



# San Tan Foothills High School Student and Parent Handbook

*2020 - 2021*

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

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



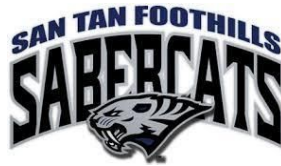
## **Florence Unified School District**

### **Governing Board**

Denise Guenther, President  
Bob Dailey, Vice President  
Steve Johnson, Member  
Katrina Solis, Member  
Jim Thomas, Member

### **District Administration**

Mr. Chris Knutsen, Superintendent  
Mr. Tony Jimenez, Assistant Superintendent  
Mr. Adam Leckie, Assistant Superintendent



## **San Tan Foothills High School Administration**

Dr. Tim Richard, Principal  
Shannon Jauregui, Assistant Principal - Curriculum & Registration  
Patricia Shores, Assistant Principal - Attendance & Discipline  
Rick Romero, Assistant Principal - Athletics & Facilities  
Candace Perales - Instructional Coach

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# Florence Unified School District

## **Nondiscrimination Statement**

The Florence Unified School District does not discriminate on the basis of race, color, national origin, sex, age or disability.

## **Declaración de Non Discriminación**

Spanish Version

El Distrito Unificado de Florence no discrimina a raza, color, nacionalidad, género, edad, o habilidad diferenciada.

## **Tony Jimenez, Title IX Coordinator**

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

## **Derrick Sainz, STFHS 504 Coordinator**

San Tan Foothills High School  
1255 West Silverdale Road  
San Tan Valley, AZ 85142  
480-474-6800  
dsainz@fusdaz.org

## **FERPA Rights**

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

## **ADA/TITLE IX**

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

## No Child Left Behind Rights

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

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

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

## Abuse of Teacher or School Employee in School

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

## Mandatory Reporting of Criminal Activity to Law Enforcement

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

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

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

## 2020-2021 San Tan Foothills High School Bell Schedules

<u>Mon, Tues, Thurs, Fri</u>	<u>Wednesday PLC Schedule</u>
1st Period: 7:10-8:07	Teacher Collaboration time: 6:35-7:30
2nd Period: 8:12 – 9:09	1st Period: 7:35-8:30
<b>Advisory Hour:</b> 9:14-9:39	2 <sup>nd</sup> Period: 8:35 - 9:30
3rd Period: 9:44 – 10:41	3rd Period: 9:35-10:30
4th Period: 10:46 – 11:43	4th Period: 10:35-11:30
Lunch: 11:43 – 12:20	Lunch: 11:30-12:15
5th Period: 12:25 -1:20	5th Period: 12:20-1:15
6th Period: 1:25 – 2:20	6th Period: 1:20-2:20 <i>*special announcements</i>

<u>Non Wednesday Early Release</u>	<u>Assembly Schedule</u>	<u>Wed Early Release</u>
1 <sup>st</sup> Period: 7:10-7:51	1 <sup>st</sup> Period:7:10-8:00	Teacher collaboration time: 6:35 -7:30
2 <sup>nd</sup> Period: 7:56-8:37	2 <sup>nd</sup> Period: 8:05-8:55	1st Period 7:35 -8:12
3 <sup>rd</sup> Period: 8:42-9:23	3 <sup>rd</sup> Period: 9:00-9:50	2nd Period:8:17-8:54
4 <sup>th</sup> Period: 9:28-10:09	4 <sup>th</sup> Period: 9:55-10:45	3rd Period:8:59 -9:36
Lunch 10:09-10:38	Lunch 10:45-11:30	4th Period:9:41-10:18
5 <sup>th</sup> Period: 10:43-11:24	5 <sup>th</sup> Period: 11:35-12:25	Lunch:10:18-10:48
6 <sup>th</sup> Period: 11:29-12:10	6 <sup>th</sup> Period: 12:30-1:20	5th Period:10:53-11:30
	Assembly: 120-2:20	6th Period:11:35-12:10

**Notes\*** On Wednesdays students who have their own transportation do not need to arrive on campus until 7:30AM. Students who ride the bus will still be dropped off at the school at the normal time and they will be supervised in common areas. 1<sup>st</sup> hour begins at 7:35AM.

## Student Responsibilities

### Expectations for Students

#### 1. Come to class on time

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

#### 2. Be prepared for school

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

#### 3. Do the assigned work

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

#### 4. Respect yourself and others

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

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

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



## Parent Involvement

Parent involvement is critical to the success of developing four-year plans and the process of course selection. As such, it is the responsibility of each student to read carefully 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.

Parental involvement is critical to the success of every school. The Parent Advisory Group is open to any parent interested in being involved in the decisions and directions of the school. The Parent Advisory Group will meet monthly with the Principal.

## Guidance and Counseling

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

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

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

Counseling assignments:

Last Names A-L

Tammy Sutterby

[Tsutterby@fusdaz.org](mailto:Tsutterby@fusdaz.org)

Last Names M-Z

Derrick Sainz

[dsainz@fusdaz.org](mailto:dsainz@fusdaz.org)

## Academic Honesty

### Cheating, Forgery, Plagiarism

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

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

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

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

### Lying

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

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

### Range of Consequences for Academic Dishonesty

1st offense	Conference and Academic Dishonesty Contract; ISS; Community service; Short-term Suspension
2nd offense	ISS; OSS; Community Service; Short-term Suspension
3rd offense	Suspension (up to 9 days); referral to Hearing

### **Check Your Progress (Synergy StudentVue)**

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

### **Schedule Corrections**

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

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

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

### **Grades When Students Withdraw From School/Courses**

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

### **Advanced Placement Courses**

The Advanced Placement (AP) Program is a nationally recognized curriculum that offers high school students the opportunity to earn college credit while attending high school. AP Classes are designed to be more challenging than traditional high school classes. Consequently, grades in courses designated Pre-AP or AP in the course catalog will be weighted for GPA and Class Rank purposes. The weighting scale can be found in the Grade Point Table found on Page 14.

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

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

## San Tan Foothills High School - Grade Scale

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

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

### Principal's List

All students who have a minimum of a 4.0 G.P.A. shall be recognized on the Principal's List and be eligible to participate in the monthly Principal's Advisory Committee Luncheon.

### Honor Roll

All students who have a minimum of a 3.5 G.P.A. with no grade lower than a C shall be classified as honor students.

### Dean's List

All students who have a minimum of a 3.0 G.P.A. with no grade lower than a C shall be classified as members of the Dean's List.

### Final Exams

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

### Tutoring

Tutoring is available after school for students to receive extra assistance. Teachers are available to assist any student in his/her subject area in each department's tutoring center. If a student is struggling, or just wants to get ahead, tutoring is available Monday – Thursday. Late bus transportation is available. Please make arrangements with your teacher.

### Credit Recovery

The Credit Recovery Program is an opportunity for a student to retake a course in which he/she previously was not academically successful in earning credit towards graduation. Credit Recovery courses are designed to be on a flexible schedule that will allow the student to progress at the student's pace. Credit Recovery differs greatly

from traditional programs that allow students to earn “first time credit”. Given the fact that State mandated seat time requirements have already been met students can focus on earning credit based upon mastering the content standards for the particular course. Most instructional content for Credit Recovery courses will be delivered via the internet and accessible to all students 24 hours a day 7 days a week, from any internet connected device.

Students must be referred to the credit recovery program by the counseling department and approved by administration. Credit recovery is only open to seniors. Specific protocols and requirements for the Credit Recovery Program will be discussed with the student and their parents prior to entering into a Credit Recovery Agreement. **Students who must take credit recovery will not be allowed to participate in after school activities such as sports and will not be approved for a ½ day schedule.**

### 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 in to 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.

***No records will be transferred until all debts are paid.***

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

### Transfers into San Tan Foothills High School

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

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

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

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

## Freedom of Expression

FUSD Governing Board policy JICEC reiterates that “students possess inalienable rights to develop, believe, and follow personal viewpoints and beliefs to the extent their viewpoints and beliefs do not infringe upon nor denigrate the same rights of others.

San Tan Foothills High School does retain its rights to maintain order and discipline on school property in a content and viewpoint neutral manner, protect the safety of students, employees, and visitors on school property and adopt and enforce policies and regulations concerning student speech while on school property in a manner that does not violate a student's state and federal constitutional rights.

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

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



**Florence Unified School District**  
**Student Fees, Fines and Charges**  
**July 1, 2020 - June 30, 2021**

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

Laptop Replacement Fee	\$150.00**
Locker Rental - Monthly	\$10.00**
Parking Space	Varies by Site**
Parking Violations	Varies by Site**
PE Lock	\$6.00**
PE Uniform - All PE including Interscholastic	\$20.00**
Photography	\$15.00
Physics	\$15.00
Pride Academy - PE Uniform	\$25.00**
Science - ALL LEvels	\$15.00
Stagecraft / Theater	\$15.00 Subject*
Yearbook	Varies by Site**

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

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

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

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

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

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

## Governing Board Policy on Graduation Requirements

I-7361 © IKF-RA

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

Rev. 6.23.11

<sup>1</sup>*if the On-Line school is NCA accredited, credit will transfer*

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

### Protocol for Receiving Credit by Examination

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

#### Students 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 On Line outside the FUSD district and/or with an Online school not NCA accredited - (Math, English, Science, Social Studies including Sociology, Psychology), Health, and home-schooled core courses (if no official transcript is provided)

#### Students may not request to challenge a course:

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

## Grading Procedures for courses that are challenged:

### Exam for Acceleration:

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

### 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.

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

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

### Examination Dates for acceleration:

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

Graduation Requirements

## San Tan Foothills Diploma Options 2020-2021:

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

\* The Class of 2019 is the last CUSD/FUSD grandfathered school consolidation class – only 30 hour of service and no health requirement.

## Graduating With High Honors

Senior class students who have a grade point average of 3.5 or better (computed at the end of the 7<sup>th</sup> 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.

### **Service Learning/ Community Service Requirement for Graduation**

Students are required to participate in service learning activities developed 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 offers students an opportunity to apply their learning in real-world circumstances. Students are required to provide evidence and/or documentation and reflection forms which will be available at the student's school. Students will provide the documentation and reflections of all service hours to their counselor prior to graduation. The requirement for graduation is 40 hours.

## Graduation Requirements

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

## CELEBRATION /REMEDATION PROGRAM

Celebration is an incentive program for students with all passing grades that may be offered from time to time. Celebration time will be given at the discretion of administration and they may impose additional guidelines in regards to this program.

### Academic Defiance

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

### **Change of Address and Telephone number**

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

### Safety

#### **Visitors**

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

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

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

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

#### **Fire / Disaster Drills**

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



## **Lock-Down Procedures**

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

## **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 and Skateboards**

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

## **Student Activities**

### **Student Activity Pass**

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

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

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

No Admission will be allowed for students:

- Currently assigned off campus suspension.
- Currently assigned in school suspension.
- Who have been assigned major (at the discretion of school administration) disciplinary consequences within the previous 3 months.
- Who have unpaid school fees.
- Banned by school administration

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

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

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

- Prior written approval must be secured from school administration five school days in advance of the dance/activity.
- Students in grades 9-12 from other schools may be invited as guests, but are subject to the same dance and school regulations as District high school students. Guests must be a highschool student in good standing and must bring a current school photo ID with birth date.

## **Athletics**

### **Eligibility**

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

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

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

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

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

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

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

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

### Athletic Grade Checks

Warning Grade reports will be generated using a grade report every Monday morning. Head Coaches will be required to review grade reports for their entire roster and encourage their student athletes to secure a passing grade by Wednesday. The final athletic eligibility grade report will be generated on Thursday of each week. Any student who is failing a class (below 60%) will be ineligible for one week beginning the next Sunday for the entire week. During the ineligible week, athletes may practice but will not be allowed to play in any games. The athlete is ineligible for the entire week, regardless if the athlete brings the grade up during the week. Any work turned in after the final athletic eligibility grade report is completed will not count toward the current grade check. A student must receive a passing grade in all subjects taken in order to be eligible to participate in extracurricular activities. A failing grade in any class will disqualify an athlete from game competition for one or more weeks. An Incomplete grade in any class will disqualify the athlete until the incomplete is replaced by a passing grade. An AUDIT will disqualify an athlete from game competition for one or more weeks. It should be noted that a student athlete may NOT transfer out of a class to avoid a low or failing grade. If a transfer takes place the grade follows the athlete and the athlete will be ineligible for the subsequent interval until such time as all work is made up and a passing grade is achieved in the class from which he/she transferred.

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

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

### Spectator Behavior

Florence Unified School District has a sports tradition spanning nearly 100 years. San Tan Foothills High School participates in the AIA Victory with Honor program. Fan behavior is an integral part of upholding these principles. A paid entry fee does not constitute permission to taunt or cheer in a disrespectful, rude, or derogatory manner. Fans behaving in this way will be directed to leave the sports venue. San Tan Foothills High School students will be subject to the school's discipline policy. Any student that displays extreme behavior or violence may lose their sport activity privileges. These principles apply to audiences at sporting and non-sporting events both at home and away. Adult spectators are expected to model appropriate behavior at all times. Any inappropriate behavior may result in removal from the facility and referral to law enforcement.

### Random Student Drug Testing

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

### Physicals

All athletes and members of marching band are required to have an annual physical prior to participation. Please contact the coach or band instructor for further information.

### **Insurance**

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

### **Lettering**

Students can earn varsity letters in academics, athletics, and in the Fine Arts. For more information, contact the Athletic Director.

## **Student Council**

### **Constitution**

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

### **School Colors**

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

### **School 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.

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

### **Administering Medicines to Students**

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

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.
  - **Exceptions:**
    - Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practical following the use of the medication.
    - For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device

and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.

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

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

### **Illness**

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

### **School Publications**

The Student newspaper is published by Journalism students, and contains news, opinions, entertainment, features, arts, and sports are all covered in the paper, which is distributed free of charge to the school and community.

The Student yearbook is published annually by students in yearbook class. This publication covers all students, events, sports, and clubs; it includes a color section of seniors, as well as various other memorable activities of the school year. Yearbooks can be purchased throughout the school year at the Bookstore. The Yearbook is distributed at a yearbook signing party in May.

*San Tan Foothills High School Newsletter* – This administrative publication is distributed once each month to families of *San Tan Foothills High School* students through parent's e-mail address.

### **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. In lieu of late fees, students are allowed to bring one item of non-perishable food in exchange for \$5 in late fees.

### **Foreign Exchange Students**

Each year our high school may have one or more exchange students from foreign countries. These students are looking to San Tan Foothills High School students as examples of the American way of life. Please treat them with respect and as friends.

### **Deliveries**

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

### Distribution of Materials

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

### Food Service

The cafeteria is open for breakfast and lunch and offers a wide variety of foods. Grilled hamburgers, subs, pizza, burritos and much more are part of the daily menu. A free and reduced price meal program is also available. If interested, please contact the cafeteria manager.

### Student Store

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

San Tan Foothills High School does not accept checks.

### Lost and Found

Loss or theft of any item should be reported to the assistant principal's office immediately. However, theft is a matter of the law and administration advises if any article of value is found, it should be taken to the office right away. Students should check in the office for lost items. Many items go unclaimed each year.

## FEDERAL AND STATE LAWS

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

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

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

### Revocation of Open Enrollment

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

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

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

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

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

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

Education is a discipline. It requires the student to engage in some degree of self-discipline in order to receive and benefit from educational opportunities. The educational institution, to enhance and promote the student's best interest in acquiring an education, is obligated to provide and ensure an environment free from behavioral problems. San Tan Foothills High School's disciplinary policy encourages and supports the students' acquisition of the best possible education by:

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

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

### **Attitude**

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

If your main reason for coming to school is to learn, be active in school programs, and make your high school a good place to be, you will probably never have any serious discipline or attendance problems. Please remember, actions have consequences – either good or bad. In general, positive actions result in positive consequences and poor decisions and or actions result in negative consequences. The choice is yours.



## Attendance

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

## Absences

Absences are defined as excused or unexcused.

### Excused Absences

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

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

### Unexcused Absences

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

### Audit Status

When a student collects 10 or more absences in any class they may be placed on Audit status by school administration. Students auditing class are required to attend class, do all of the work required by the teacher and earn the best grade that they can, but may face the loss of credit in that class. If the student improves their attendance profile they will be given an opportunity to earn the credit back.

### Truancy Law/Statement

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

## Signing out Your Child

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 signing your child out 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 unable to excuse students early on the basis of a note or telephone call from parents.

### All Absences

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

### Ten Consecutive Absences

Students who have 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. Readmission to San Tan Foothills High School is at the discretion of the Principal.

### Sweep

Students are expected to be in their classrooms and ready to when the tardy bell rings. **Teachers are required to take attendance during the first 5 minutes of every class period. Any student who is sent to Sweep needs to be marked Absent in Gradebook.**

Students who arrive late will be sent to sweep for the entire class period, regardless of whether or not parents have called. Students who are escorted to school late by a parent will be admitted to class with a pass if the parent signs the student in at the attendance office, however they still will be considered tardy and subject to the following consequences unless they have a note from a medical doctor or court official:

**1st tardy offense:** Sent to Sweep Room for class period. Incident Documented

**2nd tardy offense:** Sent to Sweep room and assigned 1 day of ISS. Incident Documented.

**3rd tardy offense:** Sent to Sweep room and assigned 2 days of ISS. Incident Documented.

**4th tardy offense:** Sent to Sweep room and assigned 3 days of OSS. Incident Documented.

**Note:** *Extreme cases of chronic and repeated tardiness will be dealt with as defiance of authority according to district policy.*

### Assembly Conduct

Students must sit in the section assigned for their class. Students who cannot conduct themselves properly will be removed from assemblies. Seating for pep assemblies will be by class. For other assemblies, seating will be with a designated teacher. Some assemblies may be shorter than others and may occur at different times of the school

day. At all times students are to be with their teacher to and from assemblies and not loiter at the completion of any assembly.

### **Closed Campus**

San Tan Foothills High School is a modified “Closed Campus” facility. This policy allows junior and senior students, who fulfill all requirements listed below, to go off campus only to go home for lunch or to frequent an eating establishment during the lunch period. Students are not allowed to leave campus between classes. Students who leave campus otherwise will be considered truant and in violation of school rules, city ordinances, and/or Arizona statutes. Students who have 3 or more unexcused absences are subject to loss of Off Campus privileges. Students who have off campus privileges must present their proper ID card to school safety monitors, administration, or other school personnel in order to leave campus.

### **2019-2020 Requirements for off campus lunch**

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

### **Parking Regulations**

On-campus parking is permitted only in designated locations. Vehicles parked in areas other than those designated or in restricted zones will be subject to removal. Any vehicle parked in a manner that will block or hinder the safe movement of others will be subject to removal. Students who drive vehicles to school, park at their own risk and must understand that neither the school nor the Governing Board can be held responsible for the vehicle. Any fuel-powered vehicle of any kind (i.e. motor bike, motorcycle, etc.) must have a paid parking permit attached to the vehicle and be parked in an appropriate space in the student lot. The student must provide a copy of a valid driver’s license, current insurance and pay for a parking permit in order for the vehicle to be allowed on campus. For 2018-2019, students will be assigned a specific parking space. If the student parks in a space, other than the one they are assigned, they may be given disciplinary consequences, including suspension or revocation of parking privileges.

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

**JOY RIDING:** The use of cars or motorcycles for cruising around during the lunch period, before school, or during the school day is forbidden. Cars used in this way are a traffic hazard. The speed limit on campus is 5 m.p.h. Parking will be assigned according to the following priority: seniors, juniors, and then sophomores. All cars using

the high school parking facilities must have a parking permit displayed as instructed. Violations of parking rules and postings may result in towing or blocking wheels at the owner's expense. Parking on campus is a privilege. There will be a fee charged for parking and this amount will be determined by school administration prior to the start of the school year. Failure to display or obtain a parking permit will result in disciplinary action. If you lose your parking permit hanger, you must obtain a replacement hanger, which costs \$10.

### **DRESS CODE**

**Students and their parents/guardians have the responsibility to be aware of the school's specific dress code and to conform to these requirements.** If a student or parent has any questions about whether specific attire or accessories are in compliance with this dress code, they should contact an Assistant Principal prior to wearing such attire or accessory to ensure compliance. On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. Each year parents ask for guidelines as they help students select appropriate attire for school. School pride, morale and image are influenced by the general appearance of students. FUSD wants to provide opportunities for students to express themselves within the set of parameters listed below:

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

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

### **APPROPRIATE DRESS:**

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

#### **Minimum Dress & Grooming Code:**

##### **Tops:**

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

##### **Pants:**

- Pants must be pulled up, with no undergarments exposed.
- May not have holes, rips or tears that reveal inappropriate areas of skin or undergarments .
- 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 undergarments.

- Must be at a reasonable and modest length at least, to the end of his/her fingertips with arms fully extended.

**Skirts, Dresses, Jumpers, Shirts, Sports Wear:**

- Must be at a reasonable and modest length.

**Shoes:**

- No bedroom slippers.

**Hats:**

- No hats, caps or hoods can be worn by boys or girls.
- No hair nets, bandannas, doo rags or wave caps may be worn or displayed.

**Miscellaneous:**

- No attire with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol or tobacco shall be worn.
- Torn or radically altered clothing is not permitted.
- Gang related symbols or insignias on books, caps, belongings or apparel are not allowed.
- No pajamas.
- 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.
- Student IDs must be carried at all times and must be presented upon request of school officials

**The administration retains the final discretion to determine that the 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. Behavior Contract issued.*

**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 3 days Off-Campus Suspension*

**Cell Phones and Electronic Devices**

**CD players, i-pods, and MP3s are not permitted on campus.** It is unlawful for any person to knowingly photograph, videotape, film, or digitally record or by any other means use a device to secretly view or record another person without that person’s consent. In addition, it is unlawful to disclose, display, distribute, or publish a photograph, videotape, film, or digital recording made without the consent of the person depicted. Refer to A.R.S. Statue 13-3019. Violation of this statue is a class 5 felony.

Cell phones and other electronic devices may not be used during instructional time in the classroom. Use of cell phones during passing periods, before or after school and during the lunch period is permitted. Students bring these devices to school at their own risk. If a student has a cell phone or other electronic device on campus or on the bus and it is damaged or stolen, the school will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone charges or for any other electronic device. Cell phones and electronic devices confiscated by school personnel can be retrieved by a parent from administration.

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

### Cell Phone & Electronic Device Consequences

- **1st Offense:** Phone or device is confiscated, turned into office, student receives behavior contract and phone is returned at the end of the day.
- **2nd Offense:** Phone or device is confiscated; parents must pick up phone from the office. Student is assigned to one day of In School Suspension. If parents are unable or unwilling to pick up phone, it will be returned to student at the end of the school day and student will be suspended off campus for 2 days.
- **3rd Offense:** Phone or device is confiscated; parents must pick up phone, student suspended off campus for 3 days. If parents are unable or unwilling to pick up phone, it will be returned to student and the suspension will be increased from 3 to 5 days.
- **4th offense:** Phone or device is confiscated, student suspended off campus for 5 days. If parents are unable or unwilling to pick up phone, it will be returned to student and suspension will be increased from 5 to 9 days.

### Searches

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

### Due Process

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

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

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

### Alternative School Assignment

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

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

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

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

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

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

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

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

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the

District presently dispenses. Such students may be removed from their respective attendance boundary schools and placed in alternative educational programs.

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

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

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

**Off-Campus Behavior**

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

**Dangerous Instruments and Deadly Weapons**

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

For the purposes of this policy Weapon means any of the following:

- A firearm, a destructive device, or dangerous instrument.
- Simulated weapon means an instrument displayed or represented as a weapon.
- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any such firearm;



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

### **Student Harassment**

Verbal, physical, or psychological acts of aggression relating to a person’s race, ethnicity, religion, gender, disability or sexual orientation will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences. Students, who believe that they have been harassed, should contact their counselor or any administrator as soon as possible. A common school administration tool is the use of a “Non-Violence Agreement” or a behavior contract. This is a document that is signed by the students involved in a conflict after a mediation session has taken place with district administration. It is an agreement by both students that there will be no further contact of any kind with one another.

### **Student Grievance Process**

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

# Florence Unified School District

## High School

### Student Discipline Infraction Glossary & Consequence Ranges

*2019-2020*



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

520-866-3500

<https://www.fusdaz.com>

## Definitions, Laws & Policies

### **Student Conduct – FUSD Governing Board Policy JIC**

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

### **Discipline Policy**

Students at FUSD K-12 Schools have the right to a quality education, free from unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school/campus environment relatively free from behavioral problems. The entire school community (parents, students, school personnel and community members) shares responsibility for maintaining a positive campus climate. The administration, teaching staff, and other school personnel have the responsibility to determine when a student's behavior is inappropriate, disruptive, or in violation of school rules/regulations or policy. 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. See FUSD Governing Board Policies JIC Student Conduct and Board Regulations JK Student Discipline.

### **Due Process**

Any student who is involved in disciplinary action is entitled to due process. A student whose behavior is alleged to be in violation of the school's rules may be referred to the administration. In every such incident, a written report/referral specifying the violation must be prepared by the person initiating the referral. The student will be informed of the charges against him/her. He/she will then have the opportunity to respond 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 Governing Board Policy 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 Governing Board Policy 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 Governing Board Policy JIH, "School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

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

## Arizona Revised Statutes

In addition to Arizona Revised Statutes (A.R.S.) cited elsewhere in this document, please refer to the following statutes related to school discipline.

**15-840.** Definitions of Expulsion and Suspension

**15-843.** Pupil disciplinary proceedings

## Consequence Definitions

Consequences are listed from least to most severe. The phrase “up to” when used in combination with a consequence means that any consequences, or combination of consequences, less severe may be considered and/or implemented up to and including the consequence indicated. For example, “up to 3 days OSS” means that any combination of consequences, such as a behavior contract, ISS, campus service and OSS up to and including 3 days of OSS may be assigned.

**School administration reserves the right to implement alternative consequences, where indicated.**

**Conference:** Student receives verbal warning/advisement of behavior.

**Contract:** Student receives written warning/advisement of behavior.

**Detention:** Involves student serving detention during lunch, after school, or on a Saturday.

**Campus Service:** Student is assigned on-campus service tasks as restitution for behavior. Tasks include but are not limited to: collecting and disposing of litter, cleaning classrooms and/or common areas, cleaning windows, vacuuming, etc.

**ISS:** “In-School Suspension” involves student attending classes in a designated location on-campus, outside of the regular classroom. ISS may involve participation in additional activities such as campus service and directed reflection.

**OSS:** “Out-of-School Suspension” or “Short-Term Suspension” involves student being prohibited from entering any Florence Unified School District property for the duration of the suspension of ten or fewer days. Classwork must be completed off-campus.

**LTS:** “Long-Term Suspension” involves student being referred to a hearing before being prohibited from entering any Florence Unified School District property for the duration of a suspension that exceeds ten days. Student may be assigned to an alternative education program to continue coursework.

**Expulsion:** Involves student being referred to a hearing to be permanently prohibited from entering any Florence Unified School District property or attending classes through any FUSD school.

**\*Alternative to Suspension:** Policy JKD-EA provides FUSD the right to assign a student who is found to be in violation of the student code of conduct and receives a suspension to the district’s alternative to suspension program located at Mountain Vista Academy for the duration of the suspension.

## 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 for 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.

**School administration reserves the right to implement alternative consequences, where indicated.**

- \* Indicates offenses that are reported to the Arizona Department of Education (ADE).**
- \*\* Indicates offenses that are also reported to local law enforcement.**

## **Aggression (JIC-STUDENT CONDUCT & JICK – STUDENT VIOLENCE)**

### **Assault\* ARS 13-1203 (JIC & JICK)**

A person commits assault by:

1. Intentionally, knowingly or recklessly causing any physical injury to another person; or
2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or
3. Knowingly touching another person with the intent to injure, insult or provoke such person.

### **Aggravated Assault\*\* ARS 13-1204 (JIC & JICK)**

A person commits aggravated assault if the person commits assault as prescribed by section 13-1203 under any of the following circumstances:

1. If the person causes serious physical injury to another.
2. If the person uses a deadly weapon or dangerous instrument.
3. If the person commits assault against a teacher or any other school employee.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Suspension – Expulsion
1st Offense	10 days OSSS and possible referral to hearing officer, possible referral to law enforcement, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS and referral to hearing officer, referral to law enforcement

### **Disorderly Conduct (JIC & JK-R)**

A.R.S. 13-2904 prohibits conduct where, with interest to disturb peace or quiet, a person (1) engages in fighting, violent or seriously disruptive behavior; (2) makes unreasonable noise, or; (3) uses abusive language or gestures to a person in a manner likely to provoke immediate physical retaliation. Board Regulation JK-R defines disorderly conduct as intentionally causing public inconvenience, annoyance or alarm, or recklessly creating a risk thereof by any of the following: fighting or engaging in violent behavior, making unreasonable noise, using abusive or obscene language or gestures, obstructing vehicular or pedestrian traffic, or creating a hazardous or physically offensive condition by any act that

serves no legitimate purpose. **Law enforcement may be contacted if the disorderly conduct occurs to a degree which violates other students' or school employees' rights to a peaceful environment.**

If conduct occurs subsequent to other violations, consequences additional to those specified below may be assigned.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Suspension – Expulsion
1st Offense	Up to 3 days ISS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator
3rd Offense	Up to 10 days OSS, possible referral to hearing officer, possible referral to law enforcement

### **Fighting (JIC & JICK)**

Fighting includes mutual participation in an altercation involving physical violence or harm to one another. There is no one main offender.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Suspension – Expulsion
1st Offense	Up to 10 days OSS, possible referral to hearing officer, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS, referral to hearing officer

### **Recklessness (JIC)**

Lack of proper caution: careless of consequences

### **Minor Aggressive Act (JIC)**

A physical act that does not result in serious injury to another person.



**Endangerment\* ARS 13-1201 (JIC & JICK)**

A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.

**Verbal Provocation (JIC)**

Conduct by which one induces another to do a particular deed; the act of inducing rage, anger, or resentment in another person that may cause that person to engage in a violation of rules.

Occurrence	Range of Minimum to Maximum Consequences Conference – Expulsion
1st Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 6 days OSS, alternative consequence(s) as determined by administrator
3rd Offense	Up to 10 days OSS, possible referral to hearing officer

**Alcohol, Tobacco, and Other Drugs (JICG – TOBACCO USE BY STUDENTS & JICH DRUG AND ALCOHOL USE BY STUDENTS)**

Alcohol, Drugs, and Tobacco (*Indicate violation: Alcohol\*, Tobacco\* or Drug Violation including Inhalant\*, Prescription Drugs\*\* Over the Counter Drugs\*\*, Illicit Drugs \*\*, Drug Paraphernalia or Substance Represented as an Illicit Drug and indicate whether sale/distribution or intent to sell/distribute; use; possession or share*)

**Alcohol\* (JICH)**

The violation of laws or ordinances prohibiting the manufacture, sale, distribution, intent to distribute, sharing purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol; this would include being intoxicated at school, school– sponsored events and on school–sponsored transportation. See Policies JIC, JICH.

**Drugs\*\* A.R.S 13-3415 (JICH)**

Includes, but not limited to drug possession, sale, use, distribution, intent to distribute, sharing, being under the influence, drug paraphernalia, and imitations of illegal drugs. The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, narcotic substance or imitation drug will be treated as a drug violation. This includes off-campus use and being under the influence at school, on district property, at a school function, and on school-

sponsored transportation. “Drugs” shall include but are not limited to: all dangerous controlled substances prohibited by law, imitation drugs, any prescription or over-the-counter drug, hallucinogenic substances and inhalants, except those for which permission to use in school has been granted pursuant to Board policy.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Suspension – Expulsion
1st Offense	Up to 10 days OSS, possible referral to hearing officer, possible referral to law enforcement, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS, referral to hearing officer, possible referral to law enforcement

**Tobacco\* A.R.S. 13-3622 (JICG)**

The possession, use, distribution or intent to distribute or share cigarettes, tobacco products and/or vapor products or paraphernalia (including chargers, used or unused pods, boxes/containers, lighters, papers, vaping liquids, etc.) and/or the lighting, smoking, vaping or other use of cigarettes, vape devices or other tobacco products, and the chewing of tobacco is prohibited at school or any school sponsored activity or while on any school sponsored transportation vehicle. See Policy JICG.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Suspension – Expulsion
1st Offense	Up to 6 days OSS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 10 days OSS, possible referral to hearing officer, alternative consequence(s) as determined by administrator
3rd Offense	10 days OSS, referral to hearing officer, possible referral to law enforcement

**Arson\*\* (ECAC – VANDALISM, JKD STUDENT SUSPENSION & JIC STUDENT CONDUCT)**

Any attempt to start or promote the continuation of any fire or explosion is prohibited; knowingly and unlawfully damaging school personal structure or property, either occupied\* or unoccupied\*\* by fire or explosion.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Suspension – Expulsion
1st Offense	10 days OSS, referral to hearing officer, referral to law enforcement

## Attendance Policy Violations (JE STUDENT ATTENDANCE, JE-R STUDENT ATTENDANCE REGULATIONS & JHB TRUANCY)

The right and privilege of attending public schools carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular school attendance.

Excessive absences by our definition are 5 days in one quarter; 10 days in two quarters and 15 days in three quarters of the school year. The parent(s) of students with excessive absences may be referred to the Pinal County Court. Failure to meet this standard will lead to a loss of credit unless extenuating circumstances exist. Compliance is ultimately the responsibility of the student and his/her parents or guardians.

### Unexcused Absence & Truancy (JE-R)

Failure to attend any assigned class or event at the assigned time and location, commonly known as “ditching” will be considered an unexcused absence. A.R.S. 15-803 defines “truancy” to mean an unexcused absence for at least one class period during the day. “Habitually truant” means a student who is truant for at least five school days in a school year. A student who is habitually truant, who has excessive absences, or other violation as defined by school district policy, may be adjudicated incorrigible.

Occurrence	Range of Minimum to Maximum Consequences Conference – Expulsion
1st Offense	Up to 3 days ISS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator
3rd Offense	Up to 6 days OSS, alternative consequence(s) as determined by administrator
4th Offense	Up to 10 days OSS, alternative consequence(s) as determined by administrator
5th Offense	Up to 10 days OSS, possible referral to hearing officer, alternative consequence(s) as determined by administrator

### Leaving School Grounds without Permission (JE-R)

All students must sign out under the guidance of a school official and with the permission of a parent or guardian.

Occurrence	Range of Minimum to Maximum Consequences Conference – Expulsion
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1st Offense	Up to 2 days ISS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator
3rd Offense	Up to 10 days OSS, possible referral to hearing officer, alternative consequence(s) as determined by administrator

### **Tardy/Attendance Violation (JE-R)**

Tardiness is arriving late to class and is viewed as a disruption to the classroom environment. Students are expected to be in their seat and ready to learn by the end of the tardy bell.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Suspension
1st Offense	One period ISS, tardy documented, alternative consequence(s) as determined by administrator
2nd Offense	Up to 1 day ISS, tardy documented, behavior contract, alternative consequence(s) as determined by administrator
3rd Offense	Up to 2 days ISS, tardy documented, alternative consequence(s) as determined by administrator
4th Offense	Up to 3 days OSS, tardy documented, alternative consequence(s) as determined by administrator

### **Harassment, Hazing, Threats, and Intimidation (JICK-STUDENT VIOLENCE/HARASSMENT/ INTIMIDATION/BULLYING, JICFA-HAZING, KFA-PUBLIC CONDUCT ON SCHOOL PROPERTY)**

#### **Harassment and Bullying\* (JICK, KFA)**

Physical or psychological abuse of another person by means of verbal or physical threats, intimidation, insults or other aggressive behavior in any form including electronically, any electronic means including social media, and include abuse based upon race, ethnicity, gender, religion or disability. Harassment may include, but is not limited to, Sexual\*, Sexual with contact\* or Non-sexual\*.

#### **Hazing\* (JICK, KFA)**

Forcing a person to risk or suffer physical or mental harm or degradation to join or remain in an organization. Also, insults and attacks via e-mail, text messaging or Internet social networks which substantially hinder another student’s health, safety, welfare, right to attend school or participate in school activities constitute harassment and bullying. Internet communications that cause problems between students on campus will be dealt with as a serious student discipline matter.

**Intimidation\* (JICK, KFA)**

To frighten, compel, or deter by actual or implied threats. Deliberately intimidating students or staff members by violence, verbal or physical threats. This also includes racial and sexual insults and harassment.

**Threatening Act\* (Physical or verbal threat or electronic communication or intimidation) (JICK, KFA)**

To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack.

Occurrence	Range of Minimum to Maximum Consequences Suspension – Expulsion
1st Offense	Up to 6 days OSS, behavior contract/non-violence agreement, alternative consequence(s) as determined by administrator
2nd Offense	Up to 10 days OSS, possible referral to hearing officer, possible referral to law enforcement, alternative consequence(s) as determined by administrator

**Lying, Cheating, Forgery, or Plagiarism (JK- STUDENT DISCIPLINE)**

**Cheating/Plagiarism (JK)**

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.

IF A STUDENT IS CAUGHT CHEATING DURING A STATE TEST OR FINAL EXAM, CONSEQUENCES IN ADDITION TO THOSE LISTED BELOW MAY BE IMPOSED

**Lying / Forgery (JK)**

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

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
1st Offense	Up to 2 days ISS, behavior contract, alternative consequence(s) as determined by administrator
2nd Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator
3rd Offense	Up to 6 days OSS, alternative consequence(s) as determined by administrator
4th Offense	Up to 10 days OSS, possible referral to hearing officer, alternative consequence(s) as determined by administrator

**Other Violations of School Policies (JIC-STUDENT CONDUCT, JICA STUDENT DRESS, JICF SECRET SOCIETIES/GANG ACTIVITY, KFA-PUBLIC CONDUCT ON SCHOOL PROPERTY)**

**Contraband (JIC)**

If a properly conducted search yields illegal or contraband materials, such materials shall be turned over to the proper authorities.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
1st Offense	Up to 6 days OSS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 10 days OSS, alternative consequence(s) as determined by administrator
3rd Offense	10 days OSS, possible referral to hearing officer, possible referral to law enforcement

**Defiance/Disrespect Towards Authority/Non-Compliance (JIC, KFA)**

Refusal to comply with reasonable requests of school personnel or refusal to obey classroom or school rules; more severe than disrespect: defiance may be verbal, symbolic or physical. Confronting with resistance or challenging the authority of school officials; failure to comply with a reasonable request by school officials constitutes insubordination or unwillingness to submit to the authority of school officials.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
1st Offense	Up to 2 days ISS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator
3rd Offense	Up to 6 days OSS, alternative consequence(s) as determined by administrator
4th Offense	Up to 10 days OSS, possible referral to hearing officer

**Disruption (JIC, KFA)**

Intentionally, knowingly, or recklessly interfering with or disrupting the normal operations of an educational institution as stated in ARS-13-2911.

If conduct occurs in conjunction with subsequent violations, additional consequences may be assigned, in addition to those specified below.

Disruptions that occur while a student is serving a previously assigned consequence, such as ISS, will warrant more severe or progressive discipline.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
1st Offense	Up to 3 days ISS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator

3rd Offense	Up to 10 days OSS, possible referral to hearing officer, possible referral to law enforcement
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**Dress Code [Ref. pg.10 FUSD Student Handbook] (JICA)**

Dressing in a manner that may result in a distraction or disruption of a safe environment is considered. 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 or accessories are prohibited. Students should realize that brief and revealing clothing are not appropriate in school. Ultimately, administration/staff will determine the appropriateness of a student’s apparel. Dress & Grooming code is detailed in the student handbook.

Students must obtain appropriate clothing before being returned to attending regular classes. “Obtaining appropriate clothing” does not include covering the unapproved clothing with another item of clothing.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
1st Offense	Conference, behavior contract, obtain proper clothing to be returned to class, otherwise finish the day in ISS
2nd Offense	Up to 2 days ISS, alternative consequence(s) as determined by administrator
3rd Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator
4th Offense	Please refer to violation “Defiance/Disrespect Towards Authority/Non-Compliance”

**Gambling (JIC)**

Playing games for money or property, or betting on uncertain outcomes is prohibited. The use of dice for such purposes is strictly prohibited.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
1st Offense	Up to 2 days ISS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator



3rd Offense	Up to 5 days OSS, alternative consequence(s) as determined by administrator
4th Offense	Up to 10 days OSS, possible referral to hearing officer

**Gangs (Negative Group Affiliation) \*\* (JICF)**

An ongoing loosely or highly organized association of three or more persons, whether formal or informal, has a common name, sign, symbol or color, whose members engage, either individually or collectively, in violent or other forms of illegal behavior.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
1st Offense	Up to 10 days OSS, referral to law enforcement, possible referral to hearing officer, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS, referral to law enforcement, referral to hearing officer

**Public Display of Affection (JIC, KFA)**

Any intimate physical contact in school or at any school related activity, on-site or off-site.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
1st Offense	Conference, behavior contract, alternative consequence(s) as determined by administrator
2nd Offense	Up to 3 days ISS, alternative consequence(s) as determined by administrator
3rd Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator

**Verbal Abuse/Inappropriate Language (JIC, KFA)**

Profanity, swearing and/or use of vulgar language, either directed or non-directed to an individual. Threats- Verbal/Physical Abuse A.R.S. 15-507. Insult or abuse of a student or any school official, including all teachers, clerical staff, custodians, and bus drivers, is considered a Class 3 misdemeanor.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
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1st Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 6 days OSS, alternative consequence(s) as determined by administrator
3rd Offense	Up to 10 days OSS, possible referral to hearing officer, possible referral to law enforcement, alternative consequence(s) as determined by administrator

**School Threat\*\* (JIC-STUDENT CONDUCT, JICK – STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING, KFA-PUBLIC CONDUCT ON SCHOOL PROPERTY)**

**Bomb Threat\*\*, Chemical or Biological Threat\*\*, Fire Alarm Misuse\*\*, and False 911 Calls (JIC, JICK, KFA)**

The possession of fireworks of any variety or any explosive device is prohibited at school or school activities. Any variety of fireworks or explosive device detonated, or caused to be detonated, on campus or at school activities is prohibited. Any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes bombs, firecrackers, grenades, mines, rockets, missiles, pipe bombs, or similar devices that explode and are capable of causing bodily harm or property damage.

Occurrence	Range of Minimum to Maximum Consequences Suspension – Expulsion
1st Offense	10 days OSS and referral to hearing officer

**Sexual Offenses (JIC-STUDENT CONDUCT, JICK- STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/ BULLYING, JICL-DATING ABUSE)**

**Pornography (JIC)**

Printed or visual material containing the explicit description or display of sexual organs or activity.

Occurrence	Range of Minimum to Maximum Consequences Conference – Expulsion
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1st Offense	Up to 10 days OSS, possible referral to hearing officer, possible referral to law enforcement, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS, referral to hearing officer, possible referral to law enforcement,

**Sexual Harassment\*, Sexual Harassment with Contact\*\* (JIC, JICK, JICL)**

Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, sexting, verbal or physical conduct of a sexual nature is prohibited. If a student believes he/she, or another student, has been subjected to sexual harassment, the student should report the behavior to a school administrator immediately.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
1st Offense	Up to 10 days OSS, possible referral to hearing officer, possible referral to law enforcement, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS, referral to hearing officer, possible referral to law enforcement

**Sexting\*\*, Sexual Abuse\*\*, or sexual contact with a minor\*\*. (JIC, JICK, JICL,ACA)**

A.R.S § 8-309 Unlawful transmission or possession of explicit sexual material by minors is illegal: “It is unlawful for a juvenile to intentionally or knowingly use an electronic communication device to transmit or display a visual depiction of a minor that depicts explicit sexual material”. Use or possession of a visual depiction of a minor that depicts sexual material and is transmitted to another student(s) may be a CLASS 2 MISDEMEANOR.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Consequences</b> Conference – Expulsion
1st Offense	Up to 10 days OSS, possible referral to hearing officer, referral to law enforcement, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS, referral to hearing officer, possible referral to law enforcement

**Technology, Improper Use of (IJNDB-USE OF TECHNOLOGY RESOURCES IN INSTRUCTION, JIC- STUDENT CONDUCT)**

**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 desk 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-RA Student Discipline.

**The school is not responsible for the storage, inventory, or safekeeping of any confiscated item, including but not limited to electronic devices.**

Occurrence	Range of Minimum to Maximum Consequences Conference – Expulsion
1st Offense	Phone confiscated, returned to student at end of day, behavior contract, alternative consequence(s) as determined by administrator
2nd Offense	Phone confiscated, returned to parent at end of day, up to 2 days ISS, alternative consequence(s) as determined by administrator
3rd Offense	Phone confiscated, returned to parent at end of day, up to 5 days ISS, alternative consequence(s) as determined by administrator
4th Offense	Phone confiscated, returned to parent at end of day, up to 3 days OSS, alternative consequence(s) as determined by administrator

**Computer, Network Infraction, Telecommunication Device (IJNDB, JIC)**

FUSD network (including but not limited to Internet, computers, laptops, printers, etc.) is to allow students to conduct school business or activities. Tampering or “hacking” any FUSD resources is prohibited. Intentional damage or misuse of network will not be tolerated. Sharing passwords or logging in for someone else is prohibited. Intentional creation or spreading of computer viruses will not be tolerated. See FUSD Acceptable Use Policy for more information.

Occurrence	Range of Minimum to Maximum Consequences Conference – Expulsion
1st Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 10 days OSS, possible referral to hearing officer, alternative consequence(s) as determined by administrator
3rd Offense	10 days OSS, referral to hearing officer

**Photographs and Video (IJNDB, JIC)**

Use of cell phones and electronic devices to photograph, videotape, or digitally record another person on school property or at school events without authorization by an administrator is prohibited. If a student is found taking photographs in violation of this rule, the device used may be confiscated and a disciplinary consequence will follow. Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, or sexually suggestive or acts of violence is prohibited.

Occurrence	Range of Minimum to Maximum Consequences Conference – Expulsion
1st Offense	Up to 10 days OSS, possible referral to hearing officer, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS, referral to hearing officer, alternative consequence(s) as determined by administrator

**Theft (JIC – STUDENT DISCIPLINE, JICK-STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING, JICI WEAPONS IN SCHOOL)**

**Burglary\*\* (JIC, JICK)**

Breaking into and entering a building with the intent to steal.

**Theft (JIC, JICK)**

The unlawful taking, carrying, leaving or riding away with property of another person without threat, violence, or bodily harm. This also includes possession or sale or attempted sale of another’s property. Any personal property including instruments (music, electronic, etc.) or other materials for classroom use brought onto campus is at the risk of the owner. The school is not responsible for personal property brought onto FUSD K-8 or High School campuses.

If a student loses or reports personal property as stolen, schools/District are not financially responsible. School administrators will not make attempts to locate students’ personal property.

Occurrence	Range of Minimum to Maximum Consequences Restitution – Expulsion
1st Offense	Restitution of items stolen or equivalent dollar amount, up to 3 days OSS, alternative consequence(s) as determined by administrator
2nd Offense	Restitution of items stolen or equivalent dollar amount, up to 5 days OSS, alternative consequence(s) as determined by administrator
3rd Offense	Restitution of items stolen or equivalent dollar amount, up to 10 days OSS, possible referral to hearing officer

**Extortion\* (JIC, JICK)**

Asking for or demanding money or something of value from another person in return for protection or in connection with a threat.

**Robbery\*\* (JIC, JICK)**

Taking or attempting to take anything of value that is owned by another person or organization, by force, or threat of force, or by putting the victim in fear.

**Armed Robbery\*\* (JIC, JICK, JICI)**

Robbery with the use of a weapon.

Occurrence	Range of Minimum to Maximum Consequences Behavior Contract – Expulsion
1st Offense	10 days OSS, referral to hearing officer, possible referral to law enforcement, alternative consequence(s) as determined by administrator

## Trespassing (JIC-STUDENT DISCIPLINE)

### Trespassing (JIC)

The unauthorized presence of any student on a campus other than his/her own. If a student is suspended off campus for disciplinary reasons he/she is prohibited from being on his/her campus during the suspension. If the student refuses to leave upon request, it is a violation of state law and law enforcement may be contacted for assistance.

Occurrence	Range of Minimum to Maximum Consequences Conference – Expulsion
1st Offense	Up to 10 days OSS, possible referral to hearing officer, possible referral to law enforcement, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS, referral to hearing officer, referral to law enforcement, alternative consequence(s) as determined by administrator

### Loitering/Unauthorized Entry (JIC)

Knowingly and/or willingly being in an area that is prohibited or not authorized by a staff member; any attempt to or entry into any unauthorized fenced area, building, or student locker.

Occurrence	Range of Minimum to Maximum Consequences Conference – Expulsion
1st Offense	Up to 2 days ISS, alternative consequence(s) as determined by administrator
2nd Offense	Up to 3 days OSS, alternative consequence(s) as determined by administrator
3rd Offense	Up to 10 days OSS, possible referral to hearing officer, alternative consequence(s) as determined by administrator

## Vandalism or Criminal Damage (JIC-STUDENT DISCIPLINE, KFA-STUDENT CONDUCT ON SCHOOL PROPERTY)

The willful or malicious damage or destruction, defacing, or otherwise damaging in any way personal property without consent. This includes bombing, arson, graffiti, computer hacking and other acts that cause property or personal damage.

Occurrence	Range of Minimum to Maximum Consequences
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	Restitution – Expulsion
1st Offense	Up to 10 days OSS, possible referral to hearing officer, possible referral to law enforcement, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS, referral to hearing officer, referral to law enforcement, alternative consequence(s) as determined by administrator

**Weapons and Dangerous Items\*\* (JIC-STUDENT DISCIPLINE, JICI-WEAPONS IN SCHOOL)**

**Guns/Firearms\*\* (JICI)**

Any weapon or simulated weapon designed to expel a projectile by an explosive used to inflict bodily harm when used on campus or during school sponsored activities in a manner such as to cause injury or to intimidate others. Typical instruments are defined, but not limited to: rifles, pistols, pellet guns, BB guns, “air soft” or any other propelled weapon, or similar weapons. May be real or simulated; may be operable or inoperable, loaded or unloaded.

**Knives\*\* (JIC, JICI)**

Any sharp or bladed instrument possessed or used to inflict bodily harm or intimidate a person. May be operable or inoperable. A knife with a blade length of 2.5 inches or more will be considered a weapon.

Occurrence	Range of Minimum to Maximum Consequences Suspension – Expulsion
1st Offense	10 days OSS, referral to hearing officer, referral to law enforcement, alternative consequence(s) as determined by administrator

**Other Weapons\* (JIC, JICI)**

Any dangerous instrument possessed or used to inflict harm or intimidate a person. Other Weapons\*\* include Billy Club, Brass Knuckles, Nunchucks.

**Dangerous Items\* (JIC, JICI)**

Include: Airsoft gun, B.B. Gun, Knife with blade less than 2.5 inches, Laser Pointer, Letter Opener, Mace, Razor Blade or Box Cutter, Taser or Stun Gun, Simulated Knife, Simulated firearm, tear gas, matches, lighters etc. May be real or simulated: may be operable or inoperable.



Occurrence	Range of Minimum to Maximum Consequences Suspension – Expulsion
1st Offense	Up to 10 days OSS, possible referral to hearing officer, possible referral to law enforcement, alternative consequence(s) as determined by administrator
2nd Offense	10 days OSS, referral to hearing officer, referral to law enforcement, alternative consequence(s) as determined by administrator

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## FUSD School Bus Policies and Procedures

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

14. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats, or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the step well.
15. Skateboards, scooters and roller blades are not allowed on the school bus.
16. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's written request, counter-signed by a school official.
17. Students are permitted to ride only their assigned bus. Any exceptions must be requested in writing by the student's parent or legal guardian and approved by a school official.
18. Remain seated while bus is in motion and until it comes to a stop.
19. Secondary students are required to show student ID card to bus driver upon request.

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

List of School Bus Infractions (Infractions and consequences also apply to behavior at bus stops) Level I Infractions which cause delay, inconvenience or irritation

1. Failure to remain properly seated
2. Loud disruptive talking or yelling
3. Failure to take assigned seat upon request
4. Eating/drinking/chewing gum on bus
5. Harassing other passengers or driver or aide
6. Littering inside/outside bus
7. Horseplay on bus or at bus stop Level II Disrespectful, illegal, damaging or demeaning
8. Refusal to show ID card, or give student name upon driver's request. (Secondary students only)
9. Profanity, obscene language or gestures
10. Extending hands or head out of bus window
11. Verbal abuse of driver or passenger
12. Defiant behavior or profanity toward driver or aide
13. Spitting
14. Throwing objects on bus
15. Throwing objects at bus
16. Tobacco, alcohol or drug possession on bus

- 17. Defacing school or district property
- 18. Rough and rowdy behavior
- 19. Unsafe behavior of any sort
- 20. Possession of lighters or matches on bus

Revised as of 7-13-12 50 7/6/2018

Updated Level III Extremely dangerous or damaging

- 21. Fighting
- 22. Lighting matches or lighters on bus
- 23. Setting fire on bus
- 24. Destroying school district property
- 25. Physical assault
- 26. Profanity or verbal abuse directed towards demeaning a person's character
- 27. Fireworks possession or use on bus
- 28. Tobacco, alcohol or drug use on bus
- 29. Activation or tampering with emergency or safety equipment on bus
- 30. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
- 31. Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at bus stop
- 32. Shoving student(s) in path of any oncoming vehicle
- 33. Throwing objects out of bus
- 34. Unauthorized exit from emergency door
- 35. Physically impeding movement of school bus
- 36. Verbal threat of harm or violence
- 37. Any action causing harm to others

### Minimum Consequences for School Bus Infractions

#### Level I Infractions:

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

Second offense 1 - 3 day bus suspension (Elementary) 3 day bus suspension (Secondary)  
Conference with school administrator, student and parent. Driver to be involved.  
Parent to sign and return bus incident report.

**Third offense 3 -10 day bus suspension (Elementary) 10 - 30 day bus suspension (Secondary) Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus incident report.**

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

**Level II Infractions:**

**First offense 1- 3 day bus suspension (Elementary) 3 -10 day suspension (Secondary) Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus incident report.**

**Second offense 3 -10 day bus suspension (Elementary) 10 - 30 day bus suspension (Secondary) Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus ticket.**

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

**Level III Infractions:**

**First offense Bus privileges to be suspended from 60 school days to the remainder of school year, whichever is longer. Remaining suspension to carry-over to next school year. Parent to sign and return bus ticket. Other district/legal action as deemed necessary. Because Level III infractions endanger all students an**