

# **FLAGSTAFF UNIFIED SCHOOL DISTRICT**

## **SELECTED STUDENT POLICIES AND REGULATIONS**

The complete FUSD Governing Board Policy manual including these Selected Student Policies and Regulations may be assessed at: [\*\*www.fusd1.org/Resources\*\*](http://www.fusd1.org/Resources)

The Selected Student Policies and Regulations document contains required disclosure of information, and highlights many other important components of being a successful student in our schools. Please pay particular attention to the following policies and regulations:

- **Policy JFABD**      **Admissions of Homeless Students**
- **Policy IHB-R**      **Child Find**
- **Policy JICFA**      **Hazing**
- **Policy JR-R**      **Notice for Student Directory Information Release / Electronic Newsletter / Notice of Nondiscrimination**
- **Policy LC**      **Relations with Education Research Agencies (PPPR)**
- **Policy JE/JEA**      **Student Attendance**
- **Policy JLIE**      **Student Automobile Use and Parking**
- **Policy JII**      **Student Concerns, Complaints and Grievances**
- **Policy EEAEC**      **Student Conduct on School Buses**
- **Policy JK**      **Student Discipline**
- **Policy JKD/JKE**      **Student Suspension and Expulsion**  
                                 **Student Discipline Matrix and Consequences**
- **Policy JIH**      **Student Interrogations, Searches and Arrests**
- **Policy JR**      **Student Records**
- **Policy JICK**      **Student Violence, Harassment other than Sexual Harassment, Intimidation, Bullying**
- **Policy ACA**      **Sexual Harassment**
- **Policy IJNDB**      **Use of Technology Resources in Instruction**

## F.U.S.D. SELECTED STUDENT POLICIES AND REGULATIONS

| <b><u>Policy #</u></b> | <b><u>Policy TITLES</u></b>   |       |
|------------------------|---|-------|
| JFABD                  | Admissions of Homeless Students .....   | 1     |
| JR-JR-R                | Annual Notification of Rights Under FERPA .....   | 2-3   |
| IHB-R                  | Child Find .....  | 4     |
| JICFA                  | Hazing .....  | 5     |
| JR-R                   | Notice for Student Directory Information Release .....                                  | 6     |
| LC                     | Relations with Education Research Agencies (PPRA) .....                                 | 7     |
| JE/JEA                 | Student Attendance .....  | 8     |
| JLIE                   | Student Automobile Use and Parking .....  | 9     |
| JII                    | Student Concerns, Complaints and Grievances .....                                       | 10    |
| EEAEC                  | Student Conduct on School Buses .....   | 11    |
| JK                     | Student Discipline .....  | 12    |
| JKD / JKE              | Student Suspension and Expulsion , Student Discipline Matrix and Consequences .....     | 13-20 |
| JIH                    | Student Interrogations, Searches and Arrests .....                                      | 21    |
| JR                     | Student Records .....   | 22    |
| JICK                   | Student Violence, Harassment other than Sexual Harassment, Intimidation, Bullying ..... | 23    |
| ACA                    | Sexual Harrassment .....  | 23    |
| IJNDB                  | Use of Technology Resources in Instruction .....  | 24    |

*The policies listed are reflected of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive to all FUSD Governing Board Polices and are subject to change periodically throughout the school year. You may access the complete and current FUSD Governing Board Policy Manual by going to the District's website at [www.fusd1.org](http://www.fusd1.org) / Administration / Governing Board / Quick Links / FUSD AZ School Board Association Manual (Website).*

## **ADMISSION OF HOMELESS STUDENTS (Policy JFABD)**

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.

### **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.

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.

### **Liaison for Homeless Students**

The Superintendent will designate an appropriate staff person as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include but not be limited to establishment of procedures to:

- ensure that homeless children and youth enroll in and have full and equal access to educational opportunities in District schools;
- continue the student's education in the school of origin for the duration of homelessness:
  - in any case in which a family becomes homeless between academic years or during an academic year; or
  - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- Enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

### **Best Interest of the Homeless Student**

In determining the best interest of the homeless student, the school shall:

- Provide immediate enrollment of homeless students, regardless of missing documentation;
- To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian;
- In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal;
- Provide transportation for the student to and from the school of origin; and
- Not stigmatize or segregate homeless children and youth on the basis of their status as homeless.

## **ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS** (Policy JR and JR-R)

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education (IDEA) and the Family Educational Rights and Privacy Act (FERPA). Under these laws, "education records" means those records are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parent's names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements. The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education (FAPE) in accordance with state and federal special education laws.

The District must ensure compliance with federal confidentiality laws at all stages of gathering, storing, retaining and disclosing education records to third parties. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

In accordance with FERPA and IDEA, the rights of parents regarding education records are transferred to the student at age 18, subject to limited exceptions.

The Family Educational Rights and Privacy Act (FERPA) affords parents, and in the case of students of Flagstaff Unified School District (the "District") who are 18 years of age or older, the students themselves, ("eligible students"), certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records no more than 45 days after the day the District receives a request for access. Parents or eligible students should submit a written request to the school Principal that identifies the records they wish to inspect. The Principal or Registrar will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should submit a written request to the school Principal, clearly identifying the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent of a parent or eligible student; please see below for some of the situations where prior written consent for disclosure is not required by FERPA. 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 District as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the District Governing Board. A school official also may include a volunteer or contractor outside of the District who performs an institutional service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use of maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on the official committee, such as disciplinary or grievance committee; or a parent, student or other volunteer assisting another District 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.

4. Upon request, the District discloses education records without consent of a parent without consent of a parent or eligible student to officials of another school district, charter school or other educational institution in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.
5. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in Title 34, Section 99.31 of FERPA regulations. Except for disclosures to District officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student § 99.32 of FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A District may disclose PII from the education records of a student without obtaining prior written consent of the parent or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the District has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in § 99.31 (a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met. ( § 99.31 (a)(1))
- To officials of another school, school district, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. ( § 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Arizona Department of Education. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. ( § § 99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms of conditions of the aid. ( § 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. ( § 99.31(a)(5))
- To organizations conducting studies for, or on behalf, of the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. ( § 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ( § 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. ( § 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. ( § 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. ( § 99.31(a)(10))
- Information the District has designated as "directory information" under § 99.37 (see below). ( § 99.31(a)(11))
- To representatives of state or local child welfare agency or tribal organization when such agency is legally responsible for the care and protection of the student.

## **Child Find (Policy IHB-R)**

The District will identify, locate, and evaluate all children with disabilities within its geographic boundaries who are in need of special education and related services including, but not limited to, children who are:

- Homeless;
- Highly mobile, including migrant children;
- Wards of the state; and,
- Attending private schools or who are homeschooled.

In its identification process the District will include children who are suspected of being a child with a disability and in need of special education, even though a student is:

- Advancing from grade to grade
- Highly mobile, including a migrant student. [34 C.F.R. 300.111]

The District will inform the general public and parents within its boundaries of the responsibility for special education services for students aged three (3) through twenty-one (21) years, and how those services may be accessed including information regarding early intervention services for children aged birth through two (2) years. Services for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22). [A.A.C. R7-2-401.C]

### **“Child Find” (Identification of Disabilities)**

If you suspect that your child, age 3-21, has a disability, there are screening, evaluation, and Special Education services available at no cost to you if you live within the boundaries of the Flagstaff Unified School District. Information is also available to you for children under the age of 3. Please call 527-6182 to initiate the referral process, or you can view the information at our website at [\*\*www.fusd1.org\*\*](http://www.fusd1.org).

For more information regarding the special education services that are available to students with disabilities can be found in Policy IHB and its related Regulation and Exhibits.

## **HAZING (Policy JICFA)**

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 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.

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 accord 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 accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

## **NOTICE FOR STUDENT DIRECTORY INFORMATION RELEASE**

(Regulation JR-R and Exhibit JR-EB)

Federal law (specifically, the Family Educational Rights and Privacy Act or "FERPA") requires that the District obtain your written consent to release any personally identifiable information or educational records concerning your child. FERPA provides many exceptions to the written consent requirement. For example, personally identifiable information or education records may be released to other school or District officials, to other schools where your child seeks to enroll, to the Arizona and United States Department of Education, and under other exceptions provided by law.

Another exception to the written consent requirement is for information designated as "directory information". Directory information is information that is typically not considered harmful to disclose. Directory information can include items such as, but not limited to, names, addresses, phone numbers, honors and awards, participation in school activities and sports, and the like. Before the District may release directory information your written consent, it must first inform you of those items that the District will designate as directory information, and provide you an opportunity to opt-out. The District has taken care to balance safeguarding your child's information with ensuring that your child is informed of various opportunities and activities. Accordingly, the District has decided to designate the following information as "directory information" (information that can be released without your written consent):

- Student's name
- Student's parents' names
- Student's home address\*
- Student's home telephone number\*
- Student's District assigned electronic (e-mail) address\*
- Student's current school of attendance
- Student's major field of study
- Student's photograph
- Student's grade Level (9<sup>th</sup>, 10<sup>th</sup> etc.)
- Student's enrollment status (part time or full time)
- Student's honors and awards received
- Student's dates of attendance (semester, quarter, etc., not specific days in school)
- Student's participation in officially recognized activities and sports
- Student's height, weight and athletic number if member of an athletic team
- Student's most recently attended educational agency or institution
- Class rank by percentages (for example, top 10%, top 20%)\*
- Class rank by GPA (for example, 3.0 and above)\*

NOTE: Your student's home address, home telephone number, e-mail address, and rank will only be released as "directory information" under the following circumstances and to the following individuals and groups without your written consent: 1) Colleges, universities, and prospective employers for purposes of recruitment, notification of scholarship offers or job opportunities, and similar purposes; or 2) Flagstaff Unified School District-affiliated and approved groups or vendors (e.g. student groups and clubs (yearbook, student newspapers, student council, marching band, National Honor Society, and the like); student athletic teams; parent booster clubs; site council; parent-teacher groups; graduation vendors (photographs, caps and gowns, announcements), and the like). This information will not be considered "directory information" if being requested by an individual or group that does not conform requirements above (e.g. for-profit business that are not District-approved vendors, outside media groups and the like).

There are various pros and cons to directory information that you must weigh as a parent. If you opt-out of directory information, the District will not release your child's information to colleges, recruiters, or other entities providing scholarship opportunities. Your child may also miss opportunities to be on vendor lists for graduation announcements, yearbook opportunities, or other student lists for participation in clubs and activities, or his/her achievements may not be publicized in District announcements.

Another item to consider is that State and Federal law require that if directory information is released to persons or organizations who inform students of educational or occupational opportunities, then, the District is also required to provide the same access to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them in the military. However, you can request in writing that the District not release the student's directory information without your prior signed and dated written consent. If you do not object in writing to the release of any or all directory information, then the District must provide military recruiters, upon request, directory information containing the student's name, address and telephone listing.

**If you do not want directory information about your student to be released to any person or organization (including District groups) without your prior signed and dated written consent, you must notify the District in writing and returning it to your student's school, within two (2) weeks of receiving this form. If the Flagstaff Unified School District does not receive notification from you on the form within the prescribed time, the District will assume that your permission is given to use the directory information as described above.**



## RELATIONS WITH EDUCATION RESEARCH AGENCIES - PPRA (Policy LC)

The Superintendent is authorized to cooperate with colleges, universities, and other recognized research agencies in promoting potentially useful research. Because of the requirements in the **Protection of Pupil Rights Amendment** (20 U.S.C. 1232h) it may be necessary to limit the number and establish guidelines for the approval of studies.

The following activities require direct annual notification to parents at the beginning of the school year of the specific or approximate dates when scheduled, if scheduled in accordance with the Protection of Pupil Rights Amendment:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- The administration of any survey containing one or more items described below.
  - Political affiliations or beliefs of the student or the student's parent.
  - Mental or psychological problems of the student or the student's family.
  - Sex behavior or attitudes.
  - Illegal, anti-social, self-incriminating, or demeaning behavior.
  - Critical appraisals of other individuals with whom respondents have close family relationships.
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
  - Religious practices, affiliations, or beliefs of the student or the student's parent.
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Any nonemergency, invasive physical examination or screening that is:
  - required as a condition of attendance;
  - administered by the school and scheduled by the school in advance; and
  - not necessary to protect the immediate health and safety of the student, or of other students.

If you do not wish any or all of the above information released about your son/daughter, you must notify the District through the school principal in writing.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

## **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.

### **COMPULSORY ATTENDANCE AGES (Policy JEA)**

It is unlawful for any child who is at least six (6) but not yet sixteen (16) years of age to fail to attend school during the hours that school is in session, unless such child is excused pursuant to:

- A.R.S. 15-802 (see attached exhibit) and verifiable records are kept of the reasons for excuse from the duties prescribed.
- A.R.S. 15-901 (for children with disabilities).
- The child being provided instruction at home.
- The child being accompanied by a parent or a person authorized by a parent.

## **STUDENT AUTOMOBILE USE AND PARKING (Policy JLIE)**

The Superintendent shall establish procedures for registration, parking, and use of motorized vehicles and for searches for and seizures of illegal material contained therein. In the establishment of such procedures the Superintendent will be guided by the following:

- Students will not bring any motorized vehicles on any campus in the District other than the high school campus.
- All students will register their vehicles.
- Registration stickers must be displayed on all student vehicles.
- Vehicles may be towed away at student expense for failure to follow policy and procedures related to motorized vehicles.

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (Policy JII)**

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the 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.

A complaint or grievance may be raised regarding one (1) or more of the following:

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

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

## **STUDENT CONDUCT ON SCHOOL BUSES (Policy EEAEC)**

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.

At any time that a school bus driver decides that the disorderly conduct is such that it is unsafe to proceed, the driver shall stop the bus at the safest reasonable opportunity in order to enable the safe transportation of students.

If, in the driver's judgment, it is unsafe to proceed to the destination, the driver may return the students to the point of origin or other safe location where authorized assistance may be obtained.

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.

## **STUDENT DISCIPLINE (Policy JK)**

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity, or in any other situation in which the District may lawfully exercise its authority to discipline a student. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

The discipline, suspension and expulsion of pupils shall not be based on race, color, religion, sex, disability, national origin, ancestry or any other unlawful reason. A substantial or deliberate failure to comply with the prohibition against race, color, religion, sex, disability, national origin, ancestry or any other unlawful reason may subject the District to the loss of funds imposed by A.R.S. 15-843.

The principal of each school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of pupils are distributed to the parents of each pupil at the time the pupil is enrolled in school.

The principal of each school shall ensure that all rules pertaining to the discipline, suspension, and expulsion of pupils are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

### **Temporary Removal**

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- A. Rules established for the referral of students.
- B. The conditions of A.R.S. 15-841, when applicable

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

### **Confinement**

If confinement is authorized by the Governing Board, in accordance with A.R.S. 15-843, the Superintendent shall ensure that disciplinary policies involving the confinement of pupils left alone in an enclosed space shall include the following:

- A. A process for prior written parental notification that confinement may be used for disciplinary purposes that is included in the pupil's enrollment packet or admission form.
- B. A process for written parental consent before confinement is allowed for any pupil in the School District. The policies shall provide for an exemption to prior written parental consent if a school principal or teacher determines that the pupil poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

### **Threatened an Educational Institution**

*Threatened an educational institution* means to interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911. A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

## Flagstaff Unified School District #1 - Secondary Discipline Matrix

**Academic Misconduct/Dishonesty:** Academic misconduct/dishonesty can include, but is not limited to cheating, forgery, lying and plagiarism. Examples that could apply include: (1) Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment; (2) Using the signature or initials of another person; (3) Knowingly giving false or misleading information, including false accusations against others with the intent to deceive; (4) Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately. In addition to disciplinary action, students may face academic sanctions which may include but are not limited to receiving a zero on an assignment, grade of "F" for a class, or withdrawal from the class during the academic year.

| Nature of Offense - Definition   | Offense           | Recommended Discipline   | Arizona Revised Statute | Governing Board Policy |
|--|-------------------|--|-------------------------|------------------------|
| <b>Cheating:</b> Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.  | 1st<br>2nd<br>3rd | Conference to short-term suspension<br>Conference to short-term suspension<br>Short-term to long-term suspension   |                         | JIC                    |
| <b>Forgery:</b> Using the signature or initials of another person.   | 1st<br>2nd<br>3rd | Conference to short-term suspension<br>Conference to short-term suspension<br>Short-term to long-term suspension   |                         | JIC                    |
| <b>Lying:</b> Knowingly giving false or misleading information, including false accusations against others with the intent to deceive.   | 1st<br>2nd<br>3rd | Conference to short-term suspension<br>Conference to short-term suspension<br>Short-term to long-term suspension   |                         | JIC                    |
| <b>Plagiarism:</b> Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately.  | 1st<br>2nd<br>3rd | Conference to short-term suspension<br>Conference to short-term suspension<br>Short-term to long-term suspension   |                         | JIC                    |
| <b>Aggression</b><br><b>Verbal Provocation:</b> Use of language or gestures to insult or humiliate another person or that may incite another person or persons to fight.   | 1st<br>2nd<br>3rd | Conference to short-term suspension<br>Short-term suspension to long-term suspension<br>Short-term suspension to long-term suspension  |                         | JIC                    |
| <b>Minor Aggressive Act:</b> Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling, or pushing.  | 1st<br>2nd<br>3rd | Conference to short-term suspension<br>Short-term to long-term suspension<br>Long-term suspension  |                         | JIC                    |
| <b>Disorderly Conduct:</b> The intent to disturb the peace or quiet, make unreasonable noise, use of abusive or offensive language or gestures, make a protracted commotion, utterance or display with the intent to prevent the transaction of the business of a meeting, gathering, or class, or refusal to obey a lawful order to disperse. | 1st<br>2nd<br>3rd | Conference to short-term suspension (possible police referral)<br>Short-term to long-term suspension (possible police referral)<br>Short-term to long-term suspension (possible police referral)                   | 13-2904                 | JIC                    |
| <b>Recklessness:</b> Unintentional, careless behavior that may pose a safety or health risk to others.   | 1st<br>2nd<br>3rd | Conference to short-term suspension (possible police referral)<br>Short-term to long-term suspension (possible police referral)<br>Short-term to long-term suspension (possible police referral)                   |                         | JIC                    |
| <b>Endangerment*:</b> The reckless endangerment of another person that results in substantial risk of imminent physical injury or death.   | 1st<br>2nd<br>3rd | Conference to short-term suspension (possible police referral)<br>Long-term suspension to recommend expulsion (possible police referral)<br>Long-term suspension to recommend expulsion (possible police referral) | 13-1201                 | JIC                    |
| <b>Fighting*:</b> Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.  | 1st<br>2nd<br>3rd | Short-term suspension (1 to 4 days) (possible police referral)<br>Short-term suspension (5 to 10 days) (possible police referral)<br>Long-term suspension to recommend expulsion (possible police referral)        |                         | JIC                    |

Revised 3/4/2016

# Flagstaff Unified School District #1 - Secondary Discipline Matrix

| Nature of Offense - Definition   | Offense           | Recommended Discipline   | Arizona Revised Statute | Governing Board Policy |
|--|-------------------|--|-------------------------|------------------------|
| <b>Assault*</b> Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Including taking or attempting to take anything by force or threat of force and intentional use of a vehicle in a manner dangerous to person or property.<br><b>Aggravated Assault**:</b> A person commits aggravated assault if the person commits assault as defined in A.R.S. §13-1204. This could include, but is not limited to:<br>1. Causing serious physical injury to another,<br>2. Use of a deadly weapon or dangerous instrument,<br>3. A person eighteen years of age or older committing the assault upon a child under fifteen years of age,<br>4. Committing an assault knowing the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties or any teacher engaged in any authorized and organized classroom activity held on other than school grounds. | 1st               | Short-term suspension (10 days) to recommend expulsion (possible police referral)  | 13-1203                 | JIC                    |
|  | 2nd               | Long-term suspension to recommend expulsion (possible police referral)   |                         |                        |
|  | 3rd               | Recommend expulsion (possible police referral)   |                         |                        |
|  | 1st               | Suspension and recommend expulsion (police referral)   |                         | JIC                    |
| <b>Kidnapping**:</b> The knowing restraint of another person with the intent to hold the victim for ransom, as a shield or hostage, for involuntary servitude, inflict physical injury or place the person in reasonable apprehension of imminent physical injury.   | 1st               | Recommend expulsion (police referral)  | 13-1304                 | JIC                    |
| <b>Homicide**:</b> Intentionally or recklessly causing the death of another person. Includes first degree murder, second degree murder, manslaughter or or negligent homicide.   | 1st               | Recommend expulsion (police referral)  | 13-1101 thru 13-1105    | JIC                    |
| <b>Other Aggression:</b> Other forms of aggression that may result in humiliation or personal injury to another person.  | 1st<br>2nd<br>3rd | Detention to recommend expulsion (possible police referral)<br>Short-term suspension to recommend expulsion (possible police referral)<br>Long-term suspension to recommend expulsion (possible police referral) |                         | JIC                    |
| <b>Classroom Disruption:</b> Interrupting or creating a disturbance or a commotion that impedes the educational process. The disruption could occur in the classroom or on campus.   | 1st<br>2nd<br>3rd | Conference to short-term suspension<br>Short-term to long-term suspension<br>Short-term to long-term suspension  | 13-2911                 | JIC                    |
| <b>Interference or Threatening an Educational Institution:</b><br>Defined in ASRS 13-2911 (per 15-841)   | 1st               | Recommended Expulsion (police referral)  | 13-2911                 | JIC                    |
| <b>Alcohol Violations and Substance Abuse Counseling:</b> If a long-term suspension is recommended and it is the first long-term suspension for an alcohol offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved substance abuse program. Failure to satisfactorily complete the substance abuse program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for an alcohol offense, the student is no longer able to participate in the District-approved substance abuse program. If the recommendation is for expulsion, participation in a substance abuse program will not lessen the recommendation.   |                   |  |                         |                        |
| <b>Distribution or share**:</b> Distribution or sharing, or intent to distribute or share alcoholic substances or substances represented as alcohol.   | 1st               | Long-term suspension to recommend expulsion and substance abuse program (police referral)  |                         | JIC                    |
|  | 2nd               | Recommend expulsion (police referral)  |                         | JIC                    |

Revised 3/4/2016



# Flagstaff Unified School District #1 - Secondary Discipline Matrix

| Nature of Offense - Definition  | Offense | Recommended Discipline   | Arizona Revised Statute | Governing Board Policy |
|---|---------|--|-------------------------|------------------------|
| <b>Use or Possession**:</b> Use or possession of alcoholic substances or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.  | 1st     | Short-term to long-term suspension and substance abuse program (police referral) |                         | JICH                   |
|   | 2nd     | Long-term suspension to recommend expulsion (police referral)                    |                         | JIC                    |
|   | 3rd     | Recommend expulsion (police referral)  |                         |                        |
|   | 1st     | Recommend expulsion (police referral)  |                         | JICH<br>JIC            |
| <b>Sale**:</b> Sale or intent to sell alcoholic substances or substances represented as alcohol.  | 1st     | Long-term suspension to recommend expulsion (possible police referral)           | 13-1703                 | JICB                   |
| <b>Arson Of a Structure or Property*:</b> Damaging or attempting to damage a structure or property by fire or incendiary device.  | 2nd     | Recommend expulsion (possible police referral)                                   |                         | JIC                    |
| <b>Of an Occupied Structure**:</b> Damaging or attempting to damage an occupied structure by fire or incendiary device.   | 1st     | Recommend expulsion (police referral)  | 13-1704                 |                        |
| <b>Attendance Policy Violation</b>  |         |  |                         |                        |
| <b>Leaving School Grounds without Permission:</b><br>Leaving school grounds without following proper procedures to provide documentation to school officials of permission from a parent/guardian.  | 1st     | Conference to short-term suspension  |                         | JIC                    |
|   | 2nd     | Detention to short-term suspension   |                         |                        |
|   | 3rd     | Short-term suspension  |                         |                        |
| <b>Tardy:</b> Arriving at school or to a class after the late bell, but prior to one-third (1/3) of the class period expiring.  | 1st     | Conference to detention  |                         | JIC                    |
|   | 2nd     | Detention to short-term suspension   |                         |                        |
|   | 3rd     | Short-term suspension  |                         |                        |
| <b>Truancy:</b> Ten (10) or more unexcused absences.  | 1st     | Placement on attendance appeal process   | 15-803                  | JHB                    |
|   | 2nd     |  | 15-802                  |                        |
|   | 3rd     |  |                         |                        |
| <b>Unexcused Absence:</b> Any absence for a class period during the school day that is not excused by the student's parent/guardian and approved by the appropriate school official.  | 1st     | Conference to short-term suspension  |                         | JHB                    |
|   | 2nd     | Detention to short-term suspension   |                         |                        |
|   | 3rd     | Short-term suspension  |                         |                        |
| <b>Other Attendance Violations:</b> Violations of state, school district, or school policy related to attendance  | 1st     | Conference to short-term suspension  |                         | JHB                    |
|   | 2nd     | Detention to short-term suspension   |                         |                        |
|   | 3rd     | Short-term suspension  |                         |                        |
| <b>Drug Violation:</b> For purposes of these definitions and District policy, "drugs" shall include, but not be limited to: all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy. Hallucinogenic substances, inhalants, synthetic, counterfeit or imitation drugs.  |         |  |                         |                        |
| <b>Drug Violations and Drug/Substance Abuse Program:</b> If a long-term suspension is recommended and it is the first long-term suspension for a drug offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved drug/substance abuse course. Failure to satisfactorily complete the drug/substance abuse course will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for a drug offense, drug/substance abuse course will not lessen the term of suspension. If the recommendation is for expulsion, participation in a substance course will not lessen the recommendation. |         |  |                         |                        |
| <b>Distribution or share**:</b> Distribution or sharing, or intent to distribute or share, or the manufacture of drugs. It also includes distribution, share, intent to distribute or share, or manufacture of drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription. Distribution of a medication or a dietary supplement for recreation use will be treated as a drug violation - distribution or share.   | 1st     | Long-term suspension (police referral)   |                         | JICH                   |
|   | 2nd     | Recommend expulsion (police referral)  |                         | JIC                    |

Revised 3/4/2016

# Flagstaff Unified School District #1 - Secondary Discipline Matrix

| Nature of Offense - Definition   | Offense | Recommended Discipline  | Arizona Revised Statute | Governing Board Policy |
|--|---------|---|-------------------------|------------------------|
| <b>Use or Possession**:</b> Use or possession of "drugs." This includes use or possession of drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription. This includes off-campus use and then being on District property or at a District function. Use or possession of a medication or a dietary supplement for recreational use will be treated as a drug violation - use or possession.<br><b>Sale**:</b> Sale or intent to sell, or manufacture of "drugs." It also includes sale, intent to sell or manufacture of drug paraphernalia and imitations of illegal drugs, including medication for which a student does not have a prescription. Sale of a medication or a dietary supplement for recreational use will be treated as a drug violation - sale. | 1st     | Short-term to long-term suspension and substance abuse program (police referral)        |                         | JICH<br>JIC            |
|  | 2nd     | Long-term suspension to recommend expulsion (police referral)                           |                         |                        |
|  | 3rd     | Recommend expulsion (police referral)   |                         |                        |
|  | 1st     | Recommend expulsion (police referral)   |                         | JICH<br>JIC            |
| <b>Harassment, Threat or Intimidation or Bullying:</b> If a long-term suspension is recommended and it is the first long-term suspension for a harassment, threat or intimidation, or bullying offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served.  |         |   |                         |                        |
| Bullying*: Bullying is 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, verbal, or psychological. Specific examples include, but are not limited to, hitting, punching, demeaning, teasing, name calling, taunting, derogatory nicknames, innuendos, and/or remarks; gestures, social exclusion or cyber bullying.   | 1st     | Short-term suspension (up to 5 days) to recommend expulsion. (possible police referral) |                         | JICK                   |
|  | 2nd     | Short-term suspension (10 days) to recommend expulsion. (possible police referral)      |                         |                        |
|  | 3rd     | Long-term suspension to recommend expulsion. (possible police referral)                 |                         |                        |
| <b>Harassment, Nonsexual*:</b> Harassment, nonsexual means harassing conduct based on and/or motivated by race, color, religion, national origin or disability.  | 1st     | Short-term suspension (5 days) to recommend expulsion. (possible police referral)       |                         | JICK                   |
|  | 2nd     | Long-term suspension to recommend expulsion. (possible police referral)                 |                         |                        |
|  | 3rd     | Recommend expulsion. (possible police referral)   |                         |                        |
| <b>Hazing*:</b> Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:<br>(1) The act was committed in connection with the initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the District;<br>(2) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.   | 1st     | Short-term suspension (up to 5 days) to recommend expulsion. (possible police referral) |                         | JICFA<br>JIC           |
|  | 2nd     | Long-term suspension to recommend expulsion. (possible police referral)                 | 15-2305                 |                        |
|  | 3rd     | Recommend expulsion. (possible police referral)   |                         |                        |
| <b>Threatening or Intimidating*:</b> When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.   | 1st     | Short-term suspension (up to 5 days) to recommend expulsion. (possible police referral) |                         | JIC                    |
|  | 2nd     | Long-term suspension to recommend expulsion. (possible police referral)                 |                         |                        |
|  | 3rd     | Long-term suspension to recommend expulsion. (possible police referral)                 |                         |                        |
| <b>School Policies, Other Violations of</b><br><b>Combustible:</b> Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage.<br><b>Contraband:</b> Possession of items stated in school policy as prohibited because they may disrupt the learning environment.   | 1st     | Conference to short-term suspension   |                         | JICI                   |
|  | 2nd     | Short-term suspension to long-term suspension   |                         |                        |
|  | 3rd     | Long-term suspension to expulsion   |                         |                        |
|  | 1st     | Conference to short-term suspension   |                         | JIC                    |
|  | 2nd     | Short-term suspension to long-term suspension   |                         |                        |
|  | 3rd     | Long-term suspension to expulsion   |                         |                        |

# Flagstaff Unified School District #1 - Secondary Discipline Matrix

| Nature of Offense - Definition  | Offense                                 | Recommended Discipline  | Arizona Revised Statute | Governing Board Policy |
|---|---|---|-------------------------|------------------------|
| <b>Defiance or Disrespect:</b> Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.   | 1st<br>2nd<br>3rd                       | Conference to short-term suspension<br>Short-term suspension to long-term suspension<br>Long-term suspension to expulsion   |                         | JIC                    |
| <b>Disruption:</b> Student engages in behavior causing an interruption in a class activity. Disruption includes sustained loud talking, yelling, or screaming; noise from materials; horseplay or rough-housing; or sustained out-of-seat behavior.   | 1st<br>2nd<br>3rd                       | Conference to short-term suspension<br>Short-term suspension to long-term suspension<br>Long-term suspension to expulsion   |                         | JIC                    |
| <b>Dress Code Violation:</b> Failure to comply with the District and school dress standards.  | 1st<br>2nd<br>3rd                       | Conference to short-term suspension<br>Short-term suspension to long-term suspension<br>Short-term suspension to long-term suspension   |                         | JICA                   |
| <b>Gambling:</b> To play games of chance for money or to bet a sum of money or other items of value.  | 1st<br>2nd<br>3rd                       | Conference to short-term suspension<br>Short-term suspension to long-term suspension<br>Long-term suspension to expulsion.  |                         | JIC                    |
| <b>Language, Inappropriate:</b> Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.  | 1st<br>2nd<br>3rd                       | Conference to short-term suspension<br>Short-term suspension to long-term suspension<br>Long-term suspension to expulsion.  |                         | JIC                    |
| <b>Negative Group Affiliation:</b> Specific attitudes and actions of a student affiliated with a negative group typically include most of the following:<br>a) May or may not have a recognized leader.<br>b) Do most things together, especially socially.<br>c) Stick together on issues.<br>d) Conduct themselves as though no other individuals exist in the school, including other students.  | 1st<br>2nd<br>3rd                       | Conference to short-term suspension (possible police referral)<br>Short-term suspension to long-term suspension (possible police referral)<br>Long-term suspension to expulsion. (possible police referral)                                 |                         | JICF                   |
| <b>Parking Lot Violation:</b> Violation of District policy or laws related to parking lots or the operation of motorized vehicles on school property.   | 1st<br>2nd<br>3rd                       | Conference to short-term suspension<br>Short-term suspension to long-term suspension<br>Long-term suspension to expulsion.  |                         | JIC                    |
| <b>Public Display of Affection:</b> Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.  | 1st<br>2nd<br>3rd                       | Conference to short-term suspension<br>Short-term suspension to long-term suspension<br>Long-term suspension to expulsion.  |                         | JIC                    |
| <b>Other Violations of School Policies:</b> A violation of school District policy.  | 1st<br>2nd<br>3rd                       | Conference to short-term suspension<br>Short-term suspension to long-term suspension<br>Long-term suspension to expulsion.  |                         | JIC                    |
| <b>School Threat</b><br><b>Bomb Threat**:</b> Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device<br><b>Chemical or Biological Threat**:</b> Threatening to cause harm using dangerous chemicals or biological agents.<br><b>Fire Alarm Misuse**:</b> Intentionally ringing or pulling the fire alarm when there is no fire<br><b>Other Threat**:</b> Other threats to cause harm, by any means, including but not limited to verbal, written, through use of social media, etc. | 1st<br><br>1st<br><br>1st<br>2nd<br>1st | Recommend expulsion (police referral)<br>Recommend expulsion (police referral)<br>Short-term suspension to recommend expulsion (police referral)<br>Recommend expulsion (police referral)<br>Recommend expulsion (possible police referral) | 13-2911                 | JIC                    |

Revised 3/4/2016



# Flagstaff Unified School District #1 - Secondary Discipline Matrix

| Nature of Offense - Definition  |  | Offense | Recommended Discipline  | Arizona Revised Statute | Governing Board Policy |
|---|--|---------|---|-------------------------|------------------------|
| <b>Sexual Offenses</b>  | <b>Harassment, Sexual*:</b> Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or receive benefits, services, or opportunities in the school's program. The behavior can include unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal conduct of a sexual nature. | 1st     | Short-term suspension to recommend expulsion. (possible police referral)  |                         | ACA                    |
|   |  | 2nd     | Long-term suspension to recommend expulsion. (police referral)  |                         | JIC                    |
|   |  | 3rd     | Recommend expulsion (police referral).  |                         |                        |
| <b>Harassment, Sexual with Contact*:</b> Sexual harassment that includes unwanted physical contact of non-sexual body parts (includes areas not covered in Arizona Revised Statutes).   |  | 1st     | Short-term suspension to recommend expulsion. (possible police referral)  |                         | ACA                    |
|   |  | 2nd     | Long-term suspension to recommend expulsion. (police referral)  |                         | JIC                    |
|   |  | 3rd     | Recommend expulsion (police referral).  |                         |                        |
| <b>Indecent Exposure or Public Sexual Indecency*:</b> Indecent exposure is when a student exposes his or her genitals or anus or a female student exposes the areola or nipple of her breast and another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. Public sexual indecency is when a student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. Public sexual indecency is intentional or knowingly engaging in an act; act of sexual contact; act or oral sexual contact; sexual intercourse; or bestiality if another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. |  | 1st     | Short-term suspension to recommend expulsion. (possible police referral)  |                         |                        |
|   |  | 2nd     | Long-term suspension to recommend expulsion. (police referral)  |                         |                        |
|   |  | 3rd     | Recommend expulsion (police referral).  | 13-1402<br>13-1403      | ACA<br>JIC             |
| <b>Pornography:</b> Possessing, sharing or posting sexually explicit depictions of persons, in words or images, on a school campus or school District facility, including both in print and on cell phones or other electronic devices.   |  | 1st     | Short-term suspension to recommend expulsion. (possible police referral)  |                         | ACA                    |
|   |  | 2nd     | Long-term suspension to recommend expulsion. (possible police referral)   |                         | JIC                    |
|   |  | 3rd     | Recommend expulsion (possible police referral).   |                         |                        |
| <b>Sexual Abuse**:</b> Intentionally or knowingly engaging in sexual contact with any person fifteen (15) or more years of age without consent of that person or with any person who is under fifteen (15) years of age even if the physical contact only involves the female breast.   |  | 1st     | Long-term suspension to recommend expulsion (police referral)   |                         |                        |
|   |  | 2nd     | Recommend expulsion. (police referral)  | 13-1404                 | ACA<br>JIC             |
|   |  | 3rd     | Recommend expulsion. (police referral)  |                         |                        |
| <b>Sexual Assault**:</b> Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.   |  | 1st     | Recommend expulsion. (police referral)  | 13-1406                 | ACA<br>JIC             |
|   |  | 2nd     | Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)             |                         |                        |
|   |  | 3rd     | Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) |                         | JIC                    |
| <b>Technology, Improper Use of Computer:</b> Improper use of District, personal, or another person's computer in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.   |  | 1st     | Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)             |                         |                        |
|   |  | 2nd     | Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) |                         | JIC                    |
|   |  | 3rd     | Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)  |                         |                        |
| <b>Network Infraction:</b> Improper use of the District network, in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.  |  | 1st     | Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)             |                         |                        |
|   |  | 2nd     | Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) |                         | JIC                    |
|   |  | 3rd     | Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)  |                         |                        |

Revised 3/4/2016

# Flagstaff Unified School District #1 - Secondary Discipline Matrix

| Nature of Offense - Definition  | Offense                                | Recommended Discipline   | Arizona Revised Statute | Governing Board Policy |
|---|--|--|-------------------------|------------------------|
| <b>Telecommunication Device:</b> Improper use of personal cell phones or electronic devices. Electronic devices could include, but are not limited to, I-pods, Gameboys, cameras, or I-Pads, etc.<br><b>Note:</b> Please review the student handbook at the high school of attendance for each school's guidelines. FUSD does not assume responsibility or liability for theft or damage of personal electronic devices. Students bring prohibited devices at their own risk. | 1st<br>2nd<br>3rd                      | Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)<br>Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)<br>Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) |                         | JIC/<br>JIC            |
| <b>Other Technology:</b> Improper use of other technology belonging to the District or another person in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.  | 1st<br>2nd<br>3rd                      | Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)<br>Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)<br>Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) |                         | JIC                    |
| <b>Theft</b><br><b>Petty Theft:</b> The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of under \$250.00<br><b>Theft:</b> The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of \$250.00 or more  | 1st<br>2nd<br>3rd<br>1st<br>2nd<br>3rd | Short-term suspension to recommend expulsion (possible police referral)<br>Long-term suspension to recommend expulsion (possible police referral)<br>Recommend expulsion (police referral)<br>Short-term suspension to recommend expulsion (possible police referral)<br>Long-term suspension to recommend expulsion (possible police referral)<br>Recommend expulsion (police referral)             |                         | JIC<br>JIC             |
| <b>Burglary/Breaking and Entering (2nd/3rd Degree)*:</b><br>A student enters and remains unlawfully in or on a residential or nonresidential structure or in a fenced commercial yard or enters any part of a motor vehicle by means of a manipulation key or master key with the intent to commit theft or any felony therein.   | 1st<br>2nd                             | Long-term suspension to recommend expulsion (possible police referral)<br>Recommend expulsion (possible police referral)   | 13-1506<br>13-1507      | JIC                    |
| <b>Burglary (1st Degree)**:</b> A student commits burglary in the 1st degree if such person or an accomplice violates the provisions of second or third degree burglary and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.  | 1st                                    | Recommend expulsion (police referral)  | 13-1508                 | JIC                    |
| <b>Extortion*:</b> Attempting to obtain or obtaining money or property by threat, force, or in return for protection.   | 1st<br>2nd<br>3rd                      | Short-term suspension to recommend expulsion (possible police referral)<br>Long-term suspension to recommend expulsion (possible police referral)<br>Recommend expulsion (possible police referral)  | 13-1804                 | JIC                    |
| <b>Robbery*:</b> Using force or threatening to use force to commit a theft or while attempting to commit a crime.   | 1st<br>2nd                             | Long-term suspension to recommend expulsion (police referral)<br>Recommend expulsion (police referral)   | 13-1902                 | JIC                    |
| <b>Armed Robbery**:</b> In the course of committing robbery, a person is armed with uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.  | 1st                                    | Recommend expulsion (police referral)  | 13-1904                 | JIC/<br>JIC            |

Revised 3/4/2016

# Flagstaff Unified School District #1 - Secondary Discipline Matrix

| Nature of Offense - Definition   | Offense                  | Recommended Discipline  | Arizona Revised Statute | Governing Board Policy |
|--|--------------------------|---|-------------------------|------------------------|
| <b>Tobacco Violation</b><br><b>Distribution, Share or Use*:</b> Distribution and share means the act of giving tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors), including, but not limited to, passing tobacco from one person to another.<br><b>Possession*:</b> Possession of tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors).<br><b>Sale*:</b> Sale of tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors).                                    | 1st<br>2nd<br>3rd<br>4th | Conference to short-term suspension (2 days). (possible police referral)<br>Conference to short-term suspension (3 to 5 days). (possible police referral)<br>Conference to short-term suspension (10 days). (possible police referral)<br>Will be treated as insubordination. (possible police referral)        |                         | JICG<br>JIC            |
| <b>Vandalism or Criminal Damage</b><br><b>Graffiti or Tagging:</b> Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in school buildings or school District facilities.   | 1st<br>2nd<br>3rd        | Short-term suspension to recommend expulsion.<br>Recommendation for restitution. (possible police referral)<br>Long-term suspension to recommend expulsion.<br>Recommendation for restitution. (possible police referral)<br>Recommend expulsion and recommendation for restitution. (possible police referral) | 13-1602                 | JICB<br>JIC            |
| <b>Vandalism of Personal Property*:</b> Willful destruction, defacement or damage of personal property.  | 1st<br>2nd<br>3rd        | Short-term suspension to recommend expulsion.<br>Recommendation for restitution. (possible police referral)<br>Long-term suspension to recommend expulsion.<br>Recommendation for restitution. (possible police referral)<br>Recommend expulsion and recommendation for restitution. (possible police referral) |                         | JICB<br>JICB           |
| <b>Vandalism of School Property*:</b> Willful destruction, defacement, or damage of school property.   | 1st<br>2nd<br>3rd        | Short-term suspension to recommend expulsion.<br>Recommendation for restitution. (possible police referral)<br>Long-term suspension to recommend expulsion.<br>Recommendation for restitution. (possible police referral)<br>Recommend expulsion and recommendation for restitution. (possible police referral) |                         | JICB<br>JIC            |
| <b>Weapons and Dangerous Items</b><br><b>Dangerous Items*:</b> This violation includes, but is not limited to, laser pointers, letter openers, mace/pepper spray, paintball guns, razor blades/box cutters, fireworks, simulated knives, taser or stun guns, tear gas, or a knife with any length of blade.<br><b>Firearms**:</b> This violation includes, but is not limited to, loaded or unloaded, operable or inoperable, handguns, pistols, shotguns, rifles, air/pellet/BB guns, starter guns/pistols, flare guns and destructive devices, i.e. bombs or grenades. | 1st<br>2nd<br>3rd        | Short-term suspension to recommend expulsion (possible police referral)<br>Long-term suspension to recommend expulsion (possible police referral)<br>Recommend expulsion (possible police referral)   | 13-1301                 | JICI<br>JIC            |
| <b>Simulated Firearm:</b> 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 as being portrayed as a firearm.   | 1st                      | Recommend expulsion (police referral)   | 13-3111                 | JICI<br>JIC            |
| <b>Other Weapons:</b> This violation includes, but is not limited to, brass knuckles, nunchakus, and billy clubs.  | 1st<br>2nd<br>3rd        | Short-term suspension to recommend expulsion (possible police referral)<br>Long-term suspension to recommend expulsion (possible police referral)<br>Recommend expulsion (possible police referral)   |                         | JICI<br>JIC            |

## **STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS (Policy JIH)**

### **Interviews**

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

#### ***When child abuse or abandonment of a student is alleged.***

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall 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, the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

#### ***Abuse or abandonment is not alleged.***

No issue of student population safety is presented. 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 or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent(s) cannot be reached, the peace officer will be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Safety of the student population is of concern. When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and 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.

### **Searches**

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

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

### **Arrest**

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, 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 child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.



## **STUDENT RECORDS (Policy JR)**

Required student records (regular and special education) will be prepared in a manner consistent with State and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the No Child Left Behind Act of 2001 (NCLB) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Officer  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

### **Confidentiality**

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

### **Annual Notification**

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.9]. The notice shall inform the parents of:

- The right of the parent or an eligible student to inspect and review the student's education records.
- The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the NCLB Act.
- The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.
- The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

- The procedure for exercising the right to inspect and review education records.
- The procedure for requesting amendments of education records that the parent or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.
- The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

If the School District permits the release of directory information relating to pupils, the information shall be released on or before October 31 of each year. The Superintendent shall develop procedures to communicate to students and their parents in a timely manner information relating to access to the Arizona Department of Education form which is designed to allow pupils to request that directory information not be released pursuant to the Elementary and Secondary Education Act (ESEA) as reauthorized by the No Child Left Behind (NCLB) Act of 2001.



## **STUDENT VIOLENCE / HARASSMENT OTHER THAN SEXUAL HARASSMENT / INTIMIDATION / BULLYING (Policy JICK)**

### **Purpose**

Students have the right to a safe and supportive school culture of acceptance in which all students are treated with respect. Individuals shall not bully, intimidate or harass any student, employee or any other person on school grounds, school property, school buses, school bus stops or at school-sponsored events and activities. Nor shall any student encourage, solicit, aid or abet another student in the bullying, harassment or intimidation.

### **Definition of Harassment, Intimidation and Bullying**

For the purpose of this policy, harassment, intimidation and bullying means any unwanted action which may include a gesture, any written, verbal, physical conduct or any electronic communication whether a single incident or a series of incidents based on real or perceived actions towards any person, person's friends, relatives or associates, or groups for any reason including but not limited to someone's race, color, national origin, ethnicity, religion, disability, age, sex, gender expression or identity or sexual orientation.

### **Sexual Harassment (Policy ACA)**

The Governing Board prohibits sexual harassment of or by any of its employees, students, or visitors. It is the District's policy that all individuals associated with the District, including but not limited to the Governing Board, employees, students, and visitors have a right to work, learn, and visit all District sites in an environment free of discrimination based on race, color, religion, sex, age, national origin, disability, sexual orientation, and sexual harassment. All employees, students, and visitors at all sites must avoid offensive or inappropriate sexual and/or sexually harassing behavior. Governing Board members, employees, students, and visitors have a right and responsibility to report harassment experiences. It will be ensured that there will be prompt and equitable resolution of sexual harassment complaints by providing access to any needed information and materials concerning harassment, how to file a complaint, and a step-by-step process which will guide those involved, whether it be the accused or the victim. More information can be found in Policy ACA.

## **USE OF TECHNOLOGY RESOURCES IN INSTRUCTION (Policy IJNDB)**

### **Appropriate Use of Electronic Information Services**

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.