



San Tan Foothills High School Student and Parent Handbook

2018 - 2019

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

Foothills.fusdaz.com



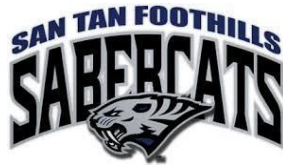
Florence Unified School District

Governing Board

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

District Administration

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



San Tan Foothills High School Administration

Dr. Tim Richard, Principal
Carla Patberg, Assistant Principal - Curriculum & Registration
Patricia Shores, Assistant Principal - Attendance & Discipline
Rick Romero - Athletics
Shannon Jauregui - 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

Gary Carbonneau, STFHS 504 Coordinator

San Tan Foothills High School
1255 West Silverdale Road
San Tan Valley, AZ 85142
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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.

2018-2019 San Tan Foothills High School Bell Schedules

Monday & Friday	Tuesday & Thursday
1 st Period7:10-8:07	1 st Period7:10-8:07
2 nd Period:.....8:12 – 9:09	2 nd Period:.....8:12 – 9:09
Celebration 9:09 – 9:34	AZ Merit Focus 9:09 – 9:34
3 rd Period..... 9:39 – 10:36	3 rd Period..... 9:39 – 10:36
4 th Period..... 10:41 – 11:39	4 th Period..... 10:41 – 11:39
Lunch: 11:39 – 12:15	Lunch: 11:39 – 12:15
5 th Period:..... 12:20 -1:20	5 th Period:..... 12:20 -1:20
6 th Period:..... 1:25 – 2:20	6 th Period:..... 1:25 – 2:20

Wednesday	Wed Early Release
Teacher Collaboration Time.....6:35 -7:30	Teacher Collaboration Time.....6:35 -7:30
1st Period:7:35-8:27	1st Period.....7:35-8:12
2nd Period.....8:32 - 9:27	2nd Period.....8:17-8:54
Celebration9:27 - 9:42	3rd Period.....:8:59-9:36
3rd Period.....9:47 -10:39	4th Period.....9:41 - 10:18
4th Period:..... 10:44-11:32	Lunch10:18 -10:48
Lunch11:32 - 12:10	5th Period.....10:53-11:30
5th Period:.....12:15-1:15	6th Period.....11:35-12:10
6th Period.....1:20 - 2:20	

2018-2019 San Tan Foothills High School Bell Schedules Cont.

Non Wed Early Release Schedule	Assembly Schedule
1 st Period: 7:10-7:51	1 st Period:7:10-8:00
2 nd Period: 7:56-8:37	2 nd Period: 8:05-8:55
3 rd Period: 8:42-9:23	3 rd Period: 9:00-9:50
4 th Period: 9:28-10:09	4 th Period: 9:55-10:45
Lunch 10:09-10:38	Lunch 10:45-11:30
5 th Period: 10:43-11:24	5 th Period 11:35-12:25
6 th Period: 11:29-12:10	6 th Period: 12:30-1:20 * Assembly: 1:25-2:20

Student Responsibilities

Expectations for Students

1. Come to class on time
 - Unless you are ill, you should be at school every day.
 - Arrive before the first bell rings to give yourself time to get organized and take care of personal business. Be in 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! Remember that celebration starts with a "C".
 - 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:

Grade 10, 9 R-Z -	Rick Romero	Rromero@fusdaz.org
Grade 11, 9 H-Q -	Tammy Sutterby	Tsutterby@fusdaz.org
Grade 12, 9 A-G –	Gary Carbonneau	gcarbonneau@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; 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**. 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. Specific protocols and requirements for the Credit Recovery Program will be discussed with the student and their parents prior to entering into a Credit Recovery Agreement.

Withdrawal from School

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

1. Contact the counselor.
2. Obtain parental approval either through parent conference or phone confirmation to the Registrar.
3. Complete forms obtained from the Registrar's office.
4. Get withdrawal slip signed by teachers, nurse, 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 20th day of a semester without being enrolled in school during the previous 20 days will receive no credit (NC) for the courses in which he/she is enrolled. The student may have the opportunity to earn credit if missed work is made up to the specifications of the teachers or may enroll in a credit recovery program. Students should check with the counseling office for options.

Florence Unified School District
Student Fees, Fines and Charges
July 1, 2018 - June 30, 2019

	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
Anatomy and Physiology	\$15.00
Art, Ceramics and Painting	\$15.00 Per Semester
Band (ECA)	\$100.00 per year (ECA)
Biology - All levels	\$15.00
Bio Tech	\$20.00
Chemistry - All levels	\$15.00
Drivers Education Behind the Wheel (paid at time of test)	\$100.00
IB Exam Fees	Varies Annually
IB Registration Fee	\$172.00 Starting Junior Year
ID Replacement	\$5.00
Jewelry	\$20.00 Subject to change
Laptop Deductible	\$100.00 Per incident
Laptop Insurance	\$50.00
Laptop Replacement Cost w/o insurance if Damaged	\$550.00
Locker Rental - Monthly	\$10.00
Parking Space	\$40.00 / Pro-rate to \$20.00 at semester

PE Lock	\$6.00
PE Uniform - All PE including Interscholastic	\$20.00
Photography	\$15.00
Physics	\$15.00
Pride Academy - PE Uniform	\$25.00
Stagecraft / Theater	\$15.00 Subject to change
Yearbook	Varies by Site - STFHS \$15

ECA (Extracurricular Activity) Fee qualifies for Tax Credit Deduction

PLEASE NOTE: All school fees must be paid in full prior to student participating in any extracurricular activities.

FORM OF PAYMENT ACCEPTED: Cash, 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

¹*if the On-Line school is NCA accredited, credit will transfer*

²*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*² will be charged during the school year for each course (per semester) challenged through examination. Prior to the examination, students must display familiarity with the subject matter they are challenging by completing a pre-established series of assignments where applicable and/or teacher's recommendation (must be approved by site administrator) with an 80% or higher accuracy rate.

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

- To accelerate their program of study – student has had no prior instruction in the course
- To seek to recover lost credit – student has had prior instruction in the course
- To challenge a course in which they received a “D”
- To receive credit for a core course taken 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)²

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

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 2018-19:

Courses	Standard Diploma	Regents Diploma	Scholars Diploma	AP Capstone Diploma
<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
GPA	No minimum requirement	No minimum requirement	3.5 Minimum	3.5 Minimum
AP Requirements	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 and on 4 additional AP Exams (6 AP Courses Total w/ 3 or higher)
Total Credits	22 credits	23 credits	24 credits	24 credits
Service Learning	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 7th semester) and who have completed or are completing six honor classes (twelve honor semester classes) for eight semesters of work shall graduate with High Honors. At least one honors class must be taken during the senior year. High Honors students are responsible for purchasing the gold graduation stole.

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 /REMEDICATION PROGRAM

A student who has a passing grade in all classes is considered to have earned “Celebration” status. Students who have grades below a 75% C in one or more classes are identified as being in “Remediation” status (an opportunity to improve grades). A student’s status can change from week to week. Every Monday, beginning July 30th, 2018, 2nd hour teachers will inform students as to their status of either “Celebration” or “Remediation” for the remainder of the week.

When the bell rings at the end of 2nd hour, Celebration students are permitted to leave class as a way of rewarding and “celebrating” their academic success. Celebration students may use the 30 minutes to choose a variety of unstructured enrichment activities. Celebration students are NOT permitted to leave campus or to enter parking lots during this time. Celebration students are to confine their activities to the Courtyard, Cafeteria and / or Library during the celebration period.

Remediation students are required to stay in their 2nd hour class for the entire 30 minutes of Remediation time. They are not permitted to leave class for any reason. In the event that the student experiences an emergency security will be available to escort them to the restroom or the Nurse's office. This time is to be used as a quiet study time so that students can catch up on missing assignments and study to improve their grades. A “Remediation” student may not work their way into “celebration” status during the same week they were assigned to “Remediation”. As an example, if a student has an “F” in Math class on Monday, and they turn in assignments and improve their grade to a “C” by Wednesday, they still must remain in “Remediation” for the remainder of the week.

Celebration & Remediation Reports will be prepared by **Mrs. Patberg’s** office and—will be emailed to each teacher prior to 1st period Monday morning for the upcoming week. This allows teachers time to plan, write passes, gather and send work to other teachers and communicate with one another about how to improve a particular student’s success.

APPEAL PROCESS

A student’s status of “Celebration” or “Remediation” is determined when teachers update grades. If a student has reason to believe that a mistake was made and that they have been incorrectly labeled as “Remediation”, they may take the following steps:

- Remain with their 2nd hour teacher on Monday (or the first day of the week in the event of holidays).
- Politely notify their 2nd hour teacher of the potential error.
- Contact the teacher of the class that they are failing to discuss the grade.
- If an error has been made the teacher will notify, via email, the students 2nd hour teacher.

San Tan Foothills teachers and staff will make reasonable efforts to investigate and correct errors. Please keep in mind, Celebration is a privilege not an entitlement and can be revoked by administration at any time with or without notice or due process.

Excessive weeks in Remediation (3 weeks or more)

Students who are in Remediation for 3 or more weeks, will be required to meet with their guidance counselor or an administrator to discuss additional interventions and support. Students may also be assigned to after school tutoring.

Failure to comply with the rules and procedures of this program may result in serious school disciplinary consequences, including Out of School Suspension

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

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 during school hours without administrator approval. Classroom visitors must be preapproved 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.

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 will 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 the "Celebration / Remediation" 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.

2018-2019 Requirements for off campus lunch

- Student must be a 12th 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.

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 midriiffs 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 2 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 not 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.

FUSD Discipline Procedures

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student’s behavioral history. School rules apply when a student is attending school, on school grounds, at school-sponsored events, traveling to or from school (including bus stops), on any district property, or when the student is engaged in misconduct that affects the climate of the school.

<u>INFRACTIONS</u>	<u>DEFINITION</u>	<u>CONSEQUENCES/RANGE</u>
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Absences without permission	Absence from class without parental permission. Parent must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply.	Conference – Contact FUSD Truancy Officer – Referral to Florence Justice Court – Alternative Placement – Suspension
Alcohol (Possession, Use, Distribution)	(Liquor law violations; possession, use, distribution and sale) The violation of laws or ordinances prohibiting the manufacture, sale, distribution, 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.	Suspension – Expulsion Police Report
Arson	Knowingly and unlawfully damaging school or personal property by fire or explosion.	Restitution and: Suspension – Expulsion Police Report
Assault	A physical attack or fight includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of bodily harm to an individual. This includes situations in which one person or group of persons physically attacks or “beats up on” another person who does not wish to engage in the conflict.	Suspension – Expulsion Police Report
Bullying	To frighten, compel or deter by actual or implied threats. These actions, by an individual or a group of students, are repeated over time. This includes any act that injures, degrades or disgraces (or intends to injure, degrade or disgrace) any student by means of physical, verbal, or psychological threats, intimidation, insults or other aggressive behavior.	Conference – Suspension – Expulsion Police Report
Bus Misuse	Not following designated bus rules.	Refer to FUSD Bus Infractions.
Cheating/ Plagiarism	Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way. Schools may have more restrictive guidelines.	Conference – Removal from Class Refer to School Policy
Defiance of Authority	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules. More severe than Disrespect.	Conference – Suspension
Disrespect	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference – Suspension
Disruptive Behavior – Campus	The act of being involved in behavior which disrupts the educational process of other students on the campus or	Conference – Suspension

	disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior.	
Disruptive Behavior – Classroom	The act of being involved in behavior which disrupts the educational process of other students in the classroom or disregarding the suggestions and corrective efforts of the teacher. This includes swearing and vulgar language/behavior.	Conference – Suspension
Dress Code Violation	Dressing in a manner that may result in a distraction or disruption of a safe environment. 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, or alcohol on clothing are expressly prohibited. Schools may have more restrictive guidelines. Hats or headwear of any type are not permitted on campus.	Conference requesting change of clothes – Suspension
Drugs (Possession, Use, Distribution)	(includes illegal drug possession, sale, use, distribution, being under the influence) The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance prohibited by law, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. “Drugs” shall include but are not limited to: all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy, hallucinogenic substances and inhalants. Category does not include tobacco and alcohol. <i>This also includes trafficking or communicating with others about drugs without informing school officials.</i>	Suspension – Expulsion Police Report
Electronic Devices	Misuse, abuse of electronic devices to photograph, film, videotape or digitally record or by any other device images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person’s knowledge. Refer to A.R.S.13-3019. In addition, this includes the misuse, abuse, or blatant disregard of FUSD guidelines and procedures. While it is becoming increasingly popular for students to post material on Web sites such as Facebook and Twitter, please be aware that if material posted, either at home or at school, is viewed as harassment or	Conference – Expulsion

	disruptive to the educational environment, students will be subject to disciplinary action.	
Explosive Devices (Possession, Use, Distribution)	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.	Suspension – Expulsion Police Report
Extortion	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat.	Suspension – Expulsion Police Report
Failure to Meet Expectations	Student does not meet the expectations of the teacher or staff member. May be based on class/team/organization’s rules, policies, and procedures. Students are expected to report illegal activity or violations of the code of conduct to school administration.	Conference – Suspension
False Accusations	Knowingly giving false or misleading information with intent to defame or cause harm.	Suspension – Expulsion Police Report
Fighting	Fighting includes mutual participation in a fight involving physical violence or harm caused to another person. There is no one main offender. Purpose is to cause harm to another person. Fighting does not include verbal confrontation, tussles, or other minor confrontations.	Conference – Expulsion Police Report
Forgery	Writing and using the signature or initials of another person.	Conference – Suspension
Gambling	Participating in games of chance for the purpose of exchanging money or goods.	Conference – Suspension
Gangs	An ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior.	Conference – Expulsion Police Report

Guns (Possession, Use, Distribution)	Any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This instrument or object is used to inflict harm on another person or to intimidate any person. This includes firearms of any kind, handguns, rifles, shotguns, tear gas guns, stun guns, pistols, pellet guns, BB guns or similar devices designed to explode and capable of causing bodily harm or property damage. May be real or simulated. May be operable or inoperable, loaded or unloaded.	Suspension – Expulsion
Harassment	Includes, but is not limited to, verbal or physical threats, words that inflict injury or incite, offensive language, physical acts of	Conference – Expulsion

	aggression or intimidation, or verbal or physical conduct relating to an individual's race, ethnicity, religion, gender, disability, or sexual orientation. This includes annoying, pestering, bothering, stalking, badgering.	Police Report
Hate Crime	A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.	Suspension – Expulsion Police Report
Hazing	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution and the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.	Suspension – Expulsion
Intimidating Act	To frighten, compel, or deter by actual or implied threats. Deliberately intimidating students or staff members by threat of violence, verbal or physical.	Conference – Expulsion
Knives (Possession, Use, Distribution)	Any instrument or object possessed or used to inflict harm on another person to intimidate any person. All types of knives are included: pocket or penknife. May be real or simulated. May be operable or inoperable.	Suspension – Expulsion Police Report
Misrepresentation of Identity	Knowingly giving false information or information intended to mislead about one's self.	Conference – Suspension
Physical Altercation	Pushing, shoving, tussles, minor confrontations. Does not rise to the level of fighting or assault.	Conference – Suspension
Physical Presence in Unauthorized Areas	Knowingly and willingly being in an area that is prohibited or not authorized by a staff member.	Suspension – Expulsion
Profanity	Swearing and/or use of vulgar language either directed to an individual or non-directed.	Conference – Suspension
Provoking Students	Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written or physical cues.	Conference – Expulsion Police Report
Public Display of Affection	Any intimate physical contact.	Conference – Suspension
Reckless Driving	Inappropriate or reckless use of a motorized vehicle on school property or to school sponsored events.	Conference – Suspension

Robbery	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.	Restitution and: Suspension – Expulsion Police Report
Sexual Harassment	sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation and/or interferes with school performance.	Conference – Expulsion Police Report
Sexual Misconduct	(includes attempted) Forcible sexual assault against the person’s will, or not forcibly or against a person’s will where the victim is incapable of giving consent. Includes fondling/touching private body parts of another person and indecent liberties or acts.	Suspension – Expulsion Police Report
Tardiness	Arriving late to class. Truancy laws apply.	Sweep—Conference –Suspension
Theft, Burglary, Extortion	The unlawful taking, carrying, leading 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. This also includes trafficking or communicating with others about stolen property without informing school officials.	Restitution and: Suspension – Expulsion Police Report
Theft – Motor Vehicle	The theft or attempted theft of a motor vehicle. Examples include: car, truck, motorcycle, dune buggy, RV, golf cart or anything that is self-propelled.	Restitution and: Suspension – Expulsion Police Report
Threatening Act	(Physical or verbal threat or intimidation): 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. Ex: bomb threat, threats made over the telephone, threats to beat someone up.	Conference – Expulsion Police Report
Throwing Objects	Throwing objects in an unsafe/dangerous manner. This includes reckless behavior that threatens the safety and well-being of others. This includes throwing objects at school-sponsored events and while on school sponsored transportation.	Conference - Expulsion
Tobacco (Possession, Use, Distribution)	The possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on school-sponsored transportation.	Conference – Suspension Police Report
Trespassing	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.	Conference – Suspension Police Report
Unsafe Behavior/Endangerment	Acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. This may include knowingly and willingly withholding information that leads to such situations.	Conference – Expulsion

Vandalism (Destruction of school or personal property)	The willful or malicious damage or destruction of school or personal property without consent. This includes bombing, arson, graffiti, computer hacking and other acts that cause property or personal damage.	Restitution and: Suspension – Expulsion Police Report
Vehicle Misuse	The inappropriate use of an automobile, motorcycle or other motorized vehicle on school property or travel to or from school or school-sponsored events.	Conference – Expulsion Police Report
Verbal Altercation	Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act.	Conference – Suspension
Weapons Other than Guns and Knives (Possession, Use, Distribution)	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include chains, pipes, razor blades, or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pens and pencils), nunchakus, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices. May be real or simulated. May be operable or inoperable, loaded or unloaded.	Suspension – Expulsion Police Report

Disciplinary Action

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

Conference

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

Parent Conference

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

Behavioral Contract

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

Other Disciplinary Actions

Community Service
Loss of Privilege
Lunch Detention

Removal from Classes

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

After-School Detention

Teachers may assign after-school detention and are responsible for monitoring students in the after-school detention. Teachers will follow the procedures listed below before referring a student for not attending after-school school detention:

1. Parent contact.
2. Teacher conference with student.
3. Other appropriate follow-up actions.

The administration may assign after-school detention to study hall or the in-school detention/suspension room.

Suspensions

In-School Suspension

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

Short-term Suspension (10 days or less)

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

Long-term Suspension (Over ten days)

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

Expulsion

The student is informed immediately that he/she is subject to expulsion. Due process procedure is explained. The student's parent/legal guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification includes clear instructions regarding due process procedures. The expulsion does not become effective until the due process procedure has been completed. 28
Revised as of 7-13-12

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 29

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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 and district employees on the bus, there will be no warnings given and no lesser consequences will be imposed for these violations.