

**FLORENCE HIGH SCHOOL**

**GOPHER GUIDELINES**

**2019-2020**

**STUDENT & PARENT HANDBOOK**



*Building Champions of Today and Tomorrow*

<http://fhs.fusdaz.com>

Ph. 520-866-3560

Fax 520-868-2329

## Table of Contents

<b><u>School and District Information</u></b>	
FHS Motto, Mission and Vision	3
Nondiscrimination Statement	4
Bell Schedules	5
Administration & Important School Contacts	6
FUSD Governing Board and District Mission	7
DIG IT Framework	7-8
FERPA, Title IX, No Child Left Behind, Mandatory Reporting	9
<b><u>Academic Requirements</u></b>	
Graduation, Commencement Participation, Guidance and Counseling	10
Parent Involvement, Progress Reports, Academic Opportunities	11
Graduation Requirements, Final Exams	12
Grading Scales, Honors Courses (AP/IB), Community Service, Credit by Examination	13
Board Policy and Graduation Requirements, Standard, Regents and Scholar Diploma	14
Academic Honors Recognition, Change of Address	15
<b><u>Registration, Scheduling and Academic Supports</u></b>	
Withdrawal from School, Transfer Credits and Grades,	15
Schedule Changes, Tutoring, Celebration/Reteach/Remediation Program	16
<b><u>Student Safety</u></b>	
Visitors, Fire Drills, Lock Down, Closed Campus, Off Campus Lunch Pass, Student ID, Athletic Areas	17
Safety Glasses, Crosswalks, Bikes and Scooters	18
Illness, School Health Specialist, Medicines	18
<b><u>Extra-Curricular Activities</u></b>	
Clubs and Activities	19
Red Zone Shirts/Passes, Dances, Athletic Eligibility	19
Random Drug Testing, Physicals, Insurance, Lettering, Parking, Fees	20
Returned Checks, Lost/Found, Food Service, Deliveries, Announcements	21
Flyers and Petitions, Foreign Exchange Students, Student Council, School Colors, Publications	21
Signs and Posters	21
<b><u>Student Conduct and Attendance</u></b>	
Attitude, Responsibility, Assembly Conduct, Attendance	22
Sweep Policy, Absences	23
Dress Code	24
Cell Phones and Electronic Devices	25
Due Process, Alternative School Assignment, FUSD District Student Conduct Policy	26
Dangerous Instruments, Weapons, Bullying, Harassment, Student Grievance	27
FHS Discipline Guidelines	28-32
Disciplinary Action	32-33
FUSD Bus Policies and Procedures	34
<b><u>Resources</u></b>	
Cornell Notes	35
Parent and Student Acknowledgment of all policies and procedures	36

# **Florence High School**

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

## **MOTTO**

Building the Champions of Today and Tomorrow

## **MISSION**

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

## **VISION**

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

## **INSTRUCTIONAL GOAL**

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

## **Nondiscrimination Statement**

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

### **Declaración de Non Discriminación**

Spanish Version

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

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

Florence Unified School District  
1000 South Main Street  
Florence, AZ 85132  
520-866-3500  
[tjimenez@fusdaz.org](mailto:tjimenez@fusdaz.org)

### **Marissa Koselke-Bell**

Florence High School  
1000 South Main Street  
Florence, AZ 85132  
520-866-3560  
[mKoselkeBell@fusdaz.org](mailto:mKoselkeBell@fusdaz.org)

### Administration

<b>Principal</b> .....	<b>Toby Haugen</b>
<b>Assistant Principal</b> .....	<b>Marissa Koselke-Bell</b>
<b>Assistant Principal</b> .....	<b>Shawn Cluff</b>
<b>Dean of Students</b> .....	<b>Nikki Lopez</b>
<b>Instructional Coach</b> .....	<b>Robin Tobar</b>

### Important Numbers

<b>Main</b> .....	(520) 866-3560
<b>Attendance</b> .....	(520) 866-3517
<b>Counseling</b> .....	(520) 866-3560 Jeremy Scott (Ext. 7124) Erin Miller (Ext. 8808)
<b>Health Aide / Athletic Training</b> .....	(520) 866-3560 (Ext. 7046)
<b>Registrar</b> .....	(520) 866-3560 (Ext. 7142)

### Faculty E-Mail

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

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

### **FUSD Governing Board**

Mrs. Denise Guenther – President  
 Mr. Bob Dailey– Vice-President  
 Mr. Steve Johnson – Member  
 Mr. Jim Thomas – Member  
 Mrs. Katrina Solis - Member

### **District Administration**

Mr. Chris Knutsen, Superintendent  
 Dr. Adam Leckie, Assistant Superintendent  
 Mr. Tony Jimenez, Assistant Superintendent  
 Ms. Shannon Weber, Director of Transportation

### **District Mission Statement**

The Florence Unified School District #1 is committed to developing future leaders with the character and academic excellence necessary to meet the challenges of life.

### **Vision**

**KIDS FIRST**  
**INSPIRING STUDENTS AND STAFF**  
**DOING OUR BEST, STRIVING FOR EXCELLENCE**  
**SETTING HIGH EXPECTATIONS**

**FINDING CREATIVE SOLUTIONS FOR PROBLEMS**  
**IF EDUCATIONALLY SOUND, IT IS ACHIEVABLE**  
**RESPECT: MODELED, EARNED AND GIVEN**  
**SHARING A RIGOROUS, RELEVANT CURRICULUM**  
**TRUST: EARNED BETWEEN STAFF, STUDENTS, PARENTS AND COMMUNITY**

### **Florence High School Student Handbook and Parent Guide**

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

### **Student Responsibilities: DIGIT**

## **DIGIT Student Behavior Framework**

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

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

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

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

## FHS DIGIT Student Behavior Matrix

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

## **Florence High School Student Citizenship Contract**

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

### **FERPA Rights**

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

### **ADA/TITLE IX**

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

### **Every Student Succeeds Act**

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

- Advances equity by upholding critical protections for America's disadvantaged and high-need students.
- Requires—for the first time—that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helps to support and grow local innovations—including evidence-based and place-based interventions developed by local leaders and educators—consistent with our Investing in Innovation and Promise Neighborhoods
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

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

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

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

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

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

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



## Florence High School Student Policies and Procedures Handbook

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

### Graduation Requirements

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

	Class of 2020
	<u>and future classes</u>
English ***	4
Social Studies	3
Math	4
Science	3
Fine Arts/Voc. Ed.	1
Health & Phys. Ed.	1
Electives	6
Foreign Language	0
Total	22

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

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

### Early Graduation

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

### Commencement Participation

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

### 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.

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

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

### Schedule Corrections

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

1. A failure in a course necessitates credit recovery.
2. Make a level change to an IB course

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

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

### **Parent Involvement**

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

### **Report Cards and Final Semester Grades**

**1<sup>st</sup> Quarter Grades – September 20, 2019**

**1<sup>st</sup> Semester Grades – December 13, 2019**

**3<sup>rd</sup> Quarter Grades – March 06, 2020**

**2<sup>nd</sup> Semester Grades – May 22, 2020**

### **Academic Opportunities**

#### **Honors Courses**

**Honors/Advanced Placement (AP)** courses prepare students to take the national Advanced Placement examinations given in late spring of each school year. Students may be granted advanced placement status, and/or college credit on the basis of how well they perform on these exams. Students are not required to take an AP course to be eligible to take an AP exam, but it is recommended. There is a \$20 non- refundable deposit for all AP courses. This money will be applied to the cost of the AP exam.

#### **International Baccalaureate Courses**

We are an **International Baccalaureate Diploma Program (IB) school**. Courses are part of a rigorous two-year curriculum, starting the junior year leading to examinations and the IB diploma. Advanced placement status and/or college credit may be granted based on student performance within the program. IB Candidates must be enrolled and taking the IB subject the year they take the exam for that subject. 150 hours of community service is also required to earn the Diploma. There is a \$20 non- refundable deposit for all IB courses. This money will be applied to the cost of the IB exam.

#### **National Honor Society**

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

## **Graduation Requirements:**

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

### **Final Exams**

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

The following grading scale is used for all grade reports:

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

### **Non-Weighted Classes**

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

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

### **Honors Courses (AP / IB)**

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

### **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 the Assistant Principal for Curriculum & Instruction prior to end of the academic year in which the service hours were completed.** The requirement for graduation is 40 hours or 5 hours per semester enrolled.

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

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

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

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

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

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

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

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

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

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

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

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

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

##### **Examination Dates for acceleration:**

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

### **Board Policy on Graduation Requirements I-7361 © IKF-RA**

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

#### **Rev. 6.23.11**

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

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

### Graduation Requirements/Diplomas

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

#### Standard Diploma

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

English	4 credits
Math	4 credits
Science	3 credits
World History and Geography	1 credit
US/AZ History	1 credit
US/AZ Government	.5 credit
Economics	.5 credit
PE	.5 credit
Health	.5 credit
Fine Arts or Vocational Education	1 credit
Electives	6 credits
Total	22 credits

#### Regent's Diploma

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

English	4 credits
Algebra I	1 credit
Geometry	1 credit
Algebra II	1 credit
Additional math with an Algebra II prerequisite	1 credit
Biology	1 credit
Earth Science/Chemistry/Physics	1 credit
Additional Lab Science	1 credit
World History or World Geography	1 credit
US/AZ History	1 credit
US/AZ Government	.5 credit
Economics	.5 credit
PE	.5 credit
Health	.5 credit
Fine Arts and/or CTE	1 credit
World Languages	2 credits
Electives	5 credits
Total	23 credits

#### Scholar Diploma

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

- Minimum 7<sup>th</sup> semester GPA of 3.5 or higher
- 24 or more credits, including 2 AP course credits

Coursework must include the following:

English	4 credits
Algebra I	1 credit
Geometry	1 credit
Algebra II	1 credit
Additional math with an Algebra II prerequisite	1 credit
Biology	1 credit
Earth Science, Chemistry or Physics	1 credit
Additional lab science	1 credit
World History or World Geography	1 credit
US/AZ History	1 credit
US/AZ Government	.5 credit
Economics	.5 credit
Health	.5 credit
PE	.5 credit
Fine Arts and/or CTE	1 credit

World Languages	2 credits
Electives	6 credits
<b>Total</b>	<b>24 credits</b>

### Academic Honors Recognition

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

**Scholar of Distinction:** Students must have a semester GPA of 4.0 or above

**Principal's Honor Roll:** Students must have a semester GPA of 3.50 – 3.99

**Honor Roll:** Student must have a semester GPA of 3.0 – 3.49

### Change of Address and Telephone Number

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

### Withdrawal from School

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

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

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

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

### Transfer of Credits from Other Schools

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

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

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

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

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

### Grades When Students Withdraw from School Courses

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

### **Schedule Changes**

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

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

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

### **Tutoring**

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

### **FLORENCE HIGH SCHOOL CELEBRATION/REMEDIATION/INTERVENTION PROGRAM**

A student who has a passing grade in all classes is considered to have earned “Celebration” status. Students who have earned a grade below a 70% 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 29, a list will be posted to the FHS website where students will be responsible to identify where they should report based on locating their ID number matched to a specific teacher on the list.

**Celebration** - When the bell rings at the end of 2<sup>nd</sup> 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 must also stay out of academic classroom areas during this time without permission from administration and confine their activities to the courtyard and/or cafeteria during the celebration period. **Celebration is a privilege that may be revoked. Failure to comply with the rules and procedures of this program may result in school disciplinary consequences, including up to 3 days suspension from school for ditching Remediation.**

**Remediation** - Students are required to attend the class with the lowest grade below a 70 for the entire 30 minutes of Remediation time. Students are not permitted to leave class for any reason. In the event that a student experiences an emergency, security will be available to escort him or her to the restroom or Health 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 work their way into “celebration” status in the same week if he or she gets the grade up to a minimum of a C. 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 will be allowed to attend “Celebration” for the remainder of the week.

**Intervention** – Students who are failing 3 or more classes for 3 weeks in a row will be referred to Intervention. Students who are referred to Intervention must attend, even if they have Remediation. Students assigned to Intervention will be assigned to Saturday school until grades are improved. Saturday school is held from 8:00am-2:30 pm, with a 30 minute lunch break. Transportation and lunch is NOT provided. In an effort to further support these students, the following interventions may be utilized: Academic Contract, mandatory tutoring, Check and Connect, Parent meeting and/or referral to an alternate campus. Failure to attend Saturday school can result into disciplinary actions and ultimately a referral to an alternative school to regain missing credits.

**Celebration = passing all classes with a C or better**

**Remediation = Any grade below a 70%**

**Intervention = Failing 3 or more classes for 3 consecutive weeks**

### **APPEAL PROCESS**

A student’s status of “Celebration” or “Remediation” is determined by teachers updating grades. If a student has reason to believe that a mistake was made and that they have been incorrectly labeled as “Remediation”, **must** attend remediation with their assigned teacher on Monday (or the first day of the week in the event of a holiday), politely notify the teacher of the potential error and discuss the grade. If it is found that an error was made, the teacher will change the student’s status to “Celebration”.

Florence 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.

### **REMEDATION PASSES**

There will be no passes during remediation time.

### **Visitors**

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

### **Fire Drill**

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

### **Lockdown Procedures**

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

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

Florence High is a modified "Closed Campus" facility. In order to leave campus for lunch only, students must pass all Arizona state testing including AIMS Science, AzMERIT ELA and Math. Any student who meets this criteria will be issued an off campus lunch pass at the start of the 2019-2020 school year. In addition, all fees and fines must be paid in order to be issued an off campus lunch pass. Transfer students who have passed their state equivalent test will be issued an off campus lunch pass. Any transfer students without equivalent testing information who have a cumulative GPA of 3.5 or higher will be issued an off campus pass.

Students are not allowed to leave campus between classes. Students who leave campus to loiter on sidewalks, or in neighboring yards, as well as alleys, will be considered truant and in violation of school rules, city ordinances, and/or Arizona statutes. Students must be walking and proceeding on sidewalks and designated crosswalks to or from an eating establishment. Students who have 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.

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

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

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

### **Gymnasium and Athletic Fields**

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



### Safety Glasses

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

### Crosswalks

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

### Bicycles, Scooters and Skateboards

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

### School Health Specialist

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

### Illness

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

### Administering Medicines to Students

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

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

#### Exceptions:

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

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

## **Clubs and Activities**

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

NHS: Dennis Barton	Gopher Yearbook: Brian Snow
Band/Choir: Josh Stallworth	Theater: Ken Ferguson
Band & Flag Line: Josh Stallworth	Recycling Club: Shana Smith
Student Council: Mike Carlin and Jennifer Gonzales	Multimedia: Brian Snow
National Art Honor Society: Aubrey Smith	LINK Crew: Jeana Brown and Robin Tobar
FFA: Angelica Rudow	Red Zone Club: Jeana Brown and Robin Tobar

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

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

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

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

### **Spectator Behavior**

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

### **AIA Eligibility/Ineligibility**

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

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

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

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

### **Special Provisions**

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

### **Random Student Drug Testing**

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

Updated 07/08/2019

### Physicals

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

### Insurance

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

### Lettering

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

### Parking Regulations

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

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

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

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

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

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

### FUSD Fees

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

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

### Returned Check Policy

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

### Lost and Found

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

### Food Service

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

### Deliveries

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

### Daily Announcements

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

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

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

### Foreign Exchange Students

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

### Student Council Constitution

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

### School Colors

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

### School Publications

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

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

### Signs and Posters

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

### Student Incentive, Conduct, and Attendance

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

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

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

### Attitude

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

### You Are Responsible For Your Actions

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

### Assembly Conduct

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

### Attendance

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

### Tardies

- A. Students are expected to be in their classrooms prior to the late bell.
- B. Students will be assigned consequences for tardiness to class. Consequences for tardiness are explained in the “sweeps” section below:

NOTE: At any stage a teacher may require make-up time.

### **Sweeps**

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:** Student will be sent to sweep for the remainder of class period and it will be documented.

**2nd tardy offense:** Student sent to sweep for remainder of class period. Parent will be contacted and student will be required to sign off on an excessive sweep agreement.

**3rd tardy offense:** Student sent to sweep for remainder of class period and assigned 1 day of in school suspension.

**4th tardy offense:** Student sent to sweep for remainder of period. Student will be assigned 2 days of in school suspension.

**5<sup>th</sup> tardy offense:** Student sent to sweep. Student will be referred to administrator to be assigned 2 days of out of school suspension.

**6<sup>th</sup> tardy offense:** Student sent to sweep. Students will be referred to administrator to be assigned 3 days of out of school suspension.

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

### **Absences**

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

#### Procedures to Improve Student Attendance

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

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

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

- C. All Absences  
If a student is absent for a period, an automated hotline will call home to notify parents. The teachers will meet with the parent to outline ways to improve the student's attendance, complete eligible make-up work and catch up with studies. A letter will be sent home notifying parents that their child has missed **three, five, and eight** periods in one or more classes and requesting the parent to contact the attendance office to set up a parent-teacher conference. At both of these conferences it will be pointed out that **ten** absences (for any reason, excused or unexcused) may result in the possible loss of credit for the class.

- D. Ten Consecutive Absences

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

E. Make-up Work

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

### **Dress Code**

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:

**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.

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

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

### **APPROPRIATE DRESS:**

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

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

**Tops:**

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

**Pants:**

- Pants must be pulled up, with no undergarments exposed.
- Holes, rips or tears must be in compliance with the 3 inch inseam shorts criteria.

**Shorts:**

- Must be fitted at the waist and conceal all undergarments.
- Must be at a reasonable and modest length at least a 3 inch inseam.

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

- Must be at a reasonable and modest length.
- No strapless dresses.

**Shoes:**

- No bedroom slippers.
- Footwear must be worn at all times.

**Belts:**

- Must be appropriate size and worn through belt loops.
- Excessive length of belt must be pulled through belt loops.

**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
- No headbands that have a bandanna print are permitted

**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.
- The school reserves the right to restrict clothing if it has become a symbol for gangs in the community and/or surrounding areas.
- Gang related symbols or insignias on books, caps, belongings or apparel are not allowed.
- 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.
- No trench coats.
- No attire or adornments disruptive to the educational environment.
- 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 violation consequences**

*1st – Behavior contract/change clothing to be returned to class; otherwise, finish the day in ISS*

*2nd – 1 day ISS*

*3rd – 2 days ISS*

*4th – 3 days OSS*

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

### **Cell Phones and Electronic Devices**

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

Students bring these devices to school at their own risk. **If a student has a cell phone or other electronic device on campus or on the bus and it is damaged or stolen, schools will not utilize administrative time to investigate the incident nor will the District take any**



**financial responsibility for the cell phone or cell phone charges or for any other electronic device.** Cell phones and electronic devices confiscated by school personnel can be retrieved by a parent from administration.

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

**Cell Phone & Electronic Device Consequences per semester:**

1st – Turn into office/behavior contract, student pick up at end of day

2nd – Turn into office, parent must pick up, 2 days ISS

3rd – Turn into office, parent must pick up, 3 days ISS

4th – Turn into office, parent must pick up, 3 days OSS

*Additional offenses beyond 4 may result in up to 9 days of suspension and a referral to the district hearing officer.*

**Due Process**

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

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

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

**Alternative School Assignment**

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

**Florence Unified School District Student Conduct Policy**

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

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

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

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both building and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, e-cigarettes or vapes, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.

- Alleged conduct off campus or during non-school hours in which the student's continued attendance would negatively affect the school environment.
- Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

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

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

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

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

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

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

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

For the purposes of this policy:

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

### **Bullying/Student Harassment**

Verbal, physical, or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences. Students, who believe that they

have been harassed, should contact their counselor or any administrator as soon as possible. A common school administration tool is the use of a “Non-Violence Agreement” or a behavior contract. This is a document that is signed by the students involved in a conflict after a mediation session has taken place with district administration. It is an agreement by both students that there will be no further contact of any kind with one another. Students are encouraged to report bullying immediately. Students can speak to any faculty or staff member, or by clicking on the “bully button” on the FHS and FUSD web pages.

### Student Grievance Process

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

### FHS Discipline Guidelines

The following chart shows the progressive 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.

**\*All progressive consequences are in place for one academic school year, unless noted otherwise by the asterisk symbol**

**\*Students with Individualized Educational Plans (IEP’s) and 504 Accommodation Plans will progress through consequences in accordance with their IEP/504 accommodations.**

<b>INFRACTIONS</b>	<b>DEFINITION</b>	<b>CONSEQUENCE/RANGE</b>
<b>Absence without permission (ditching classes, reteach, remediation)</b>	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.	1 <sup>st</sup> - Student Conference/1 day ISS 2 <sup>nd</sup> – 2 days ISS 3 <sup>rd</sup> – 3 days ISS 4 <sup>th</sup> – 3 days OSS 5 <sup>th</sup> – 5 days OSS 5+ - 10 days OSS, possible discipline hearing
<b>Alcohol (Possession, Use, Distribution)</b>	(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.	1 <sup>st</sup> – 10 days OSS 2 <sup>nd</sup> – 10 days OSS/discipline hearing
<b>Arson</b>	Knowingly and unlawfully damaging school or personal property by fire or explosion.	1 <sup>st</sup> – 10 days OSS to discipline hearing and police involvement
<b>Assault</b>	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.	1 <sup>st</sup> – 10 days OSS, police notification 2 <sup>nd</sup> – 10 days OSS, discipline hearing and police notified
<b>Bullying</b>	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.	1 <sup>st</sup> – Behavior contract/Non-Violence Agreement/mediation/3 days OSS 2 <sup>nd</sup> – 10 days OSS and discipline hearing
<b>Bus Misuse</b>	Not following designated bus rules.	Refer to FUSD Bus Infractions.
<b>Cell Phone &amp; Electronic Devices</b>	Cell phones and electronic devices (Ipods, smartwatches, earbuds/headphones, etc.) that are not off and away during instructional time.	1 <sup>st</sup> – Turn into office/behavior contract, student pick up at end of day 2 <sup>nd</sup> – Turn into office, parent must pick up, 2 days ISS

		3rd – Turn into office, parent must pick up, 3 days ISS 4th – Turn into office, parent must pick up, 3 days OSS Additional offenses beyond 4 may result in up to 9 days of suspension and a referral to the district hearing officer.
<b>Cheating/ Plagiarism</b>	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. This includes academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately.	1 <sup>st</sup> – 2 days ISS 2 <sup>nd</sup> – 3 days OSS 3 <sup>rd</sup> – 5 days OSS 4 <sup>th</sup> – 10 days OSS and request for hearing
<b>Closed Campus Violation</b>	Leaving campus before school, between classes, during classes, during celebration or lunch without on off campus pass lunch pass or parent and school permission.	1 <sup>st</sup> – 2 days ISS 2 <sup>nd</sup> – 3 days OSS 3 <sup>rd</sup> – 5 days OSS 4 <sup>th</sup> – 10 days OSS and discipline referral
<b>Defiance of Authority/ Insubordination</b>	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules. More severe than Disrespect.	1 <sup>st</sup> – 2 days ISS 2 <sup>nd</sup> – 3 days OSS 3 <sup>rd</sup> – 5 days OSS 4 <sup>th</sup> – 10 days OSS 5 <sup>th</sup> – 10 days OSS/discipline hearing
<b>Disorderly Conduct*</b>	The act of being involved in behavior which disrupts the educational process of other students on the campus or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior/obscene gestures/excessive public displays of affection <b>*If conduct occurs in conjunction with subsequent violations, additional consequence may be assigned in addition to those specified. Law enforcement may be contacted if the disorderly conduct occurs to a degree which violates other students' or school employee' rights to a peaceful environment.</b>	1st – 3 days ISS 2nd – 3 days OSS 3rd – 5 days OSS 4th – 10 days OSS 5th – 10 days OSS/discipline hearing
<b>Disruptive Behavior*</b>	The act of being involved in behavior which disrupts the educational process of other students on campus or in the classroom or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swear and vulgar language/behavior (not directed at school personnel). <b>*Disruptions that occur while a student is serving a previously assigned consequence, such as ISS, will warrant more severe or progressive discipline.</b>	1st- 3 days ISS 2nd-3 days OSS 3rd-5 days OSS 4th-10 days OSS/discipline hearing
<b>Dress Code Violation</b>	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.	1 <sup>st</sup> – Behavior contract/change clothing to be returned to class; otherwise, finish the day in ISS. 2 <sup>nd</sup> – 1 day ISS 3 <sup>rd</sup> – 2 days ISS 4 <sup>th</sup> – 3 days OSS 5 <sup>th</sup> – Refer to violation “Defiance/Disrespect Towards Authority/Non-Compliance”
<b>Drugs (Possession, Use, Distribution)</b>	(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	1st – 10 days OSS, police report 2nd – 10 days OSS/request discipline hearing, police report

	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>	
<b>Electronic Devices (unauthorized use)</b>	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 Websites such as Facebook and Twitter, please be aware that if material posted, either at home or at school, is viewed as harassment or disruptive to the educational environment, students will be subject to disciplinary action.	1 <sup>st</sup> – 3 days ISS 2 <sup>nd</sup> – 3 days OSS 3 <sup>rd</sup> --5 days OSS 4 <sup>th</sup> – 10 days OSS 5 <sup>th</sup> – 10 days, discipline hearing
<b>Electronic Device – Laptop AUP violation Computer Network Infraction</b>	Any student violation of the FUSD AUP (Acceptable Use Policy). Including but not limited to: tampering or “hacking”, sharing passwords or logging into an account for someone else, inappropriate images, downloads, proxy downloads, emails, messaging, chats, etc. See FUSD AUP for specific violations.	1st – 3 days ISS 2nd – 3 days OSS 3rd – 5 days OSS 4th – 10 days OSS, discipline hearing
<b>Explosive Devices (Possession, Use, Distribution)</b>	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.	1 <sup>st</sup> – 10 days OSS, discipline hearing
<b>Extortion</b>	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat.	1st – 5 to 10 days OSS, possible discipline hearing 2nd – 10 days OSS/request discipline hearing
<b>False Accusations/ Lying</b>	Knowingly giving false or misleading information, including false accusations against others. Attempt by the student to conceal from school officials or deliberately distort facts in order to mislead or give a false impression.	1st – 2 days ISS 2nd – 3 days OSS 3rd – 5 days OSS 4th – 10 days OSS and request for discipline
<b>Fighting</b>	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.	1 <sup>st</sup> – 10 days OSS 2 <sup>nd</sup> – 10 days OSS/discipline hearing
<b>Forgery</b>	Writing and using the signature or initials of another person.	1st – 2 days ISS 2nd – 3 days OSS 3rd – 5 days OSS 4th – 10 days OSS, request for hearing
<b>Gambling</b>	Participating in games of chance for the purpose of exchanging money or goods.	1st – 2 days ISS 2nd – 3 days OSS 3rd – 5 days OSS 4th – 10 days OSS and request for hearing
<b>Gangs</b>	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.	1st – 5 to 10 days OSS, police involvement 2nd – 10 days OSS discipline hearing, police involvement
<b>Guns/Deadly Weapon (Possession, Use, Distribution)</b>	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.	1 <sup>st</sup> – 10 days OSS, discipline hearing, police report
<b>Harassment</b>	Includes, but is not limited to, verbal or physical threats, words that inflict injury or incite, offensive language, physical acts of 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.	1st – 3 days OSS, police report 2nd – 5 days OSS, police report 3rd – 10 days OSS, PD report 4th – 10 days and request for hearing, PD report

<b>Hate Crime</b>	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.	1st – 10 days OSS, police involvement 2nd – 10 days OSS discipline hearing, police involvement
<b>Hazing</b>	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.	1st – 3 days OSS, police report 2nd – 5 days OSS, police report 3rd – 10 days OSS, PD report 4th – 10 days and request for hearing, PD report
<b>Knives (Possession, Use, Distribution)</b>	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. A knife with a blade length of 2.5 inches or more will be considered a weapon.	1 <sup>st</sup> – 10 days OSS, PD report 2 <sup>nd</sup> – 10 days OSS, discipline hearing, PD report
<b>Minor Incident Report referral (MIR)</b>	Any student who receives 3 Minor Incident Reports (MIR) from the same teacher over a semester.	1 <sup>st</sup> – 2 days ISS 2 <sup>nd</sup> – 3 days ISS 3 <sup>rd</sup> – 3 days OSS 4 <sup>th</sup> – 5 days OSS 5 <sup>th</sup> – 10 days OSS and discipline hearing
<b>Physical Altercation</b>	Pushing, shoving, tussles, minor confrontations. Does not rise to the level of fighting or assault.	1 <sup>st</sup> - 1 to 3 days OSS 2 <sup>nd</sup> – 3 to 5 days OSS 3 <sup>rd</sup> – 5 to 10 days OSS 4 <sup>th</sup> – 10 days OSS, discipline hearing
<b>Physical Presence in Unauthorized Areas/Loitering/Unauthorized Entry</b>	Knowingly and willingly being in an area that is prohibited or not authorized by a staff member.	1st - 1 day ISS 2nd – 3 days ISS 3rd – 3 days OSS 4th – 5 days days OSS 5th – 10 days OSS. Discipline hearing/Alternative placement
<b>Profanity towards school personnel</b>  <b>*High School Tenure</b>	Swearing and/or use of vulgar language that is specifically directed towards any faculty, staff member, volunteer, or coach.	1st - 1 to 3 days OSS 2nd – 3 to 5 days OSS 3rd – 5 to 10 days OSS 4th – 10 days OSS, hearing
<b>Provoking Students</b>	Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written or physical cues.	1st – 3 days ISS 2nd – 3 days OSS 3rd – 5 days OSS 4th – 10 days OSS and discipline hearing
<b>Public Display of Affection</b>	Any intimate physical contact in school or at any school related activity, on-site or off-site.	1st- conference, behavior contract 2nd- 3 days ISS 3rd- 3 days OSS 4th- Refer to violation “Defiance/Disrespect Towards Authority/Non-Compliance”
<b>Reckless Driving</b>	Inappropriate or reckless use of a motorized vehicle on school property or to school sponsored events.	1st – 3 days ISS/parking pass revoked for 1 week.. 2nd – 3 days OSS, parking pass revoked for 2 weeks. 3rd – 5 days OSS, police report, parking pass revoked for 3 weeks. 4th – 10 days OSS, PD report, and discipline hearing
<b>Robbery</b>	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.	1st – 5 to 10 days OSS, police involvement 2nd – 10 days OSS discipline hearing, police involvement

<b>Sexual Harassment</b>	Unwelcome sexual advances, requests for sexual favors, or the verbal conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation and/or interferes with school performance.	1 <sup>st</sup> – 3 to 5 days OSS, possible PD report 2 <sup>nd</sup> – 5 to 10 OSS, PD report 3 <sup>rd</sup> – 10 days OSS and discipline hearing
<b>Sexual Misconduct</b>	(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.	1st – 10 days OSS , possible Discipline Hearing and police involvement 2nd – 10 days OSS discipline hearing, police involvement
<b>Sweep</b> <b>*By Semester</b>	Arriving late to class. Truancy laws apply.	1 <sup>st</sup> – warning 2 <sup>nd</sup> - behavior contract 3 <sup>rd</sup> – 1 day ISS 4 <sup>th</sup> – 2 days ISS 5 <sup>th</sup> – 2 days OSS 6 <sup>th</sup> – 3 days OSS
<b>Theft (Personal or School Property)*</b>	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. <b>*if a student loses or reports personal property as stolen, schools/District are not financially responsible. School administrators will not make attempts to locate students’ personal property.</b>	1st - 1 to 3 days OSS, restitution 2nd – 3 to 5 days OSS, restitution 3rd – 5 to 10 days OSS, restitution 4th – 10 days OSS, restitution, hearing
<b>Theft – Motor Vehicle</b>	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.	1st – 10 days OSS, police involvement 2nd – 10 days OSS discipline hearing, police involvement
<b>Threats</b> <b>ARS – 13-2911</b> <b>*Calendar year</b>	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, social media, threats to beat someone up.	1st – 3 to 5 days OSS 2nd – 5 to 10 OSS, possible PD report 3rd – 10 days OSS, possible PD report, and discipline hearing
<b>Tobacco (Possession, Use, Distribution)</b> <b>*Calendar year</b>	The possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on school-sponsored transportation. This includes any vape device and/or electronic smoking device.	1 <sup>st</sup> – 3 days OSS 2 <sup>nd</sup> – 5 days OSS 3rd – 10 days OSS 4 <sup>th</sup> – 10 days OSS, discipline hearing
<b>Trespassing</b>	The unauthorized presence of any student on a campus other than his/her own. If a student is suspended off campus of 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.	1st-10 days OSS, possible discipline hearing, possible PD report. 2nd--10 days OSS, discipline hearing, PD Report.
<b>Vandalism (Destruction of school or personal property)</b> <b>*Calendar year</b>	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.	1st – 3 days OSS, Possible PD report 2nd – 5 days OSS, possible PD report 3rd – 10 days OSS, discipline hearing, PD report
<b>Vehicle Misuse</b>	The inappropriate use of an automobile, motorcycle, or other motorized vehicle on school property or travel to or from school or school-sponsored events (includes driving to/from CAC/CAVIT)	1st-conference/off campus pass/parking pass revoked for 1 week. 2nd-3 days ISS, off campus pass/parking pass revoked for 2 weeks 3rd--3 days OSS off campus pass/parking pass revoked for 3 weeks. 4th--Refer to violation “Defiance/Disrespect Towards Authority/Non-Compliance”
<b>Verbal Altercation</b>	Verbal confrontation/sparring with another individual. Does not rise to the level of a threatening or physical act.	1 <sup>st</sup> – Behavior contract/mediation 2 <sup>nd</sup> – 3 days ISS 3 <sup>rd</sup> – 3 days OSS

		4 <sup>th</sup> – 5 days OSS 5 <sup>th</sup> – 10 days OSS, discipline hearing
<b>Weapons Other than Guns and Knives (Possession, Use, Distribution)</b>	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 (laser pointers), knife with blade less than 2.5 inches, mace, matches, lighters, letter openers, box cutter. . May be real or simulated. May be operable or inoperable, loaded or unloaded.	1st-3 days OSS, PD report 2nd-5 days OSS, PD report 3rd-10 days OSS, request for discipline hearing, PD 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

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

#### Removal from Classes

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

### Suspensions

#### In-School Suspension

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

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

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

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

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

#### Expulsion

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



### FUSD School Bus Policies and 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:
 

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

### **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

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

Cornell Note-Taking System Sample

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

The Cornell Note-Taking System

(Key Terms/Major Concepts)	(Lecture Notes)
----------------------------------	-----------------

**Signature Page**

**Student ID #** \_\_\_\_\_

Dear Parents:

It is important that you take the time to read the Acceptable Use Policy and Student Handbook with your student. He/she will be held responsible for his/her behavior based on the policies, rules, and regulations as set forth in this handbook and approved by the F.U.S.D. School Board.

Please sign below and have your student **return this form to the office.**

Thank you,

Toby Haugen  
Principal, Florence High School

**Parent Name (print)** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Agreement:**

**I understand that it is my responsibility to follow all school and district rules and guidelines. I understand that ignorance of any part of the Code of Conduct or Acceptable Use Policy (AUP) will not be accepted as an excuse for not adhering to the Code of Conduct or AUP.**

**Student Name (print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

I have seen/read the Acceptable Use Policy and the Student Handbook that was made available to me during Gopher Days; a copy is also available at <http://fhs.fusdaz.com>

**Parent Initials** \_\_\_\_\_