u>PRIDE \$30.00</u>
<u>Stagecraft/Theater*</u>	<u>\$15.00*</u>
<u>Yearbook</u>	<u>Varies by Site**</u>

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

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 a student participating in any elective course or extra-curricular activity.

FORMS OF PAYMENT ACCEPTED: Cash, Credit Card, Money Order – **NO PERSONAL CHECKS**

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