



AGUA FRIA UNION HIGH SCHOOL DISTRICT  
*"ALL STUDENTS COLLEGE AND CAREER READY"*

# Student Handbook, Rights & Responsibilities 2018-2019

with selected governing board policies and regulations

Dr. Dennis Runyan  
Superintendent

*Si necesita una traducción de este documento en español, favor de llamar la oficina de la escuela secundaria.*



August 2018

Dear Parents/Guardians and Students:

Welcome to Agua Fria Union High School District.

Success in school occurs when there is close cooperation between its students, staff and parents. The purpose of this handbook is to communicate the expectations of the Agua Fria Union High School District (herein referred to as the District) for student conduct to promote a safe, orderly and positive learning environment and to address certain student rights and responsibilities. The District Governing Board, administration, and staff regard student and staff safety as paramount while also ensuring students' rights are protected.

The contents of the Student Rights & Responsibilities Handbook are intended to be a general guide of commonly asked questions or common occurrences. It is not inclusive of all policies. For a complete overview of school policies, please reference Arizona Revised Statutes and/or Agua Fria Union High School District Board Policy.

ALL STUDENTS AND PARENT(S)/GUARDIAN(S) MUST SIGN AND RETURN THE ACKNOWLEDGEMENT OF RECEIPT forms, located on pages 81 and 83 of this booklet.

PLEASE MAKE SURE YOU COMPLETE, SIGN AND RETURN THE FORMS TO YOUR ADVISORY TEACHER.

The entire Agua Fria Union High School Governing Board Policy Manual is now available on the Internet. Instructions are included in the handbook to assist you (<http://azsba.org/policybridge>)

If you have any questions regarding these policies or procedures, please contact your school of attendance.

**WE SUGGEST YOU KEEP THIS HANDBOOK AVAILABLE THROUGHOUT THE SCHOOL YEAR FOR REFERENCE.**

*Si necesita una traducción de este documento en español, favor de llamar la oficina de la escuela secundaria.*

# Agua Fria Union High School District

## 2018-2019 School Calendar

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SIGNIFICANT DATES/CLASSES ARE IN SESSION ON BOLD DATES

Aug. 6	1st Day of class - Freshmen
Aug. 7	1st Day of class - All Students
Sept. 3	Labor Day
Oct. 8-12	Fall Break
Nov. 12	Veteran's Day
Nov. 21-23	Thanksgiving
Dec. 24-Jan. 4	Winter Break
Late Start Wednesday	

(Attendance expected week before/after break)

Jan. 21	Martin Luther King Day
Feb. 18	President's Day
March 11-15	Spring Break
April 19	April Break
May 23	Last Day of School
May 24	Teacher Check out Day
May 27	Memorial Day
Early Release Wednesday	

### Tentative Testing Dates - Exact Dates TBD

AIMS A Spring Window (Spec Svcs): Exact Dates TBD AIMS Science: April 10-ALL Grd 9 in Biology & Grd 10 not posting score

AzMERIT Fall: Coldwater Acad/New Direct/A+ school sites (Dates TBD) AzMERIT Spring Window (Dates TBD)

Pre-Tests for Full Year and Semester I Only Classes: August 8 - 17 Pre-Tests for Semester II Only Classes: Jan. 9-18

End of Course Assessments: Single Semester Classes-Dec. 19, 20, 21/May 21, 22, 23 and Seniors Sem II, week of May 13-17; ALL Writing TBD

Mid-Term Tests for Full Year Classes: Dec. 19, 20, 21

End of Course Assessments for Full Year Classes: May 21, 22, 23 and for Seniors, week of May 13-17 All Writing TBD

### Quarters (Grading Periods)

August 7 - October 5	43 days	89
October 15 - December 21	46 days	
January 7 - March 8	43 days	91
March 18 - May 23	48 days	

New Teacher Orientation Days
July 27, 30, 31
All Teacher Orientation Days
August 1, 2, 3

STUDENT INSTRUCTIONAL DAYS - 180

TEACHER SERVICE DAYS - 185

NEW TEACHER SERVICE DAYS - 188

11:00 May 18 (Sat.) - Millennium GRADUATION

1:00 May 18 (Sat.) - Desert Edge GRADUATION

3:00 May 18 (Sat.) - Verrado GRADUATION

5:00 May 18 (Sat.) - Agua Fria GRADUATION

All Graduations will be held at the University of Phoenix Stadium

Approved: GB 12.13.2017

**Vision: All Students College and Career Ready!**

**Mission: Increase academic performance for ALL students and provide ALL students with the tools needed for post-secondary and workforce success.**



**Visión: Todos estudiantes listos para la universidad y una carrera!**

**Misión: Aumentar el rendimiento académico de todos los estudiantes y proporcionar a todos los estudiantes con las herramientas necesarias para la post-secundaria y éxito en la fuerza de trabajo.**

### ***Notice of Non-Discrimination***

The Agua Fria Union High School District No. 216 does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age or disability in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups. The lack of English language skills shall not be a barrier to admission or participation in the District's programs and activities. This compliance includes the Career and Technical Education department of the Agua Fria Union High School District and its programs which include: Business Marketing & Management; Communications & Information Systems; Environmental & Agricultural Systems; Health Services; Human Services & Resource; Industrial, Manufacturing & Engineering Systems. The Agua Fria Union High School District No. 216 does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. Please forward inquiries and requests for additional information regarding these laws to the designated compliance officer:

Compliance Title VI, Title IX

Sheila Sorenson

Executive Director, Human Resources

Agua Fria Union High School District

1481 N. Eliseo Felix Jr. Way

Avondale, AZ 85323

[623-932-9323](tel:623-932-9323)

Compliance Title I, II, III

Angela Madsen

Director, Federal Programs/Community Outreach

Agua Fria Union High School District

1481 N. Eliseo Felix Jr. Way

Avondale, AZ 85323

[623-249-4479](tel:623-249-4479)

Compliance Section 504

Patrick Becker

Director, Special Education

Agua Fria Union High School District

1481 N. Eliseo Felix Jr. Way

Avondale, AZ 85323

[623-932-7152](tel:623-932-7152)

### ***Aviso de No Discriminación***

El Distrito de Agua Fria Union High School No. 216, no discrimina basándose en la raza, color, origen nacional, religión, sexo, orientación sexual, identidad de género, edad o discapacidad en sus programas y actividades y proporciona el mismo acceso a los Boy Scouts, Girl Scouts y otros designados grupos para jóvenes. La falta de conocimientos del idioma inglés no será una barrera para la admisión o participación en programas y actividades del Distrito. Este cumplimiento incluye el departamento de Educación Profesional y Técnica del Distrito de Agua Fria Union High School y sus programas que incluyen: Marketing Empresarial y Gestión, Sistemas de Comunicación e Información, Sistemas Ambientales y de Agricultura, Servicios de la Salud, Servicios & Recursos Humanos, Sistemas Industriales, de Fabricación e Ingeniería. El Distrito de Agua Fria Union High School no discrimina en su contratación o prácticas de empleo.

Este aviso se proporciona tal y como es requerido por el Título VI del Acta de Derechos Civiles de 1964; Sección 504 del Acta de Rehabilitación de 1973; Título IX de las Enmiendas de Educación de 1972; El Acta de Discriminación de Edad de 1975; y el Acta de Americanos con Discapacidades de 1990. Por favor remita preguntas y consultas para información adicional acerca de estas leyes al coordinador de cumplimientos denominado:

Cumplimiento del Título VI, Título IX

Sheila Sorenson

Director Ejecutivo, Recursos Humanos

Agua Fria Union High School District

1481 N. Eliseo Felix Jr. Way

Avondale, AZ 85323

[623-932-9323](tel:623-932-9323)

Cumplimiento del Título I, II, III

Angela Madsen

Directora, Programas Federales/Alcance a la Comunidad

Agua Fria Union High School District

1481 N. Eliseo Felix Jr. Way

Avondale, AZ 85323

[623-249-4479](tel:623-249-4479)

Cumplimiento de la Sección 504

Patrick Becker

Director, Educación Especial

Agua Fria Union High School District

1481 N. Eliseo Felix Jr. Way

Avondale, AZ 85323

[623-932-7152](tel:623-932-7152)

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## **AGUA FRIA UNION HIGH SCHOOL DISTRICT**

### **2018-2019 Student Handbook, Rights & Responsibilities**

***Vision : ALL Students College & Career Ready***

***Mission : The Mission of AFUHS is to increase academic performance for all students and to provide all students with the tools needed for post-secondary and workplace success***

The Agua Fria Union High School District Governing Board Policy Manual is available in its entirety on the District website at :

**[www.aguafria.org](http://www.aguafria.org)**

The Agua Fria Union High School District No. 216 does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age or disability in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups. The lack of English language skills shall not be a barrier to admission or participation in the District's programs and activities. This compliance includes the Career and Technical Education department of the Agua Fria Union High School District and its programs which include: Business Marketing & Management; Communications & Information Systems; Environmental & Agricultural Systems; Health Services; Human Services & Resource; Industrial, Manufacturing & Engineering Systems. The Agua Fria Union High School District No. 216 does not discriminate in its hiring or employment practices.

Mrs. Sheila Sorenson, has been appointed by the District to coordinate all efforts toward total Title IX compliance, and any allegation of sex discrimination should be directed to the Superintendent for investigation and resolution.

**Mrs. Sheila Sorenson**

**1481 N Eliseo C. Felix Jr. Way – Suite 110**

**Avondale, AZ 85323**

**(623) 932-7000**



## **TITLE IX and SECTION 504 – GRIEVANCE PROCEDURE**

A grievance is a complaint by an employee, parent, student, or member of the general public of any District policy or regulation that directly relates to Title IX or Section 504 issues or concerns.

1. Informal conference with immediate supervisor or school administrator, within ten (10) days of incident.
2. Informal conference within five (5) days of original conference.
3. Within five (5) days after last conference, written grievance should be submitted to principal or superintendent's designee.
4. If not satisfied, an appeal may be made to the superintendent within five (5) days of receipt of decision.
5. If not satisfied with superintendent's decision, an appeal may be made to the president of the Governing Board within five (5) days.

## **DIRECTORY INFORMATION**

The Title IX No Child Left Behind Act of 2001, Section 9528, and AFUHSD Board Policy, states that high schools are required to give out information to universities, colleges and U.S. Armed Services recruiters when such release is clearly in the students' best interests. This information includes student names, addresses, and telephone listings. Parents may request in writing that such information not be released for their child without prior written parental consent. Any such notice must be given to the guidance chair at the school's Guidance Office.

## **PARENT RIGHT TO KNOW**

Under the No Child Left Behind Act parents have the right to know the qualifications of their child's teacher and/or paraprofessional, the achievement level of their child, and whether their child has been taught by a teacher that is not highly qualified for more than four weeks.

At our high schools we have the qualifications of all of our teachers on file for parents to review if they so choose. If parents are interested in reviewing academic achievement data of their child, please contact the principal to set up a time to review.

## **INFORMATION FOR SCHOOL-AGE YOUTH**

If you live in any of the following situations:

- **In a shelter**
- **In a motel or campground due to the lack of an alternative adequate accommodation**
- **In a car, park, abandoned building, or bus or train station**
- **Doubled up with other people due to loss of housing or economic hardship**

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and is feasible.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

***If you believe that you may be eligible, contact your school counselor to find out what services and supports may be available to you.***

## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

A total of 26 credits are required for the 2018-2019 school year for a student in the Cohort of 2019. These credits shall be earned as follows:

English.....4 credits  
English I, II, III, IV

Mathematics.....4 credits  
Algebra I, Geometry, Algebra II

Science.....4 credits  
(Biology and two additional lab science courses)

Social Science.....4 credits  
(World History, Am/AZ History, Government/Free Enterprise)

Personal Development (P.E. & Health)	1 credit
International Languages	1 credit
Fine Arts or CTE	2 credits
Electives	<u>8 credits</u>
	26 total credits

### The American Civics Act

The American Civics Act (HB 2064), requires students to pass a civics test in order to graduate from high school. The Agua Fria Union High School District will provide multiple opportunities throughout the school year, for students to take this exam to meet the state graduation requirement.

### Credit Requirements 2018-2019

The transition of credits are as follows:	Possible Credits Available to be Earned	Credits Needed for Graduation
Cohort 2019	26	24
Cohort 2020	24	22
Cohort 2021	24	22
Cohort 2022	24	22

UNIVERSITY ENTRANCE REQUIREMENTS

The required courses for entrance to Arizona State University, Northern Arizona University, and the University of Arizona are as follows:

English.....	4 credits
Mathematics (Algebra I, Algebra II, Geometry & higher level math).....	4 credits
Laboratory Science.....	3 credits
Social Science.....	3 credits
International Language.....	2 credits
Fine Arts.....	1 credit

In addition to successfully completing the above courses, students will be admitted UNCONDITIONALLY if they:

- Rank in the top 25% of their high school graduation class, OR
- Have a minimum 3.0 grade point average on a scale of 4.0, OR
- Have a 22 composite ACT score, OR
- Have a 1040 combined Verbal/Math SAT score.

Students will be admitted ON CONDITION if they have:

1. At least one admission deficiency yet meet one of the aptitude requirements listed above, OR
2. No deficiencies and placed in top 26% - 50% of their class, OR
3. A 2.5 – 2.99 grade point average on a scale of 4.0

Within each university, the colleges establish other criteria for admission. For example, the College of Engineering will require additional math and science courses or the College of Liberal Arts may require an international language. Students should refer to the university course catalogs for more specific information.

Standardized Testing

AzMERIT is a state assessment aligned to Arizona’s state learning standards which detail the concepts covered in select courses.

Students will take AzMERIT End-of-Course (EOC) tests in English Language Arts (ELA) and Math that will test their proficiency in these subjects.

AzMERIT End-of-Course tests are given in courses for which students will receive credit for ELA 9, ELA 10, ELA 11, and Algebra I, Geometry, and Algebra II. Students will take the AzMERIT test in the same semester that the one credit course is completed.

The AzMERIT test is mandatory for all students who are enrolled in the designated courses. Per state statute, students may NOT opt out of a test

AIMS Science is a Standards Based Assessment that measures student proficiency of the Arizona Academic Content Standards in Science. It meets federal requirements for student assessment. It is administered in the spring to students in Grades 4, 8, and high school. Students are encouraged to use the study guides and practice tests found at the ADE website:

<http://www.azed.gov/assessment/aimssupportmaterials>

## AzMERIT Testing for School Year 2018-2019

	<b>Fall 2018 Test Window</b>	<b>Spring 2019 Test Window</b>	<b>Summer 2019 EOC Test Window</b>
Computer- based	November 5 – 30, 2018	April 1-26, 2019 (Writing must be completed by April 20)	Seniors: week of May 13-17 All others: May 21-23 Writing : TBD

### RANK IN CLASS

Rank in class is required by colleges and universities on transcripts submitted for entrance evaluation. Each student will be ranked in accordance with all other students in his/her own class. Students will be ranked according to Governing Board Policy IKC.

A student's Grade Point Average (GPA) is determined by a cumulative GPA. Courses taken outside of the academic school day are awarded credit but are not included in GPA or rank calculations.

**Graduation, Honors and Ranking:** Eligibility for inclusion in top 1%, 5%, and 10% will be calculated based on GPA enrollment count at the conclusion of the 7<sup>th</sup> semester.

### ADVANCED PLACEMENT

At the end of each nine-week period, an Honor Roll will be posted. The following basic considerations will be used to govern the Honor Roll:

1. Participation is required in a minimum of five subjects.
2. All courses taken for credit are utilized in the computation.
3. Those courses designated as AP, IB, AA, or A courses are listed as part of the Course Description Book. They will be weighted as follows:

#### RECORDED SCALE

#### COURSES & GRADE POINT

	<u>AP/IB</u>	<u>AA(Advanced)</u>	<u>A(Regular)</u>
A	6	5	4
B	5	4	3
C	4	3	2
D	3	2	1
F	0	0	0

4. Any student receiving a grade of "D" or "F" in any subject will be ineligible for placement on the Honor Roll.
5. To earn a place on the Honor Roll, a student must earn a minimum average of 3.0.
6. To be designated as High Honors, a student must earn a minimum average of 4.0.

### NATIONAL HONOR SOCIETY

The purpose of our National Honor Society chapters is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in our students.

NHS membership is an honor accorded to outstanding sophomores, juniors, and seniors. To be considered for membership, students must maintain a minimum cumulative GPA (grade point average.) See NHS advisor and/or counselor for specific guidelines.

## ACADEMIC INTEGRITY (Plagiarism and Cheating)

If a teacher determines that plagiarism or cheating has occurred, academic sanctions and disciplinary consequences will be implemented. Such consequences may include but are not limited to the following:

- No credit for assignment
- Revocation of NHS or other club/activity memberships
- Loss of honors privileges and recognition
- Administrative disciplinary action

Plagiarism will be considered as the use of another person's original work, regardless of quantity (e.g., one sentence, paragraph, entire text, or product) whether done deliberately or not. In using quotation/citations from the work of another individual, students will be required to follow the teacher's instructions and grading rubric for each assignment.

## PROGRESS REPORT DISTRIBUTION Week of

August 7, 2018	
<b>October 5, 2018</b>	<b>(1<sup>st</sup> Quarter Progress)</b>
October 15, 2018	
<b>December 21, 2018</b>	<b>(1<sup>st</sup> Semester Grade)</b>
January 7, 2019	
<b>March 8, 2019</b>	<b>(3<sup>rd</sup> Quarter Progress)</b>
March 18, 2018	
<b>May 23, 2019</b>	<b>(2<sup>nd</sup> Semester Grade)</b>

## AGUA FRIA UNION HIGH SCHOOL ADVISORY PROGRAM

"An Advisor/Advisee Program is: an effective educational program designed to focus on the [college/career, personal/social, and academic] development of students; a program providing a structured time during which special activities are designed and implemented to help adolescents find ways to fulfill their identified needs; intended to provide consistent, caring, and continuous adult guidance at school through the organization of a supportive and stable peer group that meets regularly under the guidance of a teacher serving as advisor." (Forte & Schurr, 1993, p. 117)

### **Program Purpose:**

The purpose of Advisory is to ensure that every student feels a sense of belonging to a familiar peer group at school and has at least one adult on campus that knows them well and helps them to navigate high school successfully and graduate ready for college, career, and life.

### **Role of the Advisory Teacher:**

The Advisory teacher facilitates the delivery of the Advisory Lesson Plan, which includes teaching skills related to their students' academic, college/career, and personal/social development. The Advisory teacher also assists in creating an environment of respectful peer interaction during the advisory session and encourages students' academic, social, and extracurricular involvement in school. The Advisory teacher helps students develop a sense of belonging to a community, personalized instruction to better meet the needs of individual students, be a point of contact for parents, and assist in monitoring students' progress.

### **Goals for Advisory:**      **AFUHSD C.A.R.E.S.**

<b><u>Communication</u></b>	Advisory helps students learn how to communicate and advocate for themselves.
<b><u>Academic</u></b>	Advisory prepares students to be academically, socially, and emotionally successful in high school and in post-secondary endeavors.
<b><u>Relationships</u></b>	Advisory inspires confidence and awareness in social situations by teaching interpersonal and intrapersonal skills.
<b><u>Environment</u></b>	Advisory focuses on the development of a shared community by promoting a sense of belonging for all students.
<b><u>Safety</u></b>	Advisory promotes a safe and secure learning environment.

## **CAMPUS SERVICES**

### **GUIDANCE OFFICE**

Counselors will be available to assist students in resolving academic, vocational, personal and social difficulties by offering alternatives, listening, and referring students to other agencies that may help. Guidance Counselors may act as liaisons among faculty/staff, parents and students. He/she will coordinate services between students, parents, and staff.

### **COLLEGE AND CAREER CENTER**

The College and Career Center provides information on colleges, including visits from college representatives, career research material, financial aid, scholarships and volunteer opportunities, as well as ACT and SAT testing. Students and parents are encouraged to visit the College and Career Center.

### **WEST- MEC**

West-MEC focuses solely on Career and Technical Education (CTE) programs that prepare students to enter the workforce and pursue continuing education. WEST-MEC offers students the opportunity to choose a variety of career-related courses on their high school campuses. They also offer central programs, which are located at learning sites supported by business and industry and post-secondary institutions. West-MEC central program admittance is an application process which begins in November prior to the start year. (Ex: Apply in November 2018 for admittance to a central program starting August 2019.)

West-MEC Career and Technical Education (CTE) courses allow students the ability to earn industry certification, college credit and internship possibilities. See your guidance counselor or the career center counselor for information or log on at <http://www.west-mec.org/>.

### **CHANGE OF SCHEDULE**

Changes in the student schedules are allowed only under certain circumstances. These include:

1. Completion of a course through summer school or correspondence;
2. Failure of a required class or failure of a prerequisite;
3. Addition of a course or program necessary for graduation (Board Policy IHC);
4. Administrative reasons, balancing of classes.

### **WITHDRAWAL FROM SCHOOL**

Students who withdraw from school are required to obtain an Official Withdrawal Form from the Guidance Office. This form must be initiated by the parent/guardian. When the student has been cleared by each teacher, the librarian, and the bookstore manager, an Official Withdrawal Form will be issued.

### **BOOKSTORE**

The bookstore is operated for the convenience of students throughout the year. The bookstore is available to students and parents to enable them to purchase supplies and pay class fees.

The bookstore is pleased to announce online payments. Please visit your school website for more information.

Though students are not charged for textbooks, they are responsible for replacement costs for lost or damaged books.

### **STUDENT LOCKERS**

All student lockers are school property and remain at all times under the control of the school; however students assume full responsibility for the security of their lockers. Students who utilize an athletic or activity locker must secure the locker with a school issued lock. Inspections of lockers may be conducted by school authorities at any time, for any reason, without notice, without student consent, and without a search warrant. In order to prevent loss of books and personal property be sure your locker is locked and students should not give their combination to anyone. All school issued locks will be collected at the end of the semester. Loss of school issued locks will result in student fees.

## **STUDENT IDENTIFICATION CARD**

An I.D. card is issued to every student upon registration. The I.D. card must be displayed at all times. Replacement I.D. cards will cost the student \$2.00 for the first two replacement cards and \$5.00 for any additional replacement cards. Any adult employee of Agua Fria Union High School District may request a student to give him/her or display the I.D. card to him/her at any time. The I.D. card may **not** be defaced or mutilated in any way.

### **1:1 Technology Program Student Device**

The Agua Fria Union High School District will loan a device to the student for access to District curriculum resources under the following conditions:

1. The parent and student understand that a device is being loaned to the student and it remains the property of the Agua Fria Union High School District.

2. The device will be returned to the campus the student attends

- prior to the end of the school year,
- in the event of withdrawal or transfer, or
- at the request of Agua Fria Union High School District.

3. It is the expectation that students will have the same device each year.

The student may use a personal device. Whether using a District device or a personal device, the guidelines in the The 1:1 Technology Program Student Device Handbook will be adhered to. The 1:1 Technology Program Student Device Handbook is available on the District website at [www.aguafria.org](http://www.aguafria.org) as well as each school website.

## **LIBRARY/ MEDIA CENTER**

The Library Media Center serves District students and staff. The general regulations that govern their use are:

1. Students must present their student I.D. in order to utilize computers, check out books, and many of the services offered.
2. All Library and AV materials must be checked out prior to being removed from the premises.
3. Replacement prices will be charged for lost and/or damaged materials.
4. The Library Media Center is a place for study. The librarian reserves the right to restrict library privileges to any student who abuses these privileges.
5. Print materials may be copied at ten cents per sheet.
6. Students using Library Media Center computers are responsible for providing computer disks or portable drives for storing their work. The Library Media Center is not responsible for files stored on Library microcomputer disks or student folders on hard drives.
7. Use of computers is governed by the terms and conditions of the Use of Technology Resources in Instruction (policy IIBGA). In addition, the use of applications/programs which are not the property of the District is prohibited.
8. Access to services available on the Internet is available to all students unless parents have provided information to the Administration indicating the denial of services.

## **HEALTH CENTER (NURSE'S OFFICE)**

The Health Center is open Monday through Friday.

Students who become ill or injured at school are to ask a teacher for a pass to the Health Center. UNDER NO CIRCUMSTANCES should an ill or injured student go home alone or without clearance from the healthcare professional to leave campus. Passes to leave campus will be given for illness or emergency care and a parent or guardian will be notified. No aspirin or other medications will be given by the healthcare professional without a signed permission slip.

Students, who have been absent due to any communicable disease such as measles, mumps, chicken pox, etc., must report to the Health Center for clearance by the healthcare professional before reporting to class. Students who have had a fever or exhibit any signs of a contagious disease are to remain at home until completely well and/or are released by their physician.

Any student who needs medication on a regular schedule, either prescription or over-the-counter purchase, must bring it to the health center in its original container as packaged by the manufacturer or pharmacy. Parents must also provide a note requesting the health center to give the medicine to the student with specific information including how often given, what dosage and the reasons for usage. If this medicine is a prescription drug, the signature of the physician is also necessary before it can be dispensed during school hours.

## **CHRONIC HEALTH CONDITIONS**

Agua Fria Union High School District is committed to providing an appropriate education to all students, including those with chronic health conditions resulting from illness, disease, or accident. Instructional provisions will be determined on an individual basis to ensure continuous learning that is integrated with the regular education program as much as possible. No student, certified by a licensed medical professional as having chronic health conditions, will be penalized for absences as long as absences are due solely to illness, disease, or accident. Credit will be given for completed course requirements. Students with extended absences may request make-up assignments from the Guidance Office. Required paperwork must be completed by physician and provided to school nurse.

## **CAFETERIA, SNACK BAR AND FOOD MACHINES**

AFUHSD offers a variety of nutritional food choices available through our cafeteria, snack bars, and vending machines. The cafeteria is open for breakfast thirty minutes prior to school. Both the cafeteria and snack bars are available during lunch time. The cafeteria requests that all customers have their student IDs with them and available at the time of service. Students may only purchase food during their appointed lunch.

## **FREE AND REDUCED LUNCH**

AFUHSD desires that all students are prepared and ready to learn. With this in mind, our district offers the Free and Reduced Breakfast and Lunch program offered by the USDA for those students who qualify. We strongly encourage all students to apply for the program. Free and Reduced applications can be found at the AFUHSD homepage, [www.aguafria.org](http://www.aguafria.org) under the Food Services tab, applications are available for download or can be filled out electronically and submitted online through a safe and secure link. Free and Reduced applications are also available at your cafeteria. We ask that all completed applications be returned to the cafeteria for quick processing.

## **LUNCH MONEY ON DEPOSIT**

The Food Service department is proud to announce a new, secure way to manage student lunches. Parents can view student purchases and spending history, receive low balance email notifications, set daily/weekly spending limits for your child and the capability to set your child up for meals only or a-la-carte.

For more information visit [www.myschoolbucks.com](http://www.myschoolbucks.com)

## **SCHOOL/DISTRICT TRANSPORTATION**

The district shall seek to assure the safety of all students who are provided district transportation. Bus transportation is provided for students who live more than one and a half miles from their attending school within their boundaries. Student transportation is a privilege extended to students in the district boundaries and is not a statutory requirement, except for transportation of students with disabilities as indicated in their respective individual education plan.

## **BUS ROUTES**

Effort has been made in compiling the bus stops, routes and schedules with safety for the students in mind. Bus schedules are available at each campus via their web query. Students are required to be at their designated bus stop 5 minutes prior to their scheduled pick up time. Should a change be required in bus schedules during the school year, revised schedules will be sent home with the students prior to the effective date.



## **BUS PASS**

Student IDs are required and students must present their IDs as they exit the bus in the morning and as they board the bus in the afternoon. If a student does not have an ID in the morning, he/she must get their ID replaced by end of day or they will not be allowed to ride the bus home. If the student cannot afford a new ID their account will be charged. Students shall not exit the bus at a stop not designated to be their regular stop. A student who intentionally exits at the wrong stop for any reason without permission may receive a referral. If the bus is involved in an accident, students must remain on the bus until they are released by a police officer or District personnel.

## **TUTORING**

Tutoring is available on a teacher by teacher basis, and is also available through our math and English departments. Please consult with your teacher on time and location. Only students that attend tutoring and are assigned bus riders may ride the tutor bus. A student ID and tutor pass are required to ride the bus. Tutor passes will be collected.

## **CLOSED CAMPUS**

AFUHSD has closed campuses. *Students are not permitted to leave school property during the school day without following the proper procedures and signing out at the attendance office.* School property shall include all sidewalks, parking lots, athletic fields and bus stops. Students are not permitted to leave campus for lunch. All students, even those 18 years old, must follow proper procedures for leaving campus.

## **PARKING LOT PROCEDURES**

Parking permits are only available with proper driver's license verification and proof of insurance. Driving to and parking at school is a convenience and privilege that must not be abused. In order to ensure safe and orderly use of the school parking lot, the following procedures will be observed:

1. Parking on campus requires the purchase of an annual parking permit. Parking permits must be displayed in the front windshield. Parking permits can be purchased in the Bookstore.
2. Student drivers must park in the student parking lot.
3. For maximum security, students should park in a parking place upon arrival on campus, lock their cars, and proceed on to the school grounds without delay. Loitering in the parking lot is prohibited at all times.
4. Any student who abuses the parking rules and regulations may have *privileges restricted and/or his/her car removed at the student's expense.*
5. Any student who drives recklessly or uses excessive speed in the School Zone or in the parking lot will have his/her driving *privileges on campus restricted and/or revoked.* Refunds for such actions will not be issued.
6. As in any parking lot, cars are parked at the owner's risk. The District is not responsible for theft or damage.
7. Maximum legal speed on campus is 5 MPH.
8. Vehicles without proper parking permits will be subject to towing at owner's expense.

## **ALTERNATIVE MODE/CARPOOL REQUIREMENTS**

Carpool parking requires students to have a valid parking pass and register at the Bookstore to receive a carpool hang tag. Registered carpool students are eligible for a drawing each semester. Showers are made available upon request for Alternative Mode users who walk or ride bicycles.

## **CHILD FIND NOTICE**

Children and youth may qualify for services under the Individuals with Disabilities Education Act (IDEA) or accommodations under Section 504 of the Rehabilitation Act (504). A child, school age through 21, can be referred for an evaluation at any time if they are suspected of having a disability regardless of where they receive schooling. Private school and home-schooled children may also access services. If the student is found eligible for school age services an Individual Education Plan or 504 plan will be developed. Questions can be directed to the Special Education Department Chair.

## **EXPECTATIONS OF STUDENTS**

### **MESSAGES AND GIFTS**

Only emergency messages will be delivered. An emergency is an accident, illness, or serious family problem. We cannot accept deliveries for students. Items such as deliveries of flowers, balloons, stuffed animals, cookie bouquets, food items, etc. should be sent to the student's home, not the school. Balloons are not permitted on the bus. Forgotten items delivered by parents will be kept in the main office.

### **PERSONAL PROPERTY**

AFUHSD is not responsible for money, personal items, or electronic devices which are lost or stolen and will not reimburse for such incidents. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner. AFUHSD shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. The school will not spend any time investigating the loss of any money or personal items. Bicycles and skateboards are not to be ridden on campus. They are to be secured in the proper location. Skateboards must be secured in a classroom, the sweep room, the security office or a lockable rack.

### **VISITOR'S PASS**

Individuals not enrolled at school are not allowed on campus. All persons not employed by the school district must see an administrator to obtain a visitor's pass to be on campus. Students enrolled at Coldwater Academy or New Directions, although students, are also subject to this rule. Anyone who refuses to comply with this regulation may be subject to civil and criminal prosecution as directed under the authority of Title 13, Chapter III of the Arizona Revised Statutes for trespassing.

### **SCHOOL ACTIVITIES/DANCES**

1. A current I.D. card will be required for admission.
2. Students wishing to bring a guest must obtain a guest pass from the Principal's Office.
3. Student dress at school activities will be the same as school dress.
4. All persons attending a school activity will conduct themselves in an acceptable manner.
5. There is no loitering permitted on the school grounds or the parking lot during or after an activity.
6. The faculty sponsors are responsible for all aspects of organization and management of any activity held.
7. All dances will end by 11:00 p.m. Students who do not vacate the premises immediately may be restricted from future dances.
8. All school rules will be in effect at school activities.
9. Dancing that is sexual, lewd and lascivious will result in student being removed from the dance and no refund will be given.
10. No guest passes will be issued to any guest over the age of 20.

### **TELEPHONE**

In the case of an emergency, students may request permission to use the telephone in the office.

## **STUDENT BEHAVIOR**

### **STUDENT EXPECTATIONS**

Each student will be responsible for knowing and upholding these standards and will be held accountable for all Governing Board Policies.

1. Teachers will dismiss the class when the period is over; the class is not automatically dismissed when the bell rings.
2. Students must respect public and private property in the community. Defacing, littering or trespassing on a citizen's property is forbidden.
3. On campus, when riding a school bus or at school sponsored activities, students may hold hands. No other form of physical affection is to be displayed.
4. No caps, hats, headgear or sunglasses are to be worn in the buildings.

5. All students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function on or off campus. The regular school day includes the time of travel to and from a student's home residence. Arizona state law places school staff members in the same legal position as parents while students are enrolled in school.
6. An Identification Card bearing the student's name and picture will be issued to every student. Students are to carry this card at all times and present it upon request of any staff or faculty member.
7. There is to be no loitering on or near the campus at any time. All students are expected to leave the campus when their school day is concluded.
8. Any student whose conduct, during the regular school day or while attending a school function, whether on campus or off, is such that it brings discredit to the school may be suspended, expelled, or banned from attending further events depending on the seriousness of the offense.
9. A healthy school environment must be free from insults and intimidation. Any behavior intended to intimidate or demean others violates school rules. Behavior which intentionally intimidates or demeans another person or group on the basis of racial or ethnic background has a uniquely destructive effect on the school climate, often eroding in insults or intimidation will never be tolerated in the school environment. A student who intimidates, provokes, threatens, bullies or uses physical force against another person may be suspended or expelled.
10. Personal equipment and property not essential to the school program is the responsibility of the student while on campus. Examples are radios, MP3 players, electronic games, smart phones, tablets, laptops, etc. The school and district are not responsible for the loss or damage of these items.
11. Disciplinary action will reflect zero tolerance of guns or ammunition on or near school property or at school activities, including guns, which shoot pellets, bbs, or other similar material. Accordingly, a student who possesses any type of gun (real or simulated) on or near school grounds or at school sponsored activities will be subject to long-term suspension or expulsion. Disciplinary action will also reflect zero tolerance for possession of any other instrument or weapon, which may be dangerous or intimidating. Arizona Revised Statutes 13-3101 – 13-3110 further prohibit the concealment of weapons and possession or sale of explosive devices. In addition to school discipline, infraction may result in the filing of criminal charges.
12. Gang behavior that initiates, advocates, or promotes activities which threaten the safety or well being of persons or property on school grounds, or which has the potential to disrupt the educational environment, is strictly forbidden. Any student who wears, carries, or displays gang clothing, symbols, or paraphernalia, who exhibits behavior or gestures which symbolize gang membership, who causes and/or participates in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to suspension.

### **GRAFFITI AND MARKERS**

A graffiti implement is any implement including but not limited to aerosol paint, broad-tipped markers, paint sticks, sharpies, or any device capable of scarring or leaving a visible mark. Students shall not be in possession of such implements while attending or traveling to or from school unless they are enrolled in a class that requires the implement for school-related purposes. Implements found in possession of students who are not enrolled in such classes, or who require them for school-related purposes will be confiscated.

### **THE USE OR POSSESSION OF DRUGS AND DRUG PARAPHERNALIA AND/OR ALCOHOL**

Any person who shall have in his/her possession or uses drugs and drug paraphernalia or alcohol on school property may be guilty of a felony. Affiliation with a group using or possessing may be considered possession. Students will be disciplined in accordance with Governing Board policy and the laws of Arizona. Law enforcement officials and parents will be notified (see Behavioral Management Summary.) Any student who may need assistance with a drug or alcohol related problem may ask for help from any teacher, counselor, or administrator. All self-referrals will be kept confidential if possible.

### **THE USE OR POSSESSION OF TOBACCO**

Any student using tobacco in any form or who has in his/her possession cigars, cigarettes, E-cigarettes, including vaping pens, pipes or other smoking materials or who has in his/her possession chewing tobacco or snuff, in buses or at bus stops, parking lots, or properties immediately adjacent to the campus may be suspended. (A.R.S. 36-798.03)

## **SENIOR PRANKS AND SENIOR DITCH DAYS**

The Agua Fria Union High School District does not sponsor nor approve of any type of Senior Prank or Senior Ditch Day. Participation in such activities may result in school discipline, denial of participation in graduation ceremony, withholding the student's diploma until restitution is made, and involvement of the police if the offense is criminal in nature.

## **VANDALISM/PROPERTY LOSS**

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. This includes all electronic devices. (A.R.S. 15-321C)

## **LIABILITY OF PARENTS**

Any student who cuts, defaces, or otherwise damages any school property may be suspended or expelled and upon complaint of the Governing Board, the parents/guardians of such students shall be liable for such damage. (A.R.S 15-842)

## **VULGAR OR OBSCENE LANGUAGE**

Any person who uses vulgar, abusive, or offensive language or gestures shall be guilty of disorderly conduct. (A.R.S 13-2904)

## **INSULTING A TEACHER OR DISTURBING SCHOOL**

A person who knowingly insults or abuses a teacher or other school employee on the school grounds or while the teacher is engaged in the performance of his/her duties is guilty of a Class 3 misdemeanor. (A.R.S 15-507)

## **CLOTHING AND PERSONAL APPEARANCE**

Student dress, personal appearance and conduct must be such that it will not disrupt or distract from the instructional procedure of the school. Student dress and grooming shall be such that they meet reasonable safety, health, and decency standards, and will not tend to diminish the disciplinary control of the teacher or administrator. Examples of unacceptable clothing and appearance include, but are not limited to the following:

1. Bare midriffs, shoulders and backs (including halters and tube tops)
2. See-through blouses and shirts
3. Cleavage showing and buttocks exposed
4. Underwear displayed: Pants need to be worn at the waist. Sagging is not permitted.
5. Lewd, obscene, or suggestive clothing (including shirts with silhouettes), T-shirts that display illegal activities or violence.
6. Jewelry, clothing, hats and/or tattoos that display an illegal substance, gang affiliation or symbols associated with hate groups or violence
7. Hoods, hats, doo rags, caps, hairnets, headgear, skullcaps, bandanas or sunglasses.
8. Shorts/skirts which are of an inappropriate length
9. Pajamas, loungewear, and slippers
10. Clothing/attire that disrupts school activities

## **USE OF BUILDINGS**

No food or drink will be allowed in hallways, classrooms or the library. The only exception is water. Students are to be under the supervision of a member of the faculty while using any of the school buildings or grounds. A sponsor MUST be present at all times.

## **FIRE/CRISIS DRILLS**

State laws require periodic fire/crisis drills. In evacuations, students are to file out of the building in an orderly manner and stay in a group with their teachers. During lockdown drills, students are expected to follow teacher instruction and stay in the classroom. All drills and authentic crisis should be treated in the same manner. Cell phone usage is discouraged during an emergency situation until authorized by an administrator. This is done so that miscommunication will not negatively impact a situation.

## **DUE PROCESS**

Students are protected from being deprived of their liberty interests in a free public education without appropriate safeguards in place. Procedural due process guarantees that policies are in place, such as notice and hearings, to protect the interests of individuals, while substantive due process ensures that the policies and rules that are in place are fair and reasonable in content and application.

## **BEHAVIORAL MANAGEMENT SUMMARY**

Quality education is paramount to professional and personal success in today's competitive world. Under district guidelines and state statutes the following guide is presented to help students achieve an education under optimum conditions. The student's attitude toward his/her education is the single most important aspect of this process. Most students never have a disciplinary confrontation beyond a teacher-student level. When problems do occur, state law requires the school district to hold students to strict account for behavioral problems at school, on the way to and from school, and at any school sponsored activity. The District commends, with pride, the great majority of students who attend AFUHSD. Most make an effort to take advantage of educational opportunities and try to do well. If problems occur, we ask students to accept the counsel and advice of school officials. The staff wants every student to succeed. All actions are designed to assure students the best possible educational setting.

Disciplinary actions which are normally taken by an administrator may include, but are not limited to, one or more of the following: detention, lunch detention, in-school suspension, out-of-school suspension, long-term suspension, mandatory counseling, removal from class, classes closed.

## **ATHLETICS & ACTIVITIES INFORMATION**

### **ATHLETIC PARTICIPATION**

AFUHSD features a full selection of men's and women's sports. Athletic participation is encouraged at AFUHSD as a means for developing students' physical, social and academic abilities. Information for participating in athletic competition is available through our Athletic Department located in the front office.

### **STUDENT/FAN SPORTSMANSHIP**

It is the duty of all students at athletic contests to show enthusiasm for their own team and respect for their opponents. All cheers, activities, and conduct should follow the ideals set forth in Pursuing Victory with Honor. Student behavior that violates school rules or that negatively affects the educational and competitive atmosphere at AFUHSD may result in disciplinary action.

## **SPORTS, CLUBS AND ORGANIZATIONS**

Visit your school website for a list of extracurricular activities offered.

### **STARTING A CLUB**

Any student(s) may initiate the steps to create an on campus club; instructions and procedures for organizing a club may be procured from Student Government.

### **FUNDRAISING**

The various clubs and organizations on campus are permitted to have fundraisers so that they may have finances to conduct activities. A written request must be submitted to the Student Government and an Administrator for approval to ensure equality in sales. All receipts must be deposited to that group's account in the bookstore. Arizona State Law requires that all accounts be handled in this manner. Classes, clubs and organizations are not to solicit funds. Student funds should be spent during the school year in which they were raised. Check with the Student Government advisor or athletic department to initiate fundraising. Students or staff may not fundraise for their own personal use.

## **STUDENT GOVERNMENT**

Student Government is a co-curricular organization of elected and appointed students who represent the student body to the campus and district administration. This group is open to all students through an application process and is an integral part of the school community in developing leaders and organizing campus activities. Please see the Student Government advisor or front office for more information about joining Student Government

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\*Included are summaries of our District Policies, to review full policy please visit [AZSBA.ORG/POLICYBRIDGE](http://AZSBA.ORG/POLICYBRIDGE)

## **Preamble**

The Agua Fria Union High School District does not tolerate drugs, weapons or threatening behavior. Any such act will result in a recommendation for long term suspension or expulsion. There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in the Discipline Guidelines is intended to restrict the District from imposing more or less severe consequences if, in the discretion of the District, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction.

In addition, although not listed as a potential consequence on the matrix for a particular behavior, long term suspension or expulsion may be imposed based upon the facts.

The Agua Fria Union High School District uses a progressive discipline philosophy. The purpose of this handbook is to ensure consistency in discipline consequences District wide. Each discipline referral will be investigated on a case-by-case basis to ensure just and fair application of these guidelines. The District superintendent, the hearing officer and the Governing Board have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts.

When a student is referred to the principal/designee for a discipline infraction, the administrator conducts a conference with the student(s). The administrator may then, dependent upon circumstances, contact the parent/guardian by phone. When a student requests that his/her parent or guardian be contacted by phone, the administration will do so at that time. If the administration is unable to reach the parent/guardian at the time of the conference, he/she will continue to conduct the investigation in a timely manner.

A parent/guardian will be notified of out of school suspensions by a written form. The administrator will also make a personal phone call to notify parents of suspensions and expulsions.

The extent of the due process required will depend upon the severity of the infraction and the related consequence. Campus administrators may use their in school suspension program as a disciplinary action in lieu of out of school suspension on designated infractions. (See *Disciplinary Guidelines: Grades 9-12* on pages 58-69).

The District has entered into agreements with various governmental agencies whereby the District has agreed to cooperate fully with the governmental agency when a student commits an act in violation of the law.

Please Note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.



## **Student Rights**

**(Policy JI and Regulation JI-R)**

This policy sets forth guidelines by which students rights are to be determined consistent with the law.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of the District.

Students who have reached the age of eighteen (18) possess the full rights of adults and may authorize school matters previously handled by their parents.

The Superintendent shall develop and promulgate administrative procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described.

Such procedures shall be reviewed annually and updated when required.

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

## **Parent Access to Teacher Resumés**

(Policy KB, KB-R, KB-EA and KB-EB)

Resumés of all current and former instructional personnel shall be maintained and available for inspection by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area. For the purposes of this policy *parent* means the natural or adoptive parent or legal guardian of a minor child. When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

The Superintendent or principal shall:

- Deliver the requested information to the parent within ten (10) calendar days, or
- Provide to the parent a written explanation for denial of the requested information.

## **Freedom of Expression**

(Policy JICEC)

Every student has the right to form, hold and express his or her own ideas and beliefs. The encouragement of this right requires that each student be permitted to disclose or express an idea in the proper educational setting without penalty, embarrassment, or any reflection in academic evaluation. The administration and faculty of each school have the obligation to maintain an environment conducive to the free exchange of ideas and to study and learning. This is not to be construed to mean that students will not be graded for their acquisition of information, its organization into useful systems, and generalizations or conclusions drawn from it.

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, District regulations, and school rules.

Obscene, vulgar, and profane expressions of any kind and any expression that advertises or promotes the use of drugs, alcohol, or tobacco are prohibited.

No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom and transportation activities.

## **Right to Access Educational Resources**

A student has the right to be informed of school board policies, District regulations, and the rules of the student's school, classrooms and school buses.

A student is entitled to be informed of the academic requirements of courses, to be advised of progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

Students have the right to use buildings, grounds, equipment, and instructional materials necessary to meet the requirements and needs of their curricular and co-curricular programs in accordance with procedures established by the administration.

The student exercising the right to use the resources provided shall also accept the responsibility for the preservation and care of the property. Any unauthorized use or deliberate destruction or defacing of the property shall be deemed a violation of student conduct.

## **Privacy and Property Rights**

(Policy JIH)

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not bring onto school property any substance, object, or material

prohibited by law or school board policy. School officials may inspect such items on school District property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as backpacks, purses, and cars parked on campus, if school officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials.

### **Right to Assemble** (Policy JJAB)

School sponsored activities and meetings (student government, pep rallies, etc.) are scheduled to take place during the school day. In addition, students shall be given the opportunity to organize and hold student meetings at reasonable times, other than during those hours when classes are being held. Such gatherings must not materially and substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, District policy, or school rule.

### **Right to Freedom from Harassment** (Policy JICK, JICK-R and JICK-EB)

Students may expect to be provided with an atmosphere free from harassment. Any student, who is subjected to harassment from other students, visitors, or school staff, should immediately inform a teacher or other staff member.

The District will neither allow nor tolerate retaliation in any form by any employee, student, or others against any complaining employee, student, or corroborating witness.

### **Student Exercise of Rights and Privileges** (Policy JI)

Any student who believes his/her rights have been violated should immediately notify appropriate school personnel (teacher, counselor, or building administration/administrator).

Each student is responsible for moderating his/her own exercise of rights and privileges so as not to disrupt the educational program, school activities, or infringe on the rights of others.

### **Student Responsibilities** (Policy JI and Regulation JI-R)

A responsibility is an obligation one has to ensure that the rights of all are protected.

**All students have the responsibility to:**

- Attend school to receive an education.
- Schools cannot educate students who do not attend. Students must attend school daily unless ill or legally excused.
- Be on time for all classes.
- Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work.
- Come to class with necessary materials.
- A teacher should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.
- Complete all in-class and homework assignments and meet all deadlines.
- The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete all assignments.
- Obey school rules and school personnel.

- No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
- Cooperate with school staff.
- Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- Respect the person and property of others.
- Treat people and their property with respect.
- Respect public property.
- Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home.
- Education is a partnership between home and school. Students must do their part by delivering home progress reports, attendance information and report cards, and any other school correspondence.

## **Discipline**

(Policy JIC, JK and Regulations JK-RA, JK-RB, JK-EA, JK-EB and JK-EC)

## **Philosophy of Student Conduct**

A positive learning environment in our schools and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the District has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/District guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. Respecting the rights and property of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and at school sponsored events. Students may be disciplined for off campus behavior that affects the school or the District in any way. To meet these goals, we enlist the support of our community.

## **Unacceptable Behavior**

When a District employee observes a student engaged in behavior that violates District policy, the employee is instructed to intervene either by requesting the unacceptable behavior cease or by immediately reporting the incident to administration. Whenever the school administrator becomes aware of a report from a staff member, prompt and effective action to resolve the problem will be taken. When disciplinary action is appropriate, it shall be according to an established discipline plan. The assistance of the home, other educational supportive services and other professional community agencies may be utilized. Each teacher will have a discipline plan for his/her classroom. When a student's actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to administration. Students who break rules outside of the classroom, at school sponsored events, or who make threats against the school or staff at any time, may be referred directly to administration or its designee.

## **Right to Due Process**

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

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

## **Parent Contact**

When a student is referred to the principal/designee for a discipline infraction, the administrator conducts a conference with the student(s). The administrator may then, dependent upon circumstances, contact the parent/guardian by phone. When a student requests that his/her parent or guardian be contacted by phone, the administration will do so at that time. If the administration is unable to reach the parent/guardian at the time of the conference, he/she will continue to conduct the investigation in a timely manner.

Parent/guardian will be notified of out of school suspensions by a written form. The administrator will also make a personal phone call to notify parents of suspensions and expulsions.

## **Student Interrogations, Searches, Interviews & Arrests**

(Policy JIH, JIH-EB, JIH-EC)

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student is then subject to discipline for a serious offense. *When child abuse is alleged:* If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the personnel of the District will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent could not be reached or did not consent within the school day of the request, the peace officer will then be directed to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense. Written documentation will be made per Board policy when student is questioned and/or arrested.

## **Searches**

School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

"Contraband" includes all substances or materials prohibited by District/school policy or state law including, not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or, any material or item which presents an imminent danger of physical harm or illness, and/or any materials otherwise not properly in the possession of the student involved.

School lockers, desks, and student storage areas are school property, which the District has made available for use by students for educational purposes and school officials have the right to inspect lockers, desks, and student storage areas in discharge of their duties.

When there is reasonable suspicion that contraband, materials or items which present an immediate danger of physical harm or illness and are in a student automobile, District/school officials have the right to search the automobile when it is parked on or being operated on, school property. When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Reasonable efforts shall be made to notify the student's parent(s)/legal custodian(s)/guardian(s) and secure his/her presence before a search is made. When prior notification will result in a delay, which will impede the

purposes of the search, or when efforts to notify are unsuccessful, the District/school official conducting the search shall notify the student's parent(s)/legal custodian(s)/guardian(s) of the search as soon after as practicable.

Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials, or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to: searches of the pockets, shoes and socks of the student any object in the student's possession such as a purse, backpack, or briefcase

When extreme emergency conditions require a more intrusive search of the student's person, the District/school official shall contact the local law enforcement agency. Contraband materials as identified in the Introduction above may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent or guardian of the student from whom the items were seized;
- offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized;
- turned over to law enforcement officers; or
- destroyed

### **Search Warrants**

If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

### **Arrests**

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, and complete and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the student within the school. Unless asked not to by a peace officer, school officials will notify parents/guardians about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known.

### **Law Enforcement Presence on Campus** (Policy JIH, JIH-EA, JIH-EB, JIH-EC)

The Agua Fria Union High School District employs law enforcement officers to provide an added layer of safety on school grounds. Law enforcement officers are commonly invited to schools as classroom guests, to assist with traffic, or to assist with other law enforcement needs. It is expected that law enforcement officers will maintain a professional presence as law enforcement while on school facilities or attending school events. Additionally, it is expected that law enforcement officers will be professionally equipped with standard issued gear, and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

### **Suspension and Expulsion of Students** (Policy JKD, JKE and JK-RA)

A teacher may refuse to readmit a student to class for either of the following conditions:  
The teacher has documented that the pupil has repeatedly interfered with a teacher's ability to communicate effectively with other pupils in the class or with the ability of the other pupils to learn.

The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.

The matter will be referred to the school placement review committee (SPRC) constituted in accordance with statute if the conditions are consistent with those stated in A.R.S. 15-841. (Reference AFUHSD Board Policy JK-RA)

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

(Policy GBGB-R and A.R.S. §15-507)

A person who knowingly abuses a teacher or other school employee on school grounds or while teacher or employee is engaged with the performance of his/her duties is guilty of a class 3 misdemeanor. (Reference AFUHSD Board Policy GBGB-R)

### **References for Key Rules on Behavior**

A teacher may remove a student from a classroom who is disruptive or abusive. (A.R.S. 15-841.A.2)

A school may reassign a student to an alternative program if the student refuses to comply with rules. (A.R.S. 15-841.E, A.R.S. 15-841.F)

A student may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in A.R.S. 13-105, use or possession of a gun, or excessive absenteeism. (A.R.S. 15-841.B)

A school may refuse to admit any student who has been expelled from another public school. (A.R.S. 15-841.C)

A school may discipline students for disorderly conduct on the way to and from school. (A.R.S. 15-341.A.13)

### **Resources**

The Arizona Department of Education of the State of Arizona wants to help you and our schools with positive discipline programs.

The Arizona Behavioral Initiative offers grants to schools and distance learning courses through Arizona State University, Northern Arizona University and the University of Arizona regarding school-wide positive behavior support (<http://abi.ed.asu.edu>).

Best practices regarding positive discipline and effective instruction through the Discipline Initiative website ([www.ade.state.az.us](http://www.ade.state.az.us)) and through [www.azpromisingpractices.com](http://www.azpromisingpractices.com).

Classroom management and school-wide positive behavior support workshops ([www.disciplineinitiative@azed.gov](mailto:www.disciplineinitiative@azed.gov)).

Pamphlets for parents, urging support of teachers in discipline incidents, are available from ADE at [www.ade.state.az.us](http://www.ade.state.az.us).

### **Equal Educational Opportunity**

(Policy JB & Regulation JB-R)

Schools must provide all students the opportunity to receive a quality education. Each student has the right of access to a professional staff and the facilities necessary for an instructional and co-curricular program. Students who actively participate in these programs will benefit. A right is a privilege to which one is justly entitled.

The Agua Fria Union High School District does not discriminate among its students on the basis of race, sex, color, disability, religion, or national origin.

Policies expressly prohibit behavior on District property that will disrupt the educational process and/or damage the dignity, self-esteem, integrity and safety of any individual.

**AC ©**  
**NONDISCRIMINATION / EQUAL OPPORTUNITY**

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[23-341](#)

[41-1463](#)

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 *et seq.*, Americans with Disabilities Act

Arizona Constitution, Ordinance Art. XX, Par. Seventh

CROSS REF.:

[ACA](#) - Sexual Harassment

[GBA](#) - Equal Employment Opportunity

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[IHBA](#) - Special Instructional Programs and Accommodations for Disabled Students

[IB](#) - Equal Educational Opportunities

[III](#) - Student Concerns, Complaints and Grievances

[IK](#) - Student Discipline

[IKD](#) - Student Suspension

[KED](#) - Public Concerns/Complaints about Facilities or Services



## REGULATION

### NONDISCRIMINATION / EQUAL OPPORTUNITY

#### **Compliance Officer**

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

#### **Complaint Procedure**

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. [15-539](#) *et seq.* may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

#### **Timelines**

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

EXHIBIT

**NONDISCRIMINATION / EQUAL OPPORTUNITY  
COMPLAINT FORM**  
**(To be filed with the compliance officer as provided in AC-R)**

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places. You may use additional pages, if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name                      Address                      Telephone Number

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**The projected solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible. You may use additional pages, if necessary.

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I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

*The compliance officer, as designated in AC-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.*

## **Admission of Homeless Students**

**(Policy JFABD and Regulation JFABD-R)**

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents.

The implementation of this policy shall assure that:

- homeless students are not stigmatized or segregated on the basis of their status as homeless;
- homeless students are immediately enrolled in school;
- transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

## **Definitions**

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory students who qualify as homeless because the children are living in circumstances described above; and
- unaccompanied youth who qualify as homeless as they are living in circumstances described above. The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian. This would include runaways living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing, and school-age unwed mothers living in homes for unwed mothers because they have no other housing available.

The term 'school of origin' means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term 'unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

## **Student Attendance**

**(Policy JE)**

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

## **Attendance Policy**

It is the belief of Agua Fria Union High School District that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. Much of what is presented in class is sequential. Therefore, learning requires a continuity of attendance and effort. We also strongly believe that what occurs in

class is vital to student learning. Lack of consistent attendance means that students will not get the full benefit of the courses offered at their school.

Please take into account the TOTAL number of days that a class or classes has been missed to legitimate reasons. Mixed with illness and other unavoidable absences, the number of days, out of class can interfere with learning.

### **Ninety Percent (90%) Attendance Requirement**

In order to receive credit for the semester, 90% attendance is required in each assigned class (A.R.S. 15-803B). Classes missed due to school approved activities, e.g., field trips, performing groups, student government, etc., are excluded. Administrators are authorized to excuse additional absences for extended illness, injury or extenuating circumstances upon satisfactory verification. In such cases, to receive credit, students are expected to make up missed work in a timely manner. Should a student accumulate 10 total absences (verified and/or unverified) in a semester class credit can be withheld.

### **Attendance Loss of Credit Appeal**

If a student loses credit due to excessive absences, a letter will be mailed home explaining the reason for loss of credit as well as the procedure to appeal for credit reinstatement. Students and parents must sign and return the appeal form. A parent conference may be required to develop a plan for a successful appeal. Students should continue to attend class and complete assigned work. Attendance and grades will be considered in granting appeals. Appeals will be heard by an Appeals Committee at the end of each semester and the committee's decision is final. A student, and parent if requested, must appear in person before the Appeals Committee. Failure to do so will be an automatic denial of restoration of credit.

### **Verified Absences** (Policy JH)

Parents/guardians must verify absences by phone or note (authorized school activities are not absences) within 24 hours of the student's return to school. Should a student receive 10 total absences in a semester class, credit may be withheld. Should a student have 18 or more verified absences in a school year, the student and/or parent may receive a truancy citation. Physician's documentation of illness may be required.

### **Unverified Absences**

Those absences that a parent does not authorize within 24 hours of the student's return to school OR absences that an administrator has confirmed as unauthorized OR absences that are for other than illness or family emergency are considered unverified. Should student receive 10 total absences in a semester class, credit can be withheld. If an appeal conference is requested, student, parent, teacher, and Appeals Committee shall confer to determine action. If a student receives five or more unverified absences in a school year, student and/or parent may receive a truancy citation.

### **State Truancy Law** (Policy JHB)

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason. If a parent fails to ensure that the child attends school, the law states that he/she is guilty of a Class 3 misdemeanor. When the parent does not provide a valid excuse for the child's absence, district truancy personnel may cite the student, parent or custodian directly into court for violating the state truancy law.

1. Combination of 18 absences (verified OR unverified), the minor child and the minor child's parent or legal guardian is in violation of the statute and subject to prosecution.
2. Prior to the state filing charges against the student and/or parent for the truancy violation, the parent is sent an advisory letter setting forth the allegation and the consequences.

If a subsequent truancy occurs after the advisory letter, truancy personnel may issue a citation to the parent and/or student for violation of the state truancy law.

### **Attendance Office Procedures**

- Within 24 hours of student's return of the absence, a parent/legal guardian must notify the school's attendance office. Notes from parents/guardian will also be accepted but must be presented to the attendance office before the first scheduled class.
- Students who have 10 consecutive days of absences in all classes will be dropped from school for non-attendance.
- Students who have permission to leave campus during the school day must sign out through the attendance office.

### **Criteria for Perfect Attendance**

In order to qualify as having perfect attendance for any academic year, a student must:

- Be present in classes every day that school is in session, except when on school business (i.e., sports, field trips, other school-related activities).
- Have no suspensions (in-school or out-of-school).
- Have fewer than three tardies (verified or unverified) or sweeps during one semester.

### **Tardy/Sweep Policy**

A student shall be considered tardy if he/she is not inside the classroom when the tardy bell stops ringing. To reduce the number of classroom interruptions and students loitering on campus during class-time, a tardy sweep is implemented.

Students arriving on campus after the tardy bell rings must report to the attendance office.

A late arrival to school may also be verified if a parent calls in, provides a note, or accompanies the student to the attendance office. These verified tardies will be limited to five per semester. All others will be considered unverified and students will be sent to tardy sweep.

#### **Procedure:**

##### **1<sup>st</sup> Offense**

Report to Sweep Room, logged into the system, return to class with a pass from Sweep

##### **2<sup>nd</sup> Offense**

Report to Sweep Room, parent called, logged into the system, return to class with a pass from Sweep

##### **3<sup>rd</sup> Offense**

Parent call, logged into system, remain in sweep for period

##### **4<sup>th</sup> and 5<sup>th</sup> Offense**

Report to Sweep Room, parent called, logged into system, remain for period, and receive an after school detention.

##### **6<sup>th</sup> and 7<sup>th</sup> Offense**

Report to Sweep Room, parent called, logged into system, remain in sweep and receive three after school detentions.

##### **8<sup>th</sup> Offense**

Parent called, one day In School Suspension.

**9<sup>th</sup> Offense**

Parent called, two days in School Suspension.

**10<sup>th</sup> Offense**

Classes closed pending parent conference and signed attendance report.

**Student Use of Physical Force in Self-Defense**  
(Policy JK and Regulation JK-R)

Reasonable use of physical force in self-defense, defense of others and defense of property will be considered as a mitigating factor in determining penalties for misconduct. Governing Board Policy JK-R states that the threat or use of physical force by a student is not reasonable:

- when made in response to verbal provocation alone,
- when assistance from a school staff member is a reasonable alternative, or
- when the degree of physical force used is disproportionate to the circumstances, or exceeds that necessary to avoid injury to oneself or to others, or to preserve property at risk.

**Use of Physical Force by Supervisory Personnel**

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical force shall not be construed to constitute corporal punishment. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel and in the prevention and termination of the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

**Student Dress Code**  
(Policy JICA and Regulation JICA-R)

- Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.
- Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- No hats may be worn inside any campus buildings at any time, except for properly approved occupational safety headgear required for special classes.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.
- Student dress code also includes those students involved in any school sponsored activity such as
  - students who volunteer for extra-curricular activities are defined by the sponsor, or



- students involved in extra-curricular activities (fundraisers, dances, etc.)

## **Electronic Devices**

Students that bring any electronic device onto an AFUHSD property or to an AFUHSD sponsored activity do so at their own risk. AFUHSD assumes no liability for the loss, theft or damage of any personally owned electronic device on an AFUHSD property or to an AFUHSD sponsored activity.

Students are solely responsible for the proper use and security of any personally owned electronic device that they bring onto an AFUHSD property or to an AFUHSD sponsored activity. In addition, the responsibility of using an electronic device includes ensuring the device does not create a disruption, such as ringing, vibrating or any other action that would interfere with the learning process of any student or with the instruction process of a teacher while in the classroom or on campus. Students must ensure electronic devices do not create a disruption or interfere with the operation of a bus. Any such interference in a classroom, on campus or on a bus will be considered a disruptive activity.

To ensure these disruptions don't occur all items must be in the off position and kept out of sight. Misuse of an electronic device may result in discipline up to and including the confiscation of the device. Students will be held responsible for the misuse of any electronic device they share, just as if it had remained in their possession.

## **Safety Concerns** (Policy JLI)

Rollerblades, skateboards, scooters, go peds, etc., cannot be used on all Agua Fria Union High School District campuses.

## **Gang Activity or Association** (Policy JICF and Regulation JICF-R)

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

Legal Ref.: A.R.S. § 12-661(A)(B), 15-766, 12-2911, 15-767, 15-341(A)(1), 15-803, 15-342(1), 15-841, 15-507, 15-842, 15-521(A)(4), 1-843, 15-727 A.G.O., 78-218, 80-055, 84-36, A.A.C., R7-2-401, 7-2-405.

## **Medications** (Policy JLCD and Regulation JLCD-R)

**All prescription medications and All over-the-counter medications must be stored in the Health Center.**

Forms are available in the Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center.

Inhalers and self-administered —Epi-Pens™ may be carried if the proper medication form has been filled out and placed on file in the Health Center.

Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.

## **Personal Property**

AFUHSD is not responsible for money or personal items or electronic devices which are lost or stolen and will not reimburse for such incidents. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner. AFUHSD shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. The school will not spend any time investigating the loss of any money or personal items. Bicycles and skateboards are not to be ridden on campus. They are to be secured in the proper location. Skateboards must be secured in a classroom, the sweep room or the security office.

## **Hazing**

### **(Policy JICFA and Regulation JICFA-R)**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means 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 of the following apply:

- 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.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accordance with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of

the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

JICFA-EA ©

EXHIBIT

**HAZING**

**(File with a school administrator, the administrator's  
supervisor, or a professional staff member)**

*Additional pages may be attached if more space is needed.*

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ During the hours of \_\_\_\_\_

Another phone where you can be reached \_\_\_\_\_

E-mail address \_\_\_\_\_

**Report/Complaint:**

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, and the background to the incident. Be sure to note relevant dates, times, and places.

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If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

**The projected solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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_____

***I certify that this information is correct to the best of my knowledge.***

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator or professional staff member  
receiving initial complaint

\_\_\_\_\_  
Date initial complaint received

*The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.*

EXHIBIT

**HAZING**

**(To be displayed in school buildings and  
placed in student handbooks)**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

**Definitions**

"Hazing" means 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 of the following apply:

- 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.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

**Reporting/Complaint Procedure**

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an

incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

## **Victim Assistance**

### **(Policy JII and Regulation JII-R)**

Agua Fria Union High School District is committed to providing a safe and orderly environment where students can focus on learning. Sometimes, students make inappropriate choices that interfere with the learning of others. The following information is provided to assist students who are victims of bullying, threats, intimidation, verbal or physical abuse, or any other action by another person that interferes with safety. Parents are encouraged to review this information with their child.

To help parents, community members and students report threats, rumors or information on criminal activity, Agua Fria established AnonymousTips.com.

Whenever a student feels bullied or threatened, he/she should tell a parent, teacher, counselor, nurse or other school employee immediately. The most important step a victim must take to stop bullying is to report it. Students should not wait to see if someone else notices the bullying. The student should tell someone he or she trusts and who is able to help them. If the student does not feel that he or she can report the bullying or threat in person, he or she should write a note explaining the situation.

#### **The student should:**

- **Tell what happened** to him and his response to the event.
- **Tell who bullied** her and **who saw** it happen.
- **Tell where the incident happened** and **how** it happened.
- **Write down everything** that happened.
- **Get help from a person in authority** such as a teacher or counselor.
- **See the school nurse** if the bullying or threat is physical in nature.

Students may report an incident of bullying to any adult on the school campus. The person contacted will inform the school administration and an investigation will begin. Consequences for bullying are outlined on later pages of this handbook.

### **Compliance Officer**

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

### **Complaint Procedure**

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 et seq. may be initiated.



If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

### **Timelines**

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights.
- Denial, not related to the student's individual capabilities, of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discrimination on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Students may present a complaint or grievance provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- The allegation shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any questions concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent. Complaints by students may be made only by the students on their own behalf.

JICK-EA ©

EXHIBIT

**STUDENT VIOLENCE / HARASSMENT /  
INTIMIDATION / BULLYING**

**COMPLAINT FORM**

**(File with any School District employee who will forward this document to the principal or the principal's designee)**

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person(s) \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to include all relevant dates, times, and places.* Additional pages may be attached if necessary.

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If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be as specific as possible. You may use additional pages, if necessary.

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I certify this information is correct to the best of my knowledge.

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Document received by \_\_\_\_\_ Date \_\_\_\_\_

Investigating official \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT VIOLENCE / HARASSMENT /  
INTIMIDATION / BULLYING**

**(To be displayed in school buildings  
and in student handbooks)**

The Governing Board of the Agua Fria Union High School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but

not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim physically, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

**ACA ©**  
**SEXUAL HARASSMENT**

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[41-1461](#) *et seq.*

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[GBA](#) - Equal Employment Opportunity

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[IHBA](#) - Special Instructional Programs and Accommodations for Disabled Students

[IB](#) - Equal Educational Opportunities

[III](#) - Student Concerns, Complaints and Grievances

[IK](#) - Student Discipline

[IKD](#) - Student Suspension

[KED](#) - Public Concerns/Complaints about Facilities or Services

[KFA](#) - Public Conduct on School Property

**ACA-R ©**

REGULATION

## **SEXUAL HARASSMENT**

### **Compliance Officer**

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

### **Complaint Procedure**

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. [15-539](#) *et seq.* may be initiated.



If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

### **Timelines**

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

ACA-E ©

EXHIBIT

**SEXUAL HARASSMENT  
COMPLAINT FORM**

**(To be filed with the compliance officer as provided in ACA-R)**

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places. You may use additional pages, if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
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_____	_____	_____
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_____	_____	_____
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**The projected solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible. You may use additional pages, if necessary.

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I certify that this information is correct to the best of my knowledge.

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Signature of Complainant

*The compliance officer, as designated in ACA-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.*

## **Discipline Guidelines: Grades 9-12**

(Policy JK-ED)

<p><b>Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.</b> An underlined infraction indicates that an administrator may opt to use an in school suspension as a possible disciplinary action in lieu of out of school suspension. A double asterisk (**) indicates that the violation must be reported to ADE and local law enforcement.</p>			
<b><u>Consequence / Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
**Aggravated Assault	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)	Long Term Suspension	Expulsion
Aggression, Other	Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others.	Conference	Long Term Suspension
Alcohol Violation (sale or distribution)	The sale or distribution of alcohol as defined above.	9 Day Suspension	Expulsion
Alcohol Violation (use possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	9 Day Suspension	Expulsion
**Armed Robbery	A person commits armed robbery if, in the course of committing robbery as defined above, is armed with a deadly weapon or a simulated deadly weapon or uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. (A.R.S. §13-1904)	Expulsion	

<b><u>Consequence / Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
**Arson of an Occupied Structure	Damaging an occupied structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1704) An occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. (A.R.S. §13-1701)	Long Term Suspension / Restitution	Expulsion/ Restitution
**Arson of a Structure or Property	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)	Long Term Suspension / Restitution	Expulsion/ Restitution
Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person at risk of imminent physical injury; or (3) knowingly touching another person with the intent to injure. (A.R.S. §13-1203)	5 Day Suspension	Expulsion
Attendance Violation, Other	Being absent from class or school ten percent of the school year, or having five unexcused absences.	Detention	3 Day Suspension
**Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	9 Day Suspension	Expulsion
Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology. (A.R.S. §13-1202)	Conference	Expulsion

<b><u>Consequence / Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
**Burglary (First Degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. §13-1508)	9 Day Suspension / Restitution	Expulsion / Restitution
**Burglary or Breaking and Entering (Second or Third Degree)	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. §13-1506 and A.R.S. §13-1507)	5 Day Suspension/ Restitution	Expulsion/ Restitution
Cheating	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Conference	5 Day Suspension
**Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Up to 9 Day Suspension	Expulsion
Combustible	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluids.	Conference	Long Term Suspension
Computer/ Network Infraction/ Telecommunication Device	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility. This includes the unauthorized access of any computer, computer system, or network.	Conference/ Restitution	9 Day Suspension / Restitution/Long Term Suspension
Contraband	Any item whose use, possession, sale or distribution is prohibited because it may disrupt the learning environment.	Conference	Long Term Suspension

<b><u>Consequence / Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Dangerous Items	Any device that under the circumstances in which it is used, is readily capable of causing death or serious physical injury.  NOTE: A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement.	3 Day Suspension	Expulsion
Defiance or Disrespect Towards Authority	Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel.	Conference	Long Term Suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 13-2904)	3 Day Suspension	9 Day Suspension
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. § 13-2911)	Conference	Long Term Suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school or district policy.	Change of Clothes	3 Day Suspension

<b><u>Consequence / Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Drug Violation (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-a-like drug. The term —drugs includes anything that looks like drugs.	Conference	Expulsion
**Drug Violation (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	9 Day Suspension	Expulsion
**Drug Violation (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. (A.R.S. § 13-3415)	9 Day Suspension	Expulsion
Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm.	Conference	Expulsion



<b><u>Consequence / Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S. §13-1804)	5 Day Suspension	Long Term Suspension
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	5 Day Suspension	Expulsion
**Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	5 Day Suspension	Long-term Suspension
**Firearms	Any loaded or unloaded handgun, pistol, shotgun, rifle, starter gun, or destructive device (including bombs and grenades) or other firearm or destructive device that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. This includes explosive, combustible or poisonous gas. (A.R.S. §13-3101 and A.R.S. §13-3111)	Long-term Suspension	Expulsion
Forgery	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent. This includes identity theft.	Conference	9 Day Suspension

<b><u>Consequence / Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Gambling	Playing games of chance for money or to bet a sum of money.	Conference	5 Day Suspension
Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted or sprayed on walls or other surfaces in public places.	3 Day Suspension/ Restitution	Expulsion/ Restitution
Harassment, Nonsexual	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. (A.R.S. § 13-2921)	Conference	Expulsion
**Harassment, Sexual	The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	3 Day Suspension	Expulsion
**Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact.	5 Day Suspension	Expulsion
Hazing	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) 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 education institution, and (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. (A.R.S. § 13-2301)	Conference	Expulsion

<b><u>Consequence / Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
**Homicide	Intentionally or recklessly causing the death of another person (A.R.S. § 13, Chapter 11)	Expulsion	
**Indecent Exposure or Public Sexual Indecency	For definition of Indecent Exposure, refer to A.R.S. § 13-1402 For definition of Public Sexual Indecency, refer to A.R.S. § 13-1403	3 Day Suspension	Expulsion
Language, Inappropriate	The use of profanity or any derogatory language stated publicly.	Conference	Long-term Suspension
**Kidnapping	Knowingly restraining another person with the intent to (1) hold the victim for ransom, as a shield or hostage, or (2) hold the victim for involuntary servitude; or (3) inflict death, physical injury or a sexual offense on the victim or to otherwise aid in the commission of a felony; or (4) place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person; or (5) interfere with the performance of a governmental or political function; or (6) seize or exercise control over an airplane, train, bus, ship or other vehicle. (A.R.S. § 13-1304)	Expulsion	
Leaving School Grounds Without Permission	Leaving school grounds or being in an —out-of-bounds area during regular school hours without permission of the principal or principal designee.	Conference	5 Day Suspension
Lying	To make an untrue statement with intent to deceive.	Conference	9 Day Suspension
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	Conference	Long-term Suspension

<b><u>Consequence/Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group which manifests malice towards others based on their race, gender, or ethnicity. This includes hate speech and gang activity.	Conference	Expulsion
Parking Lot Violation	Improper driving or parking of a vehicle on school district property without permission and/or parking in prohibited areas.	Revocation of Parking Privileges/Conference	Long Term Suspension
Plagiarism	To steal and pass off the ideas or words of another as one's own.	Conference	5 Day Suspension/ Loss of Credit
Pornography	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	3 Day Suspension	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Conference	9 Day Suspension
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	Conference	Long Term Suspension
**Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property. (A.R.S. §13-1902)	5 Day Suspension/ Restitution	Expulsion/ Restitution
School Policy, Other Violation of	An incident that cannot be coded in one of the other categories but did involve a school, school-sponsored event or school-sponsored transportation.	Conference	Long Term Suspension

<b><u>Consequence/Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
School Threat, Other	An incident that cannot be coded in one of the other categories but did involve a school threat. This includes death threats.	Conference	Expulsion
**Sexual Abuse, Sexual Conduct, Sexual Conduct with a Minor or Child Molestation	For definition of Sexual Abuse, refer to A.R.S. §13-1404 For definition of Sexual Conduct with a Minor, refer to A.R.S. §13-1405 For definition of Child Molestation, refer to A.R.S. §13-1410	9 Day Suspension	Expulsion
**Sexual Assault (Rape)	For definition, refer to A.R.S. §13-1406	Expulsion	
Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	3 Day Suspension	Long Term Suspension
Tardy	Failure to be at a designated location at a specified time.	Conference	3 Day Suspension
Technology, Other	The use of a cell phone, pager, media player or other electronic item, whether operational or non-operational which creates a disruption to the educational process.	Conference	9 Day Suspension
Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by district insurance. (A.R.S. §13-1802)	3 Day Suspension/ Restitution	9 Day Suspension/ Restitution

<b><u>Consequence/Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Threat or Intimidation	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (A.R.S. § 13-1202)	Conference	Expulsion
Tobacco Violation	Refers to smoking tobacco (e.g. cigarettes, cigars), E-cigarettes, smokeless tobacco (e.g. dip, chew, snuff, or twist). NOTE: Possession of tobacco products on public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. § 36-798)	3 Day Suspension	9 Day Suspension
Truancy/Unverified Absence	An unverified absence of at least one class period during the day.	Conference	3 Day Suspension/Loss of Credit
Trespassing	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students serving a suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function. (A.R.S. §15-1503)	Conference	9 Day Suspension
**Vandalism of Personal Property	Willful destruction or defacement of personal property.	3 Day Suspension/ Restitution	Expulsion/ Restitution
**Vandalism of School Property	Willful destruction or defacement of school property.	3 Day Suspension/ Restitution	Expulsion/ Restitution

<b><u>Consequence/Infraction</u></b>	<b><u>Definition</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.	Conference	Long Term Suspension
**Weapons, Other	Deadly weapon means anything that is designed for lethal use. May include but are not limited to fire arms, billy clubs, brass knuckles, knives, nunchakus, and other prohibited items as listed in A.R.S. §13-3101.	9 Day Suspension	Expulsion

## **Bus Discipline Procedures**

(Policy JICC, EEAA, EEAEC)

Transportation is extended to students in the District as determined by District Policy EEAA. It is not a legal requirement except for transportation of special needs students as required by their individual education program. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus, and/or school, and/or discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT R17-9-104).

The bus rules are posted on all buses. Violation of the bus rules will result in a behavioral referral to the school principal and could lead to suspension of bus privileges. Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student.

Glass, animals, insects, tobacco, drugs, weapons, and dangerous items are not allowed on the bus. Skateboards, instruments, or equipment must be under the student's control at all times. A skateboard carrying bag is preferred. Scooters are not allowed on the bus. Students are required to present their IDs as they exit the bus in the morning and as they board the bus in the afternoon. If a student does not have an ID, they will not be allowed to ride the bus home. Students may obtain a temporary bus pass authorizing them to ride the bus home for that day. Bus passes need to be obtained prior to the end of the school day. Video cameras may be on the buses. (Cameras are used by the District primarily for aiding student discipline on the buses.)

### **Bus Discipline Guidelines: Grades 9-12**

Note: **Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** All of the infractions and consequences listed in the discipline guidelines on pages 58-69 are in effect for all school vehicles. Depending on the location and severity of the infraction, the consequence may be served on the vehicle and/or school. For example, fighting may result in a suspension from school as well as a loss of bus riding privileges. Some of the more common infractions are listed below.



**EEAEC ©  
STUDENT CONDUCT ON  
SCHOOL BUSES**

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

CROSS REF.:

[EEAE](#) - Bus Safety Program

[IIC](#) - Student Conduct

[IK](#) - Student Discipline

## **Student Due Process-Suspension/Expulsion** **Disciplinary Record Keeping**

1. **Discipline**—Discipline is administered by the principal/designee, the faculty and the staff.
2. **Referral**—Students will be referred to the principal/designee for violations outlined in the foregoing sections "Discipline Guidelines" and when their disruptive behavior interrupts the educational process.
3. **Due Process**—Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:
  - must be informed of accusations against them;
  - must have the opportunity to accept or deny the accusations;
  - must have explained to them the factual basis for the accusations; and
  - must have a chance to present an alternative factual position if the accusation is denied.
4. **Short Term Suspension**—If the principal or designee decides that the alleged misconduct warrants a consequence of a suspension for nine (9) days or less, the principal/designee shall give the student an informal hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the principal/designee, his or her defense or position concerning the alleged violation. After the termination of the hearing, the principal/designee, upon the basis of all facts and information learned, shall determine the guilt or innocence of the student. If the student is found to be guilty, a consequence or suspension may be imposed for a period of time not to exceed nine (9) days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings.

There is no appeal process for a short term suspension of 9 days or less. However, a parent may request a campus administrative review of the campus procedures that resulted in discipline.

After the administration's review is complete, the principal's/designee's decision is final. Students are expected to make up work provided by teachers. Students will have the number of days equal to the number of days suspended to make-up work.

5. **Long Term Suspension**—If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be suspension in excess of nine (9) days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of nine (9) days or an expulsion. When a student is charged by the principal/designee with misconduct, which may result in suspension in excess of nine (9) days or expulsion, the parent(s) or guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student. The suspension shall be in accord with pertinent Arizona Revised Statutes. The ability to make up work for credit during long term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

If a school administrator believes that a long term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent(s) in writing. The school administrator/designee shall also notify the Assistant Superintendent of Educational Services to schedule a long term suspension hearing.

If a long term suspension hearing is scheduled, the District will send by certified mail, or deliver, or cause to be mailed or delivered, notice of the hearing to the student's parent(s) at least five (5) working days prior to the hearing. The notice shall contain:

- The time, date and place of the hearing.
- The name of the hearing officer.

- A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
- A copy of Policy JKD and A.R.S. 15-840 through 15-844.
- A statement that the student and his or her parent(s) are entitled to various procedural rights as described in this policy.
- A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or his parent(s) will have an attorney present.

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. In the event the District is unable to contact the parents or guardians after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent(s) within five (5) days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long term suspension, the written decision shall:

- Name the student.
  - Describe the behavior that resulted in the long term suspension.
  - State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
  - Inform the parent(s)/guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.
6. **Suspension Due to Clear and Present Danger**—If in the best judgment of the principal/designee after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the principal or designee may suspend the student from the school pending a hearing and disposition of the case.
  7. **Long Term Suspension Appeal**—If the hearing officer recommends a long term suspension, the Governing Board will be informed, in writing, of that decision. Parent(s)/legal guardian(s) may appeal the decision for long term suspension based on one of the following reasons:
    - There was substantial non-compliance with policy JKD.
    - The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
    - The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

To appeal the decision of the hearing officer, parents must deliver a letter to the superintendent within five (5) working days after receiving notice of the decision of a long term suspension. The letter must describe in detail all objections to the hearing or the decisions rendered at the hearing. The Governing Board will review written material forwarded to them by the hearing officer and the parent's/legal guardian's letter of appeal. If the Governing Board feels more information is necessary, they will conduct another hearing. No new evidence can be admitted at the appeal hearing. The Governing Board will review the material in executive session. Unless requested in writing by the parents, the executive session will be closed. Upon review of the written material in executive session, the Governing Board may uphold, modify, or rescind the hearing officer's decision.

8. **Expulsion**—The hearing officer may recommend that a student be expelled from the school District. That recommendation will be forwarded to the Governing Board, who will act on it. Parent(s)/legal guardian(s) may appeal the recommendation for expulsion based on one of the following reasons:

- There was substantial non-compliance with policy JKD.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

The Governing Board will consider a hearing if there is an appeal of the hearing officer's recommendation for expulsion from the parent. The Governing Board will review the written material from the hearing officer and the parents and will hear testimony from the hearing officer, the school officials, and the student's family. No new evidence can be admitted at the appeal hearing.

The Governing Board will conduct the hearing in executive session. Unless requested in writing by the parent(s)/guardian(s), the executive session will be closed. If the parent(s)/legal guardian(s) disagree that the hearing, held by the board, should be held in executive session, it shall be held in an open meeting unless:

- If only one student is subject to the proposed action and disagreement exists between that student's parent(s)/legal guardian(s), then the Governing Board, after consultation with the student's parent(s)/legal guardian(s), shall decide in executive session whether the hearing will be in executive session.

If more than one student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parent(s)/legal guardian(s) and legal counsel from attending any executive session pertaining to the proposed disciplinary action or from having access to the minutes and testimony of such executive session or from recording such a session at the parent's/legal guardian's expense.

9. **Readmission**—When a student is expelled, the student's parent(s)/legal guardian(s) may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.
10. **Student Disciplinary Record-Keeping**—Each principal or designee shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary actions shall be retained for at least four (4) years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for pupils subject to disciplinary action shall contain an entry of:

- Pupil's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to effect an adjustment, including the specialized help secured before referral, i.e., conferences with parent(s)/legal guardian(s), conference with principal, conferences with other school personnel, referrals to department of pupil, personnel services, etc.
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent(s)/legal guardian(s) if either wishes.

11. **Principal/Designee Review**—In case of a suspension which is for nine (9) days or less, and there has been no recommendation for long term suspension, the student/parent may request, in writing, a review of the situation/discipline. Once the principal/designee reviews the stated concern(s), the principal/designee shall notify the student/parent of the final determination.

## **Annual Notification to Parents**

### **Regarding Confidentiality of Student Education Records**

(Policy JR and Regulation JR-R)

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age (—eligible students) certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- No Child Left Behind Act of 2001 (NCLB);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include—but are not limited to—identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for four (4) years after the date your child was last enrolled in this school District.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you, the school will notify you of the decision and advise you of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of a right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school

official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the office administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office of each school [34 C.F.R. 99.7(a) (5) and 99.7(b)].

## **Student Records**

### **Designation of Directory Information**

(Policy JR-EB)

During the school year, District staff members may compile non-confidential student directory information specified below.

According to state and federal law the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the District is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing not to release the student's information without your prior written consent. *If you do not opt out of releasing the below-designated information, then the District must provide military recruiters, upon request, directory information containing the students' names, addresses and telephone listings.*

If you *do not* want the below-designated information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the District through the School Principal in writing of that fact. If the School District does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given* to release your son's/daughter's designated directory information listed below:

- The student's name.
- The student's address.
- The student's date and place of birth.
- The student's photograph.
- The student's grade level.
- The student's participation in extracurricular activities.
- The student's weight and height if a member of an athletic team.

- The student's honors and awards received.
- The names of Parents/Guardians of the student.

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, applications for scholarships and honors, and responses to military recruiters.

Please Note: School yearbooks are considered a source of Directory Information. If you deny AFUHSD permission to release Directory Information on your child, your child's class photo will not be published in his/her school's yearbook.

## **Internet & E-Mail User Agreement** (Policy IJNDB-E)

The Network is provided for students/users to conduct research and communication for academic purposes only as determined by the District curricula. Independent access to network services is provided to students/users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility. Students are responsible for appropriate behavior/communication on school computer networks, just as they are in classrooms or school buildings. Network storage areas may be treated like school lockers. All network administrators/teachers may review files and communications to maintain system integrity and ensure responsible use of the Internet by requesting a search history of websites visited to ensure that such use meets the District intent as a tool for academic purposes. Files stored on District servers are not private. Communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate from all around the world. The District has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. The District is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information. Outside of school, families must bear the responsibility for such guidance as they also must do with information sources such as television, telephone, movies, radio and other potentially offensive media. Parents may revoke their students' Internet/E-Mail privileges at any time by notifying the school in writing.

### **The following are not permitted:**

1. Send, access, download or display offensive messages or pictures
2. Use obscene language
3. Harass, insult or attack others
4. Damage computers, systems or networks
5. Violate copyright laws and regulations
6. Use passwords of others
7. Share passwords with others
8. Trespass in others' folders, work or files
9. Employ the network for commercial purposes
10. Provide personal information, i.e., names, addresses, phone numbers, card numbers, etc.
11. Tamper as defined in A.R.S. 13-2316 and the AFUHSD Student Rights and Responsibilities handbook
12. Students may not install, copy, or download games, music, movies, and any unauthorized software or violate any copyright laws.

### **Sanctions:**

1. Violations of the above may result in a loss of access

2. Violations of the above may be subject to disciplinary action including expulsion/ dismissal
3. When applicable, law enforcement agencies will be involved

**Internet and E-Mail User Agreement, you must be aware your child may:**

1. Observe other students using the Internet
2. Witness classroom teachers using the Internet as an instructional tool
3. Witness other campus staff using the Internet for instructional purposes

If you *do not* want the below-designated information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the District through the School Principal in writing of that fact. If the School District does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given* to release your son's/daughter's designated directory information listed below:

- The student's name.
- The student's address.
- The student's date and place of birth.
- The student's photograph.
- The student's grade level.
- The student's participation in extracurricular activities.
- The student's weight and height if a member of an athletic team.
- The student's honors and awards received.
- The names of Parents/Guardians of the student.

### **Section 504 of the Rehabilitation Act of 1973**

It is the responsibility of the District to identify and evaluate students who may need special services or programs in order that such students may receive the required free appropriate education.

A student who may need special services or programs under Section 504 of the Rehabilitation Act of 1973 is one who:

- Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under Policy IHB and its regulations and under state and federal laws and regulations.

Students with accommodations under Section 504 are subject to disciplinary procedures outlined for 9-12 students.



# **Individuals with Disabilities Education Act – IDEA**

## **Special Instructional Programs** (Policy IHB and Regulation IHB-E)

The District will ensure that all children, including children attending private schools, within the District's jurisdiction who have suspected disabilities are identified, located, and evaluated. The process of identifying, locating, and evaluating students with disabilities is important to the provision of educational opportunities for all students. It is the process of identification, evaluation, and development of program, placement, and the provision of services – its sensitivity, its accuracy – that will determine much of what happens with students during the remainder of their educational lives.

This process is guided by a variety of laws and regulations regarding identification, evaluation, development of program, placement, and the provision of services enacted at both the state and federal levels.

## **Procedural Safeguards**

Children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education. A copy of the procedural safeguards notice shall be given to the parent upon initial referral for evaluation. If you suspect your child of having a disability, birth – age 22, contact the administration at the local campus.

If the District and parents or guardian do not agree on the identification, evaluation, education placement of a child with a disability, and provision of FAPE (free appropriate public education), either the District or parent/guardian may request any of the following through the Arizona Department of Education - Exceptional Student Services:

**Mediation** – The Arizona Department of Education (ADE) will provide a facilitator trained in the mediation process to assist both the District and parent/guardian in resolving the issues.

**Early Resolution** – The Arizona Department of Education will provide trained staff to assist both the District and parent/guardian in resolving the issues. This is normally handled by phone and the final resolution provided in writing by ADE.

**State Complaint** – The Arizona Department of Education provides trained investigators to review all records when a parent/guardian files a state complaint in writing. ADE will determine if the District is or is not in compliance and issue the findings in writing.

**Due Process** – A parent/guardian or the District may initiate a due process hearing. A due process is overseen by a hearing officer and is the most formal method of resolution.

## **Student Discipline** (Policy IHB)

When a student is receiving special education services, is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and/or school District and is recommended for a suspension of more than nine (9) days during the school year (a possible change in placement), a manifestation determination conference must be held.

A recommended suspension of a special education student for more than nine (9) consecutive days, or a series of suspensions totaling more than nine (9) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent(s)/legal guardians(s) is notified in writing that a possible suspension and/or expulsion is being considered.

For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is comprised of the school staff that is most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parents/legal guardians(s) per IDEA (Individual with Disabilities Education Act) and ADE/ESS

(Arizona Department of Education/Exceptional Student Services). The student and the student's parent(s)/legal guardians(s) are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP if student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parents/legal guardians(s) per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within ten (10) days of the action. If the behavior is related to the disability, then suspension and/or expulsion cannot occur. However, the student's educational program will be reviewed and revised and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519 – 300.526)

If the behavior is not related to the disability, suspension and/or expulsion can occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program can occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team.

If there are any questions, the administrator should contact the Director of Special Education Services. The findings and all conference notes are forwarded to the District's hearing officer. If necessary, special education staff may be invited to the hearing.

If the parents(s)/guardians(s) do not agree with the findings of the IEP conference, they can file due process. The District, if it is deemed that the student is a threat to the educational environment, may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519 – 300.526)



**GOVERNING BOARD**

Mrs. Gina DeCoste  
Ms. Maxine Hill  
Mr. Tom Rosztoczy  
Mrs. Mariana Sandoval  
Mrs. Mary Kay Utech

**ADMINISTRATION**

Dr. Dennis Runyan  
Superintendent  
Mr. Thomas Huffman  
Executive Director of Educational Services

1481 N. Eliseo Felix Jr. Way, Suite 110, Avondale, AZ 85323 • VOICE (623) 932-7000 • FAX (623) 932-2796

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**STUDENT ACKNOWLEDGEMENT OF RECEIPT**  
**2018-2019 STUDENT HANDBOOK, RIGHTS AND RESPONSIBILITIES**  
**(To be signed at School)**

I acknowledge the following:

I have received the **Agua Fria Union High School District 2018-2019 Student Handbook, Rights and Responsibilities**.

I have received the Student Policies & Regulations Handbook.

I have been given the opportunity to read and keep the Handbook for future reference.

I have been directed to review the Handbook with my parent(s)/guardian(s).

The Handbook contains important information about my rights and responsibilities as a student in the District.

Included in the Handbook is information about the District's expectations for student conduct and student discipline, including the circumstances under which the District may suspend or expel students from the District.

The Handbook is also available on the District's web page ([www.aguafria.org](http://www.aguafria.org)).

I may call or see the Principal or Assistant Principal if I have any questions about the information contained in the Handbook.

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**Student Name (Print)**

**Grade**

---

**Student Signature**

**Date**





**GOVERNING BOARD**

Mrs. Gina DeCoste  
Ms. Maxine Hill  
Mr. Tom Rosztoczy  
Mrs. Mariana Sandoval  
Mrs. Mary Kay Utecht

**ADMINISTRATION**

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**PARENT ACKNOWLEDGEMENT OF RECEIPT**  
**2018-2019 STUDENT HANDBOOK, RIGHTS AND RESPONSIBILITIES**  
**(To be Signed by Parent and Returned to School)**

I acknowledge the following:

My child received the **Agua Fria Union High School District 2018-2019 Student Handbook, Rights and Responsibilities**. I have been provided the opportunity to review the Handbook and review it with my child.

I may call or see the Principal or Assistant Principal if I have any questions about the information contained in the Handbook.

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Parent/Guardian Name (Print)

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Parent/Guardian Signature

Date

Student's Name: \_\_\_\_\_ School \_\_\_\_\_

*This Handbook is also available on the District's web page ([www.aguafria.org](http://www.aguafria.org))*





## Agua Fria High School

530 E. Riley Drive  
Avondale, AZ 85323  
Phone: 623-932-7300  
Fax: 623-932-1886

Mr. Ernest Molina  
Principal  
Ms. Stephanie Vaughn  
Assistant Principal  
Mrs. Melissa Yapo  
Assistant Principal  
Mr. Tim Butler  
Assistant Principal/Athletic Director



## Canyon View High School

6024 N. Perryville Rd.  
Waddell, AZ 85355  
Phone: 623-932-7600

Mr. Phillip Nowlin  
Principal  
Mrs. Lynn Reid  
Assistant Principal



## Millennium High School

14802 W. Wigwam Blvd.  
Goodyear, AZ 85395  
Phone: 623-932-7200  
Fax: 623-932-7212

Ms. Tamee Gressett  
Principal  
Mr. Ryan Bethel  
Assistant Principal  
Mrs. Nichole Smith  
Assistant Principal  
Mrs. Rebecca Tibbetts  
Assistant Principal  
Mr. Remigio Gordillo  
Assistant Principal/Athletic Director



## Desert Edge High School

15778 W. Yuma Rd  
Goodyear, AZ 85338  
Phone: 623-932-7500  
Fax: 623-882-3803

Mrs. Julie Jones  
Principal  
Mr. Dan Grumbling  
Assistant Principal  
Dr. Adam Schwartz  
Assistant Principal  
Mr. Talmadge Tanks  
Assistant Principal/Athletic Director



## Verrado High School

20050 W. Indian School Rd  
Buckeye, AZ 85396  
Phone: 623-932-7400  
Fax: 623-932-1886

Ms. Kristen Tiffany  
Principal  
Mrs. Holly Bonessi  
Assistant Principal  
Ms. Gretchen Hann  
Assistant Principal  
Mr. Leslie Saulsby  
Assistant Principal  
Mr. Adam Brezovsky  
Assistant Principal/Athletic Director

