AGUA FRIA HIGH SCHOOL DISTRICT

2024-25 STUDENT AND FAMILY RIGHTS & RESPONSIBILITIES HANDBOOK

A *Family* OF HIGH SCHOOLS

AGUA FRIA | CANYON VIEW | DESERT EDGE | MILLENNIUM | VERRADO | AGUA FRIA ONLINE

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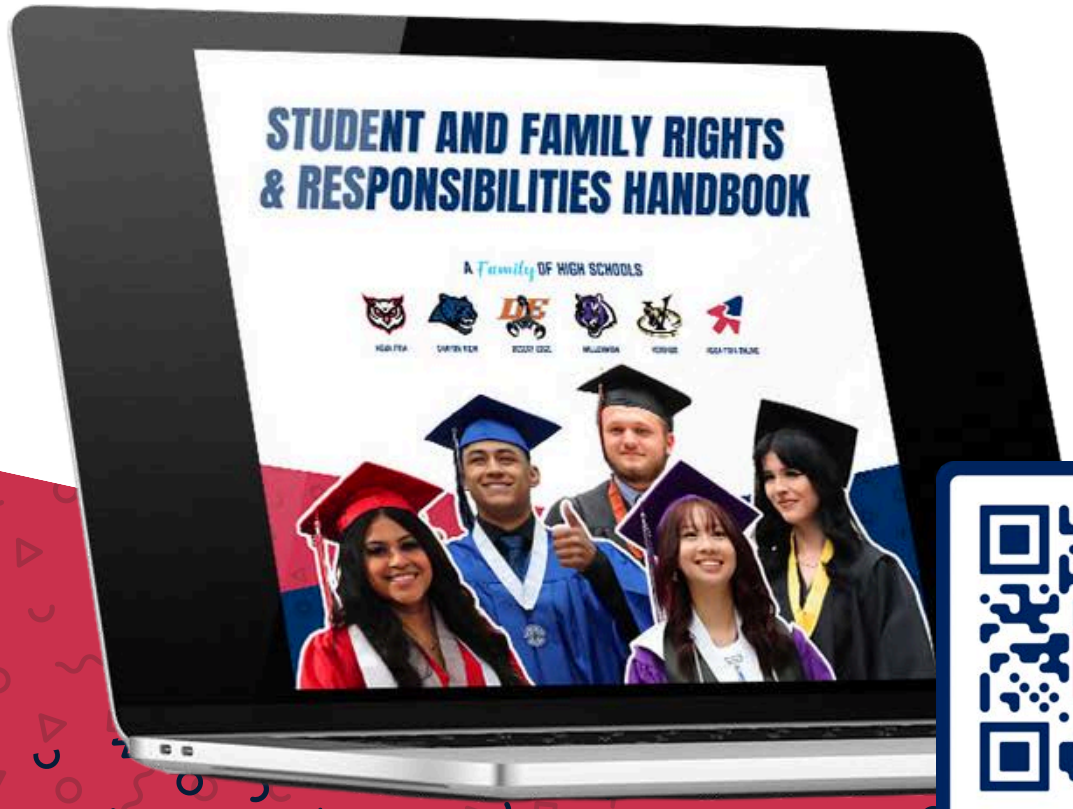
Updated July11, 2024

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



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FOR THE MOST CURRENT VERSION OF THE STUDENT HANDBOOK VISIT

AGUAFRIA.ORG/HANDBOOK

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AUGUST 2024

WELCOME TO AGUA FRIA HIGH SCHOOL DISTRICT

Dear Students, Families, and Community,

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

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

WE SUGGEST YOU KEEP THIS HANDBOOK AVAILABLE THROUGHOUT THE SCHOOL YEAR FOR REFERENCE. FOR THE MOST CURRENT VERSION VISIT AGUAFRIA.ORG/HANDBOOK

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

Thank you,

Superintendent Mark Yslas

Governing Board

The AFHSD Governing Board, is elected by the community and is dedicated to being the community's voice and collaborates with Superintendent Yslas. The Superintendent and the Governing Board are a team of supportive and innovative individuals looking to meet the goals of the Strategic Plan. The Board is authorized under the laws of the state of Arizona to adopt all needed policies and regulations for the organization, evaluation, and governance in the District. A complete AFHSD Governing Board Policy Manual is available online for review.

10-Year Strategic Plan

The AFHSD's Strategic Plan Framework is a reflection of the District's vision and values. To truly envision stakeholders' dreams for the Agua Fria High School District, extensive community outreach was conducted over a period of several months. Through community events, listening tours, planning workshops, and surveys, three words were shared over and over again to describe the future of our District. These three words became the inspiration to develop our vision and core values. View our Strategic Plan Framework video here.

Vision Statement

Creating Choice. Crafting Character. Cultivating Community.

We will provide a robust, tailored academic experience that will prepare students for the future of their choosing: whether it is going to college or trade school, running their own business or working for someone, joining a branch of the military or in service to others. Through innovation, options, and flexibility, every family will have academic freedom in choosing a path to post-secondary success.

We will dedicate time, training, resources, and opportunities to enhance character through professional skills, social emotional learning, advisory, service learning, clubs, arts and athletics. We will continually work to build partnerships, value all stakeholder input, invite collaboration, and serve our community graciously.

Portrait of a Graduate

Portrait of a Graduate represents our school district's vision for the 21st-century traits and professional competencies students need to succeed in college, career, and life. The skills identified by stakeholders include; critical thinking, communication, collaboration, integrity and responsibility.

Arizona Graduation Requirements

Arizona State Board of Education

The Arizona State Board of Education establishes the requirements for graduation from high school. The minimum course of study and competency requirements are outlined in The Arizona Administrative Code (R7-2-302).

Civics Test Requirements

The American Civics Act (A.R.S. 15-701.01), requires students to pass a civics test in order to graduate from high school. The Agua Fria High School District will provide multiple opportunities throughout the school year, for students to take this exam to meet the state graduation requirement.

90 % Attendance Requirement

90% attendance is required to earn credit in each assigned class (A.R.S. 15-803). Course credit may be withheld when a student accumulates more than 10% threshold (verified and unverified) of absences in one semester.

Classes missed due to school-sponsored activities (e.g., athletics, field trips, performing groups, student government, etc) are excluded from the absence total. Students with absences due to extenuating circumstances and/or chronic illness may be excluded with approved documentation.

CPR Requirements

Senate Bill 1137 (A.R.S. 15-718.01), requires school districts and charter schools to provide high school students with one or more CPR training sessions.

Graduation Requirements

9th, 10th, and 11th grade students are required to take a minimum of six classes per semester (Policy **5-217**). 12th grade students are required to take a minimum of five classes (R7-2-302).

A total of 22 credits are required for graduation including the following:

Department	Required Credits	Courses
English	4	English I, II,III, and IV
Mathematics	4	Algebra, Geometry, Algebra II, and another math
Science	3	Biology and two additional lab science courses
Social Sciences	3	World History, American/Arizona History, and Government/Free Enterprise
Personal Development	1	PE
International Language	1	Refer to the Course Description Book for available courses at each school site.
Fine Arts / CTE	2	
Electives	4	

State Testing Requirements

All students will participate in Statewide Assessments English Language Arts (ELA), Math, and Science. It is important that all students can show what they know and can do. Arizona does not have any exemptions from participating in these assessments. Statewide Assessments are required by State and Federal Law. (State Law: A.R.S. 15-741; Federal Law: 34 CFR 200.2 Participation in Assessments).

Per state statute, students must take the below state accountability assessments and may NOT opt out of the test. ***Each test will be administered in the spring. Dates are subject to change.***

- AZELLA English proficiency test
- 9th grade- ACT Aspire
- 10th grade- ACT Secure
- 11th grade- ACT and AzSci

SCHOOL YEAR CALENDAR

2024-2025 ACADEMIC CALENDAR

Teachers Only	July 26-30	New Teacher Orientation Days
	July 31, Aug 1,2	All Teacher Orientation Days
	May 23	Teacher Check Out Day

1st Quarter	August 5	First Day of Class (Freshman)
	August 6	First Day of Class (All Students)
	Aug 30, Sept 2	Labor Day (No School)
	October 4	End of 1st Quarter / 1st Quarter Report Card

2nd Quarter	October 7 - 11	Fall Break (No School)
	November 11	Veterans Day (No School)
	November 25 - 29	Thanksgiving Break (No School)
	December 20	End of 1st Semester

3rd Quarter	Dec 23 - Jan 3	Winter Break (No School)
	January 7	Students Return
	January 20	MLK Jr. Day (No School)
	February 14 &17	Presidents' Day (No School)
	March 7	End of 3rd Quarter / 3rd Quarter Report Cards

4th Quarter	March 10-14	Spring Break (No School)
	March-April	State Testing
	April 18 & 21	April Break (No School) / 4th Quarter Progress Report
	May 17	Graduations at State Farm Stadium
	May 22	Last Day of School / End of 2nd Semester Report Card

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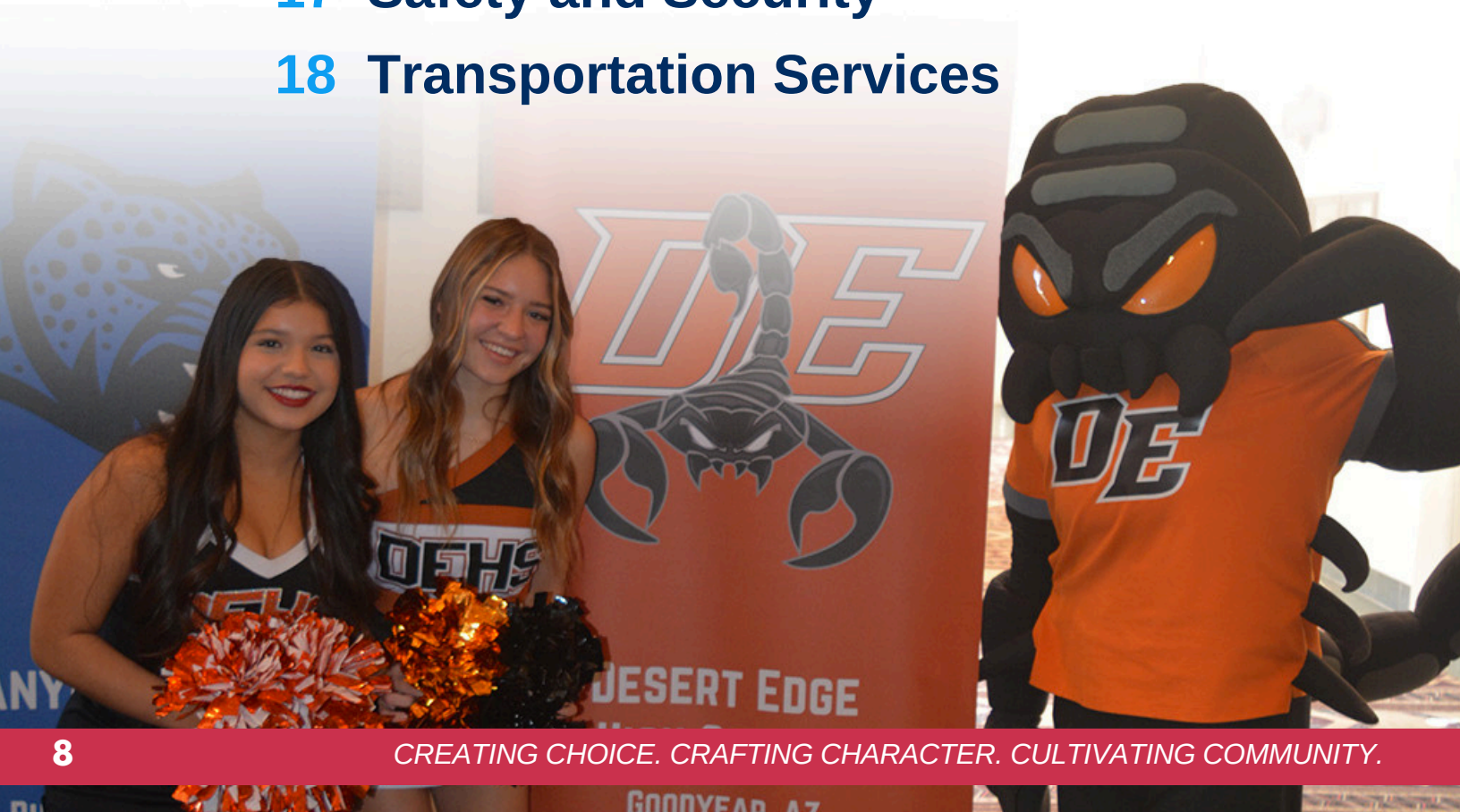

Academic Services

The Agua Fria High School District continues to align and implement curriculum and the best instructional practices to increase student learning and student achievement. Academic Services is dedicated to providing support to teachers, staff, students, and our community to ensure the success of all students.

Advisory & Freshmen Experience

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

College and Career Center

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

Course Description Book for 2024-2025

The Course Description Book includes classes offered at Agua Fria, Canyon View, Desert Edge, Millennium and Verrado, as well as Coldwater Academy/Non-Traditional Programs and the New Directions Program.

English Language Acquisition Program/English Language Learners

Every student's primary language is an assess, and combined with English language skills allows a student to broaden their success in school and the community. In the AFHSD family of schools all staff are responsible for the academic success of our English learners by collaborating with each department to provide the best support for each student.

Appropriately placing students in the correct level of classes is to help maintain rigor at all levels and to ensure on-time graduation for students. Students will need to be assessed and will need to meet the state's requirements for testing out of the English Learners District program. Identification of ELL students 15-756.

Exceptional Student Services

(A.R.S 15-761 to 15-774) (Policy 5-203)

The Agua Fria High School District Exceptional Student Services Department's goal is to provide an appropriate and meaningful education for all of our students with special needs and to support parents, teachers and schools in this endeavor. Student success is our success.

Exceptional Student Services (cont.)

AFHSD offers a variety of supports and services to assist our students with exceptionalities. Collaborating with students, families, school personnel, and state/community agencies, as needed for students to make the progress they need to succeed in school.

AFHSD staff will work with students and families to determine student eligibility which is determined through a formal evaluation process that uses criteria associated with specific disabilities. Within this evaluation process, data is collected from the student, family, and teachers.

AFHSD staff will come together as the Individualized Education Program (IEP) team for those eligible under the IDEA. The IEP team is composed of student, family, school personnel, and state/community agencies. ***If you believe your student may qualify for exceptional student services please contact your campuses' Exceptional Student Services office.***

Section 504

(Policy 5-202)

Section 504's purpose is, among other things, to assure that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. Responsibilities of school districts under Section 504 include Child Find, evaluation, free appropriate public education, placement and procedural safeguards. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. If a student is covered by Section 504, the school district must provide free appropriate public education (FAPE), including accommodations as are necessary to ensure that the student has equal access to services, programs and activities offered by our schools.

Child Find Notice

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

Gifted Student Services

(**Policy 5-205**) (A.R.S. 15-779.02)

AFHSD recognizes that gifted learners need a variety of pathways to enhance their unique potential as gifted students. Assessment is provided for incoming 9th graders to assess for giftedness in verbal, nonverbal, and quantitative measures. Each comprehensive campus works to scaffold instruction and differentiate learning goals to meet the needs of those identified as gifted and talented. Gifted and Talented Program

Foster Student Enrollment, Best Interest Determination and Student Services

(Policy 5-102)

Students in Foster Care are protected under the Every Student Succeeds Act (ESSA) Foster Care Statute. The ESSA contains key provisions to promote educational stability and success for students in foster care.

Foster Student Enrollment, Best Interest Determination and Student Services (cont.)

Students in Foster Care have the right to remain in the school they attended before they entered foster care or before their placement changed. This is called the school of origin. Transportation is a shared responsibility between the public school or charter and the child welfare agency. A Best Interest Determination (BID) meeting is required when a student enters foster care or when a welfare agency is considering changing the student's placement. The BID meeting helps the public school, child welfare agency, student, placement, parent, and other stakeholders work together to determine the student's best interest. This process helps identify if a change in school is in the best interest and discusses a shared transportation plan if needed. The Agua Fria High School District is committed to ensuring educational stability for students in foster care.

Library/Media Center

The Library Media Center Serves District students and staff.

The general regulations that govern their use are:

1. Students must present their student I.D. in order to utilize computers, check out books, and many of the services offered.
2. All Library and AV materials must be checked out prior to being removed from the premises.
3. Replacement prices will be charged for lost and/or damaged materials.
4. The Library Media Center is a place for study. The librarian reserves the right to restrict library privileges to any student who abuses these privileges.
5. A fee may be charged for printing/copying.

Response to Intervention (RTI)

Response to intervention (RTI) aims to identify struggling students early on and give them the support they need to thrive in school. The word intervention is key to understanding what RTI is all about. The goal is for the school to intervene, or step in, and start helping before a student falls really far behind. RTI is also a time for students who are successful to enrich their learning. **Attendance is required.**

Tutoring

Tutoring is available on each campus. Please consult with your teacher on time and location. Only students that attend tutoring and are assigned bus riders may ride the tutor bus. A student ID and tutor pass are required to ride the bus.

Bookstore

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

The bookstore accepts online payments. Please visit your school website for more information. Though students are not charged for textbooks, they are responsible for replacement costs for lost or damaged books.

Athletics, Activities and Clubs

(Policy 5-410, Policy 5-212)

AFHSD features a full selection of men's and women's sports. Athletic participation is encouraged at AFHSD as a means for developing students' physical, social and academic abilities. Information for participating in athletic competition is available through our Athletic Department located in the front office. Students must be registered and cleared to participate in athletics using Final Forms. Extracurricular activity eligibility. Athletes must maintain academic eligibility by passing all courses. Eligibility is determined every 9 weeks. Student-athletes enrolled in credit recovery courses must not only be passing each course, but also show adequate progress towards completion. Students participating in athletics must follow AIA Bylaws and requirements.

Student/Fan Sportsmanship

It is the duty of all students at athletic contests to show enthusiasm for their own team and respect for their opponents. All cheers, activities, and conduct should follow the ideals set forth in Pursuing Victory with Honor. Student behavior that violates school rules or that negatively affects the educational and competitive atmosphere at AFHSD may result in disciplinary action and/or removal from other school activities, on or off campus. Parents/Guardians are also expected to model Pursuing Victory with Honor. Behavior that violates this may result in the parent/guardian being removed from an event and possibly trespassed to future events depending on the severity of the incident.

Sports, Clubs And Organizations

Visit your school website for a list of extracurricular activities offered. Any student(s) may initiate the steps to create an on campus club; instructions and procedures for organizing a club may be obtained from Student Government.

Student Government

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

Fundraising

(Policy 5-212)

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

Counseling Services

Counseling services include support for academics, college and career, and well-being of students.

Registration/Open Enrollment

(Policy 5-105)

How to Enroll

New Student & Freshman Resources

Transfer Students

(Policy 5-102)

Students transferring to any AFHSD school will need to enroll online and meet with a counselor for a credit evaluation and enrollment into classes. Students transferring from home schools, non accredited charter schools, or international schools may need to take challenge exams to receive credit. Depending on the time of the transfer, students may be required to audit courses.

Withdrawal from school

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

Change of student schedule

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

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

Student Services

The Student Services Department consists of highly qualified and certified school counselors, school social workers and student support specialists.

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

School social workers provide additional support to students to support mental health, academic success, family engagement and providing resources to families. The school social worker is integral in crisis management and threat assessments.

Student support specialists provide students with support in areas such as school connection, academic success, mental health, and executive functioning skills. The student support specialist will refer students to the counselor or social worker when a more intensive intervention is required.

The District utilizes best practices established by national experts in conducting threat assessments at schools. If a student makes a threat or exhibits threatening behavior, a threat assessment may be conducted.

Important District, Campus, and Community Resources

Please visit our district webpage for links to numerous community resources to support students and families such as Immigration Resources, Childcare Resources, Community/referral, Hotline Numbers. Our school social workers are here to support students and families.

School & Community Resources

Student Support Resources

Bilingual Services / Servicios Bilingües

Food and Nutrition Services

Cafeteria, Snack Bar And Food Machines

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

Free And Reduced Lunch

AFHSD desires that all students are prepared and ready to learn. With this in mind, our district offers the Free and Reduced Breakfast and Lunch program offered by the USDA for those students who qualify. We strongly encourage all students to apply for the program.

Free and Reduced applications are available online through Titan and in the school cafeteria. We ask that all completed applications be submitted or returned to the cafeteria for quick processing.

Students who qualify for Free or Reduced Meal Benefits are eligible to receive reduced registration fees for ACT/SAT tests, reduced registration for Athletic Fees, discount rates for college application fees, eligible for discounted rates on internet services, etc.

Lunch Money On Deposit

The Food Service Department offers the ability for parents to view student purchases and spending history, receive low balance email notifications, and set daily/weekly spending limits for your student. Meal Charging Policy
For more information visit https://family.titank12.com

Health Services/Nurse's Office

The Health Center is open during school hours.
Students who become ill or injured at school are to ask a teacher for a pass to the Health Center. UNDER NO CIRCUMSTANCES should an ill or injured student go home alone or without clearance from the healthcare professional to leave campus. Passes to leave campus will be given for illness or emergency care and a parent/guardian will be notified. Students, who have been absent due to any communicable disease such as measles, mumps, chicken pox, etc., must report to the Health Center for clearance by the healthcare professional before reporting to class.

Students who have had a fever or exhibit any signs of a contagious disease are to remain at home until completely well and/or are released by their physician.
Any student who needs medication on a regular schedule, either prescription or over-the-counter purchase, must bring it to the health center in its original container as packaged by the manufacturer or pharmacy. Parents/Guardians must also provide a note requesting the health center to give the medicine to the student with specific information including how often given, what dosage and the reasons for usage. If this medicine is a prescription drug, the signature of the physician is also necessary before it can be dispensed during school hours.

Chronic Health Conditions

(Policy 5-104)
Agua Fria High School District is committed to providing an appropriate education to all students, including those with chronic health conditions resulting from illness, disease, or accident. Instructional provisions will be determined on an individual basis to ensure continuous learning that is integrated with the regular education program as much as possible. No student, certified by a licensed medical professional as having chronic health conditions, will be penalized for absences as long as absences are due solely to illness, disease, or accident. Credit will be given for completed course requirements. Students with extended absences may request make-up assignments from the teacher. Required paperwork must be completed by a physician and provided to the school nurse. Required chronic illness documents can be obtained with the school nurse.

Medications

All prescription medications and All over-the-counter medications must be stored in the Health Center.
Forms are available in the Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center. Inhalers, self-administered Epi-Pens, and diabetic management medication and equipment may be carried if the proper medication form has been filled out and placed on file in the Health Center. Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.**(Policy 5-404)**

Safety and Security

Safety & Security: https://www.aguafria.org/Page/8398

Fire/Crisis Drills

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

Reunification

A crisis situation may require that students are reunified with their families, either on-site or at an off-site location. The AFHSD follows the i love u guys Standard Reunification Method to support a controlled release of students to their parents/guardians. Please read the parent handout regarding reunification.

A few important notes regarding reunification:

- Families will not be told the off-site reunification location until after students have arrived.
- You must show an ID and only those listed in the student information system will be allowed to take the student.

Law Enforcement Presence on Campus

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

Safety Concerns

(Policy 4-203)

Teachers will be responsible for their classes at all times. At no time are students to be left unsupervised. Students are not to be sent on errands from the school premises. Teachers have the authority to prohibit the use of and/or to confiscate any article that is hazardous to a student or may damage school property. In the case of an emergency, the teacher will seek help from the principal. Every student, teacher, and visitor shall wear appropriate protective eyewear while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to items as listed in A.R.S. 15-151.

Beacon

AFHSD utilizes a program named Beacon. Beacon provides alerts to identified staff regarding online activity related to suicide, self-harm, and harm to others. Beacon is only monitored during school hours.

Student Identification Card

An I.D. card is issued to every student. I.D. cards must be on their person at all times during the school day and are required when entering weapons detectors. Replacement I.D. cards will cost the student $2.00 for the first two replacement cards and $5.00 for any additional replacement cards. Students are required to present their student id card when requested by any staff member. The I.D. card may not be defaced or mutilated in any way. Students must produce their I.D. when requested by school staff.

Visitor Policy

(Policy 3-203)

All visitors must enter through the school's main entrance point. Visitors are required to walk through weapons detectors, provide an ID, and receive a visitor pass prior to going on campus.

Parents of enrolled pupils and parents who wish to enroll their children in the District may visit, tour, and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours, or observations. The district may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.

Public Conduct on School Property

The following constitutes interference with or disruption of an educational institution under Arizona's criminal code and under this Policy:

1. Threatening to cause physical injury to any staff or student of the District or any person on the property of the District.
2. Threatening to cause damage to any District property or the property of any employee or student at the District. The threat does not need to be directed at any specific property of the District to be a violation.
3. Intentionally or knowingly refusing to leave the property after being ordered to do so by the Superintendent, building administrator or District employee designated by the Superintendent or building administrator to maintain order.

Interference with or disruption of an educational institution is a criminal act under Arizona law.

Closed Campus

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

Transportation Services

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

Bus Routes

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

Bus Pass

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

Edulog's Parent Portal: https://www.aguafria.org/edulog

Parking Lot Procedures

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

1. Parking on campus requires the purchase of an annual parking permit, $25/semester. Parking permits must be displayed in the front windshield. Parking permits can be purchased in the Bookstore.
2. Student drivers must park in the student parking lot.
3. For maximum security, students should park in a parking place upon arrival on campus, lock their cars, and proceed on to the school grounds without delay. Loitering in the parking lot is prohibited at all times. Any student who abuses the parking rules and regulations may have privileges restricted and/or their car removed at the student's expense.
4. Any student who drives recklessly or uses excessive speed in the School Zone or in the parking lot will have their driving privileges on campus restricted and/or revoked. Refunds for such actions will not be issued.
5. As in any parking lot, cars are parked at the owner's risk. The District is not responsible for theft or damage.
6. Maximum legal speed on campus is 5 MPH.
7. Each campus may have additional site specific procedures.
8. Vehicles are subject to search if there is reasonable suspicion.

Alternative Mode/Carpool Requirements

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

RIGHTS AND RESPONSIBILITIES

21 Student Rights

21 Athletics, Activities and Clubs

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Rights and Responsibilities

Nothing in this section shall be construed to limit the authority of the school or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and employees. The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

Student Rights

(Policy 5-300)

No student shall be deprived of equal treatment and equal access to the educational program, due process, and free expression and association in accordance with these guidelines. Each student is obligated to respect the rights of classmates, teachers, and other school personnel.

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

Students have the right to:

- A meaningful education that will be of value to them for the rest of their lives.
- A meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Physical safety, safe buildings, and sanitary facilities.
- Consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Not be subjected to unreasonable or excessive punishment.
- Be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Express their viewpoints and beliefs to the extent their viewpoints and beliefs do not infringe upon nor denigrate the same rights of others in accordance with District Policy.
- Be educated in a positive, safe, caring, and respectful learning environment free from harassment.
- Assemble in accordance with District Policy.
- Pray or engage in religious activities or expression in the same manner and to the same extent as students are permitted to engage in nonreligious activities or expression, before, during, and after the school day.

Equal Educational Opportunity

(Policy 1-201)

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, and disability, or any other reason not related to the student's individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

Any student who believes their rights have been violated should immediately notify appropriate school personnel (teacher, counselor, or building administration/administrator). Each student is responsible for moderating their own exercise of rights and privileges so as not to disrupt the educational program, school activities, or infringe on the rights of others. (Policy JI)

Student Responsibilities

Students have the responsibility:

- to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property. (Policy 5-215)
- to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- to help maintain the cleanliness and safety of the school buildings and property.
- to present themselves in class at the prescribed time and with the necessary materials
- to respect the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this District.
- to respect the rights of classmates, teachers, and other school personnel.
- To maintain a positive, safe, caring, and respectful learning environment.
- Teachers have the right to remove students from the classroom if they are in violation (Policy 5-306).

Personal Property

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

Attendance

It is the belief of Agua Fria High School District that there is a positive correlation between student learning and consistent, prompt attendance in class. Families place a vital role in ensuring that students arrive safely, on time and every day to school. We believe it is imperative that students understand why attendance is important for success in school and on

Student Expectations

School Activities/Dances

1. School activities are a privilege and not guaranteed based on academics and behavior.
2. A current I.D. card will be required for admission.
3. Students wishing to bring a guest must obtain a guest pass.
4. Student dress at school activities will be the same as school dress.
5. All persons attending a school activity will conduct themselves in an acceptable manner.
6. There is no loitering permitted on the school grounds or the parking lot during or after an activity.
7. The faculty sponsors are responsible for all aspects of organization and management of any activity held.
8. All dances will end by 11:00 p.m and not exceed three hours. Students who do not vacate the premises immediately may be restricted from future dances.
9. All school rules will be in effect at school activities.
10. Dancing that is sexual, lewd and lascivious will result in students being removed from the dance and no refund will be given.
11. No guest passes will be issued to any guest over the age of **19 and under the age of 14.**

Student Behavior / Student Expectations

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

1. Teachers will dismiss the class when the period is over; the class is not automatically dismissed when the bell rings.

2. Students must respect public and private property in the community. Defacing, littering or trespassing on a citizen's property is forbidden.

3. All students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function on or off campus. The regular school day includes the time of travel to and from a student's home residence. Arizona state law places school staff members in the same legal position as parents/guardians while students are enrolled in school.

4. An Identification Card bearing the student's name and picture will be issued to every student. Students are to have their I.D. card at all times and present it upon request of any staff or faculty member.

5. There is to be no loitering on or near the campus at any time. All students are expected to leave the campus when their school day is concluded unless they have a school activity. Students who violate this are subject to discipline.

6. Any student whose conduct, during the regular school day or while attending a school function, whether on campus or off, is such that it brings discredit to the school may be suspended, expelled, or banned from attending further events depending on the seriousness of the offense.

7. A healthy school environment must be free from insults and intimidation. Any behavior intended to intimidate or demean others violates school rules. Behavior which intentionally intimidates or demeans another person or group on the basis of racial or ethnic background has a uniquely destructive effect on the school climate, often eroding in insults or intimidation will never be tolerated in the school environment. A student who intimidates, provokes, threatens, bullies or uses physical force against another person may be suspended or expelled.

Student Behavior / Student Expectations (cont.)

8. Personal equipment and property not essential to the school program is the responsibility of the student while on campus. Examples are electronic games, smart phones, tablets, laptops, speakers, etc. The school and district are not responsible for the loss or damage of these items.

9. Disciplinary action will reflect zero tolerance of guns or ammunition on or near school property or at school activities, including guns, which shoot pellets, bbs, or other similar material. Accordingly, a student who possesses any type of gun (real or simulated) on or near school grounds or at school sponsored activities will be subject to long-term suspension or expulsion. Disciplinary action will also reflect zero tolerance for possession of any other instrument or weapon, which may be dangerous or intimidating. Arizona Revised Statutes 13-3101 – 13-3110 further prohibit the concealment of weapons and possession or sale of explosive devices. In addition to school discipline, infraction may result in the filing of criminal charges.

10. Gang behavior that initiates, advocates, or promotes activities which threaten the safety or well being of persons or property on school grounds, or which has the potential to disrupt the educational environment, is strictly forbidden. Any student who wears, carries, or displays gang clothing, symbols, or paraphernalia, who exhibits behavior or gestures which symbolize gang membership, who causes and/or participates in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to suspension.

Unacceptable Behavior

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

Student Conduct

(Policy 5-305)

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

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13- 2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.

Student Conduct (cont.)

- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions. **(Policy 5-305)** (A.R.S. 36-798.03)
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- A student shall not sue a cell phone or other electronic communication device during classtime without the express permission of the teacher.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds **(Policy 5-305, 5-306)**
- Student conduct while going to and from school, conduct at or near school bus stops, and on the bus.
- Student conduct while off campus during the normal school day, including release periods.
- Student conduct at school events or off campus after the normal school day ends, including off-campus events at which students are representing the District.
- Student conduct in the District's drug-free school zones.
- Student conduct, wherever it occurs, that materially and substantially disrupts the school program or the learning process or endangers the general welfare of students or teachers.
- Student conduct occurring off campus, involving violent acts or acts that result in the student's conviction of violent or other serious crimes, where such conduct or conviction presents or may present a serious threat to the health, welfare, and safety of students or faculty, or disruption of the learning environment.
- Student conduct in any other context in which the District may lawfully assert jurisdiction to discipline a student.

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

The District further reserves the right to take disciplinary measures (including suspension and expulsion) against students who engage in conduct that materially and substantially disrupts the school program or the learning process or endangers the general welfare of students or teachers, whether such conduct occurs on or off campus.

The District further reserves the right to take disciplinary measures (including suspension and expulsion) against students who commit violent acts off campus or are convicted of violent crimes off campus, upon a determination that the students off campus conduct or conviction presents or may present a serious threat to the health, safety, welfare, or educational environment of any individual in the school community as a whole. Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in 13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

GRAFFITI AND MARKERS

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

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

(Policy 5-305) (A.R.S. 36-798.03)

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

THE USE OR POSSESSION OF TOBACCO

(Policy 5-305)

Any student using tobacco in any form or who has in their possession cigars, cigarettes, E-cigarettes, including vaping pens, pipes or other smoking materials or who has in their possession chewing tobacco or snuff, on campus, in buses or at bus stops, parking lots, properties immediately adjacent to the campus, or at any school sponsored activity may be suspended.

SENIOR PRANKS AND SENIOR DITCH DAYS

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

CLOTHING AND PERSONAL APPEARANCE

(Policy 5-302)

The following guidelines are not intended to be entirely inclusive of all dress code situations. The school administration retains the final discretion to determine that the garment or accessory meets the dress code. The Agua Fria Dress Code Guidelines are as follows:

Students Must Wear:

- Clothing that covers undergarments and private body parts [genitals, buttocks, chest, and nipples with non-see-through material when sitting or standing including tops, bottoms, dresses, and rompers.
- School IDs
- Shoes at all times

Students May Wear:

- Clothing with images/logos that adhere to dress code guidelines
- Hats, hoodies, and any other head coverings that allow the face to be visible to school staff
- Religious headwear and other religious head/face coverings
- Tank tops, including tops with spaghetti straps sleeveless, and/or off the shoulder sleeves

Students Cannot Wear:

- Spikes or chains
- See-through or transparent clothing
- Undergarments worn as outer garments/Visible undergarments (waistbands or straps on undergarments worn under clothing are allowed)
- Anything that may create an exposure in violation of any of the above guidelines when sitting or standing.
- Strapless, backless, narrowly cut in the front/back/underarms that exposes a student's torso that is not appropriately covered.
- Any clothing, accessories, and/or jewelry that contain defamatory writing, obscene language or symbols, and/or images, in reference to:
    - Tabacco
    - Drugs
    - Paraphernalia
    - Alcohol
    - Nudity
    - Violence, violent language, or weapons
    - Gang related or reference to a gang
    - Hate speech, profanity, nudity or pornography
    - Anything that is otherwise illegal to possess at school
    - Any reference that contributes to an atmosphere of threat, intimidation or negative peer pressure

Specialized programs or classes may require specialized attire (e.g. closed toed shoes for P.E. and in culinary kitchen)

Any attire or accessory that detracts from the learning environment is not acceptable. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of oneself and others. Any piece of clothing, jewelry, or accessory must not present a safety hazard to self or others, at the administration discretion. Some exceptions may be made for special events, formal attire (dances), spirit week, or costumes.

It is the students and their parent/guardian's responsibility to be aware of the dress code policy and conform to these requirements. Each school will meet the minimum guidelines of the district dress code but may add other restrictions if the school administration deems it necessary. If a student or parent/guardian has any questions about whether specific attire or accessories are in compliance with the dress code, they should contact the Assistant Principal prior to wearing such attire.

Undergarment Definition: An undergarment is any item specifically designed to be worn underneath other garments and is typically worn next to the skin. Undergarments include, but might not be limited to underwear, boxers, bras including sports bras, or other items that might be worn directly against the skin to cover the private areas of the body.

Parent/Guardian Responsibilities

Student Attendance

(Policy 5-103)

The parent or guardian is charged by law with responsibility for the student's consistent school attendance.

It is the belief of Agua Fria High School that there is a positive correlation between student learning and consistent, prompt attendance in class. Families place a vital role in ensuring that students arrive safely, on time and every day to school. We believe it is imperative that students understand why attendance is important for success in school and on the job. All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.

Parent/Guardian And Personal Deliveries To School

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

Liability Of Parents

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

Vulgar Or Obscene Language

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

Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.

Mckinney Vento/Homeless Youth

(Policy 5-102)

If you live in any of the following situations:

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

Eligible students have the right to:

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

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

Designation of Directory Information

(Policy 5-303)

The Board permits the release of directory information relating to students to persons who inform students of educational or occupational opportunities.

Because the Board permits the release of directory information as indicated above, the Board shall also provide the same access to directory information and District property to official recruiting representatives of the militia of this state and the armed services of the United States for the purpose of informing students educational and occupational opportunities available in the militia and the armed services.

Notwithstanding the release of directory information as indicated above, student transcripts shall not be released to representatives of postsecondary institutions, the militia of this state, or the armed services of the United States unless the student consents in writing to the release of the student's transcript. The District shall provide the student with a transcript release form that allows the student to designate in separate check boxes whether the transcript is to be released to postsecondary institutions, the militia of this state, or the armed services of the United States, or to any combination of these entities.

Confidentiality of Student Education Records

(Policy 5-303)

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

District Rights

The District does retain its rights to: (Policy 5-300, **5-301, 5-305)**

- Maintain order and discipline on District property in a content and viewpoint neutral manner.
- Protect the safety of students, employees, and visitors on District property.
- Adopt and enforce policies and regulations concerning student speech while on District property in a manner that does not violate a student's state and federal constitutional rights.
- Adopt and enforce policies and regulations that ban student clothing, accessories, and jewelry worn to convey affiliation with a criminal street gang

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

INSULTING A TEACHER OR DISTURBING SCHOOL- A person who knowingly insults or abuses a teacher or other school employee on the school grounds or while the teacher is engaged in the performance of his duties is guilty of class 3 misdemeanor.

District Responsibilities

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District.

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

All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.

Digital Citizenship

Internet & E-Mail User Agreement (Policy I3-403)

1:1 Technology Program Student Device
GoGuardian Link: The District shall monitor online activities.

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

1. The parent/guardian and student understand that a **device is being loaned to the student and it remains the property of the Agua Fria High School District.**
2. The device will be returned to the campus the student attends
   a. in the event of withdrawal or transfer, or
   b. at the request of Agua Fria High School District.
3. All students will be issued a school device. Personal devices cannot be used during the school day for class work.
4. Students are expected to have a school device daily. The device is to be working and fully charged.

Guidelines to access the District's Electronic Information Services (EIS):

- The use of EIS shall be in support of education, research, and the educational goals of the District. Anyone who misuses, abuses, or chooses not to follow District guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.
- A content filtering program or similar technology shall be used on the networked EIS, as well as any standalone computers capable of District authorized access to the internet.
- Filtering, monitoring, and access controls shall be established to limit access by minors to inappropriate matter, monitor their safety and security, and monitor unauthorized access and other unlawful activities on the Internet and World Wide Web.
- The use of any school-issued account, device, or network protocols are subject to filtering, monitoring, and disciplinary actions on public, private, and personal networks.

Internet Safety (Child Internet Protection Act)

The District shall take measures to protect against:
1. Internet access by staff or students to visual depictions that are obscene, child pornography, or harmful to minors;
2. Risk to the safety and security of students when using District technology to access electronic mail, chat rooms and other forms of direct electronic communications;
3. Unauthorized access and other unlawful activities by students online; and
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.

Parent/Guardian Responsibilities:

A strong partnership between school and home will help students be successful in 1:1 Technology Program.
Parent/Guardian responsibilities are to:

- Review all of the information in the handbook.
- Pay for Device Protection Plan offered by the District or assume full financial responsibility for damage, loss, or theft. (see school website for more information)
- Monitor student use away from school.
- Ensure the device is properly cared for outside of school, and the student is expediting the necessary steps to receive technical assistance when needed.

Acceptable Use

(Policy **3-403**)
Students must use the EIS in accordance with Governing Board Policy. Violation of this policy will result in loss

of privileges and disciplinary action. Each user of the District's Electronic Information Services (EIS) shall: Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the school district.

- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others. · Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware that interferes with system security. Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary actions up to and including expulsion for students.

Unacceptable Use

Unacceptable use includes, but is not limited to:

- Using the school device for non-school related purposes.
- Sharing usernames, passwords and other identifiers, or using another's username and password to access their account.
- Using an unreasonably high level of internet bandwidth.
- Violating copyright laws.

Do not allow any unauthorized user to access your account or school device. Students are accountable for any activity that occurs on the student's account and school device.

Receiving School Devices:

To receive a school device:

1. Parents/Guardians must acknowledge understanding of the Student Rights & Responsibilities Handbook.
2. Students must complete the School Device User Agreement.

Returning School Devices:

The device must be returned in working order with all parts and accessories, or appropriate fees will be assessed for damage. Failure to return the device and power cord at the end of the school year, upon withdrawal or at the school's request will result in the student's account being charged $200 for the device and power cord, and deactivation of the device. If the device is returned, the charges will be reversed. The device must be evaluated by the campus technician and any damage will be assessed a fee.

Device Protection Plan:

There is no cost associated with 1:1 Technology Program. Parents/ Guardians have the opportunity to purchase a protection plan through the district. The plan will cost $30 per device each school year and limits the fee for replacement. Parents/ Guardians who choose not to purchase the Device Protection Plan are 100% responsible for all repair and replacement costs. See the school's website for more information, including payment deadline.

ATTENDENCE

35 Attendance

Attendance Policies and Procedures

Attendance

(Policy 5-103)

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

Attendance Office Procedures

Within 24 hours of a student's return of the absence, a parent/legal guardian must notify the school's attendance office. Notes from parents/guardians will also be accepted but must be presented to the attendance office before the first scheduled class.

Students who have 10 consecutive days of absences in all classes will be dropped from school for non attendance.

Students who have permission to leave campus during the school day must sign out through the attendance office.

When Absent from School

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence. All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

Ninety Percent (90%) Attendance Requirement

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

Verified Absences

(Policy 5-103)

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office.

Unverified Absences

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

State Truancy Law

(Policy 5-103)

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901.

Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

Tardy Policy

A student shall be considered tardy if they are not inside the classroom when the tardy bell stops ringing. Students arriving on campus after the tardy bell rings must report to the attendance office.

A student is considered absent if they miss 15 minutes or more of the classroom period.

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

Attendance Loss of Credit Appeal

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

Attendance Codes

AB Absent - The student did not attend a class period and a parent/guardian did not excuse the absence. Absences will count towards the 10 total absences.

MD **Medical** - A parent/guardian has provided medical documentation for the time of absence. Medical absences will not count towards the 10 total absences.

VE **Verified Excused Absence** - A parent/guardian has excused the student. Although verified, excused absences count towards the 10 total absences.

UNV **Unexcused Absence** - This code is used only for Agua Fria Online Distance Learning students when a student has not logged in.

UTD - **Unexcused Tardy** - A student who enters the classroom past the bell. Five accrued tardies is viewed as one absence.

ETD - **Excused Tardy** - A student who enters the classroom past the bell. Five accrued tardies is viewed as one absence.

OSS - **Out-of-School Suspended** - The student has been suspended out of school. Suspended absences will not count towards the 10 total absences.

ISS - **In-School Suspended** - The student has been assigned to in-school suspension for one or more class periods.

SB **School Business** - The student is excused for school business for school sponsored activities. School Business does not count towards the 10 total absences.

CRI **Chronic Illness** - This code is used for students who have an approved chronic illness and have submitted appropriate documentation to the nurse.

Counts towards 90%	Doesn't count
AB, VE, UNV, UTD (at 5), ETD	SP,SB,CRI, MD, ISS

STUDENT DISCIPLINE

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Student Discipline

(Policy 5-305, 5-306)

Discipline Matrix

The following listing of specific rules is not intended to be all-inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal, insubordinate, or disrespectful to others and/or otherwise violates the Agua Fria High School District Student Rights and Responsibilities Handbook. Specific consequences will be assigned by the Assistant Principal, the Principal, or the Superintendent. Schools can recommend a long-term suspension and will be heard by an independent hearing officer.

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. A double asterisk (**) indicates that the violation must be reported to ADE and local law enforcement.

Prohibited Substances and Paraphernalia Violation

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Including but not limited to: any possession, sale, distribution, intent to sell, consumption, or influence. Prohibited substances and paraphernalia include, but are not limited to: alcohol, drugs, controlled substances, medication, over the counter drugs, E- cigarettes, smokeless tobacco (e.g. dip, chew, snuff, or twist), tobacco, nicotine, vapes, wax, wax pens, cartridge contraband, batteries, look-alike drugs, substances represented as alcohol. substances represented as illicit drugs, Supplements and/or nutritional supplements shall be considered a look-alike drug. The term—drugs includes anything that looks like drugs. Chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic	3-9 days OSS & Drug/Alcohol Information Class. Possible recommendation for long-term suspension depending on the severity and nature of the incident.	UP to 9 days OSS/Drug Alcohol. Possible recommendation for long-term suspension/expulsion depending on the severity and nature of the incident.

substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. (A.R.S. § 13-3415). Over the counter non- prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. NOTE: Possession of tobacco products on public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off- campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to $300. (A.R.S. § 36-798). Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug.		

Attendance

Attendance Violation

Behavior Definitions/Descriptions		
Student accumulates more than 9 absences in a semester course	May lose credit pending attendance appeal	

Tardies

Behavior Definitions/Descriptions		
Students who are 15 or more minutes late to class will be marked absent. An accumulation of 5 tardies will equal 1 absence.		

Leaving School Grounds/being in an unsupervised area

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Leaving school grounds or being in an unsupervised area during regular school hours without permission of school personnel.	Conference & up to 1-3 OSS	Conference/Detention/ Up to 9 days OSS depending on the nature and severity of the incident.

Attendance Violation, Other

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Being absent from class, one or more classes on a given day or school ten percent of the school year, or having five unexcused absences. i.e. ditching	Conference/Detention	Up to a 3 Day Suspension depending on the incident.

Aggression I Assault I Aggravated Assault

Disruption and Aggression

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
VerbalProvocation/Instigation: Use of language, gestures or instigation that may incite a person(s) to fight. This is to include crowd encouragement, recording, photographing and/or impeding the safety of others. **Minor Aggressive Act:** Engaging in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling, or pushing or other behaviors that demonstrate low-level hostile behaviors. **Recklessness:** The unintentional engagement of careless behavior thatmay pose a safety or health risk for others despite the individual being aware of such safety or health risk. **Campus Disruption:** Any disruption that occurs before, during, or after school, but not occurring in the classroom.	Conference & up to 9 days OSS	UP to 9 days OSS. Possible recommendation for long-term suspension/expulsion depending on the severity and nature of the incident

Threat or Intimidation

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (A.R.S. § 13-1202)	Conflict Resolution & 1-3 days OSS	OSS up to 9 days/conflict resolution. Possible recommendation for long-term suspension depending on the severity and nature of the incident.

Aggression, Other

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Aggression, Other: Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others. i.e...tussels, pushing, shoving, minor confrontations, or other physical provocation	Detention & Conflict Resolution/Anger Management Course	Conflict Resolution & up to 9 days OSS

Fights

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Fights: Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.*	Conflict Resolution, Peace Contract & up to 5 days OSS	Peace contract & up to 9 days OSS. Recommendation for long-term suspension.

Assault

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Assault: Assault as defined in section ARS 13-1203 is, intentionally, knowingly, or recklessly causing physical injury to another person or intentionally placing another person in reasonable apprehension of imminent physical injury, or knowingly touching another person with intent to injure, insult, or provoke such a person.*	5-7 days OSS. Possible criminal charges.	7-9 days OSS/Possible recommendation for Long-Term Suspension depending on the severity. Possible criminal charges.

**Aggravated Assault

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Aggravated Assault: Aggravated Assault is assault, as defined in section ARS 13-1203, under any of the following circumstances: 1. If the person causes serious physical injury to another. 2. If the person uses a deadly weapon or dangerous instrument. 3. If the person commits the assault by any means of force that causes temporary but substantial disfigurement, temporary but substantial loss of impairment of any body organ or part or a fracture of any body part. 4. If the person commits the assault while the victim is bound or otherwise physically restrained or while the victim's capacity to resist is substantially impaired. 5. If the person commits the assault after entering the private home of another with the intent to commit the assault. 6. If the person is eighteen years of age or older and commits the assault on a minor under fifteen years of age. 7. If the person commits the assault knowing or having reason to know that the victim qualifies as any of the individuals listed in ARS 13-1204(A)(8). 8. If the person commits the assault and the person is in violation of an order of protection issued against the person pursuant to ARS 13-3602 or ARS 13-3624.	9 days OSS & Recommendation for Long-term Suspension and probable criminal charges.	Expulsion
Endangerment/Endanger Health: Recklessly endangering another person with a substantial risk of imminent death or physical injury.		

Dangerous Items

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Dangerous Items: Possessing and/or using a dangerous item to cause bodily injury to, threaten, or intimidate another person. The following may be classified as a dangerous instrument and must be reported to law enforcement: Air Soft Gun B.B. Gun Combustibles Knife with blade length less than 2 1/2 Inches Laser Pointer Letter Opener Mace Paintball Gun Pellet Gun Razor Blade or Box Cutter Simulated Knife Taser or Stun Gun Tear Gas Chains Clubs Brass Knuckles Fireworks Explosives Ammunition and/or Other Dangerous Item Gun-(toy): Possessing and/or using realistic toy guns, simulated weapons	3 Day OSS	Expulsion

(an instrument displayed or represented as a weapon), and replicas. **Agua Fria Definition:** Any device that under the circumstances in which it is used, is readily capable of causing death or serious physical injury. NOTE: A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement.		

Threats

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
****Bomb Threat:** Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. ****Chemical or Biological Threat:** Threatening to cause harm using dangerous chemicals or biological agents. **Threat to an Educational Institution:** Presenting a threat (verbal, written, or electronic) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. **School Threat, Other:** An incident that cannot be coded in one of the other categories but did involve a school threat. This includes death threats.	Up to 9 Days OSS. Possible recommendation for Long-Term Suspension depending on the severity. Possible criminal charges.	Expulsion

Weapons

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Gun/Firearm: Possessing and/or using a loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel, or may be readily converted to expel a projectile by the action of an explosive or other pressure type. **Agua Fria definition:** Any loaded or unloaded handgun, pistol, shotgun, rifle, starter gun, or destructive device (including bombs and grenades) or other firearm or destructive device that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. This includes explosive, combustible or poisonous gas. (A.R.S. §13- 3101 and A.R.S. §13-3111)	Expulsion and criminal charges.	Expulsion

Simulated Firearm

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	Conference/UP to 9 days OSS. Possible recommendation for long-term suspension/expulsion depending on the severity and nature of the incident.	Recommendation for Long-Term Suspension/Expulsion

Weapons, Other

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Weapons are prohibited on school campuses to include parking lots and athletic fields. Deadly weapon means anything that is designed for lethal use. May include but are not	UP to 9 days OSS. Possible recommendation for long-term suspension/expulsion depending on the severity and nature of the incident.	Recommendation for Long-Term Suspension/Expulsion

limited to firearms, billy clubs, brass knuckles, knives, nunchakus, and other prohibited items as listed in A.R.S. §13-3101. Other Weapon: Possessing and/or using a destructive device or dangerous instrument. (e.g., a firearm, laser, brass knuckles, a destructive device, a dangerous instrument).	Referral to law enforcement	

Property Incidents

Theft

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by district insurance. (A.R.S. 13-1802)	1-3 days OSS/Restitution	Restitution/UP to 9 days OSS. Possible recommendation for long-term suspension/expulsion depending on the severity and nature of the incident. Possible criminal charges.

Trespassing

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students serving a suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function. (A.R.S.§15-1503)	Conference	Up to 9 days OSS with Possible criminal charges

**Vandalism of Personal/School Property

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Willful destruction or defacement of personal or school property to include graffiti/tagging	OSS up to 9 days/restitution. Possible recommendation for long-term suspension depending on the severity and nature of the incident. Possible criminal charges.	Expulsion/ Restitution

Bullying | Harassment | Sexual Harassment

Bullying

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber- bullying includes bullying through the misuse of technology. (A.R.S. §13- 1202)	Conference, Anti-bullying Course, & Peace Contract detention. Possible OSS up to three days. Possible recommendation of long-term suspension/expulsion based on severity.	Up to 9 days OSS, anti-bullying course. Possible recommendation of long-term suspension/expulsion based on severity.

Hazing

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that	Up to 9 days OSS depending on severity. Possible recommendation for long-term suspension/expulsion depending on the severity and nature of the incident. Probable criminal charges.	Recommendation for Long-term Suspension

is affiliated with an education institution, and (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. (A.R.S.13-2301)		

Harassment, Nonsexual

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. (A.R.S. § 13-2921)	Conference, Anti-bullying Course, & Peace Contract up to 3 days OSS.	Peace contract, up to 9 days OSS. Possible recommendation for long-term suspension depending on the severity and nature of the incident.

**Harassment, Sexual

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	Referral to Title IV Coordinator	Expulsion

**Harassment, Sexual with Contact

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Sexual harassment that includes unwanted physical contact.	Referral to Title IV Coordinator	Expulsion

Obscenity, Pornography, Sexting, Indecent Exposure

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Obscene Materials: The use or presentation of physical or digital materials that may include, but are not limited to, items that an average	Up to 5 days OSS	Up to 9 days OSS. Possible recommendation for long-term suspension depending on the severity and nature of the incident.

person, applying contemporary standards of the school community, would find, taken as a whole, appealing to erotic interests and lacking serious literary, artistic, political, or scientific value. The standard to be used is of the school community, recognizing that students are, as a group, younger and more sensitive than the general adult population. **Pornography:** The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment. **Sexting:** Sending sexually explicit messages or photos electronically, primarily between cell phones or other mobile devices. ****Indecent Exposure or Public Sexual Indecency:** For definition of Indecent Exposure, refer to A.R.S. § 13-1402 For definition of Public Sexual Indecency, refer to A.R.S. § 13-1403		

**Sexual Assault (Rape)

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
For definition, refer to A.R.S. §13-1406	Expulsion with Possible criminal charges	

**Sexual Abuse, Sexual Conduct, Sexual Conduct with a Minor or Child Molestation

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
For definition of Sexual Abuse, refer to A.R.S. §13- 1404 For definition of Sexual Conduct with a Minor, refer to A.R.S. §13-1405 For definition of Child Molestation, refer to A.R.S. §13-1410	9 Day OSS. Possible criminal charges.	Expulsion. Possible criminal charges.

Academic Dishonesty

Cheating/Plagiarism

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage including but not limited to using AI, other students work, and copy and paste.	Conference with Teacher. Depending on the severity of the incident, administration may or may not be involved.	Lose the grade/ cannot recover the points/ Reflective piece

Forgery

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent. This includes identity theft.	Conference/ up to 3 days OSS	Conference/ Up to 9 days OSS. Possible recommendation for long-term suspension depending on the severity and nature of the incident.

Improper Student Conduct

Defiance or Disrespect Towards Authority

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel. Refusing reasonable requests to include being searched.	Conference with Teacher, Admin, and Parent/Student, Up to 3 days OSS.	Conference with Teacher, Admin, and parent/student. Up to 9 days OSS. Possible recommendation for long-term suspension/expulsion depending on severity.

Disorderly Conduct/Disruption

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 13- 2904) Creating disturbances in class, on campus, or at school-sponsored events. This may include bypassing/obstructing weapons detectors. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. § 13-2911)	Conference & up to 3 days OSS	Up to 9 days OSS. Possible recommendation for Long-Term Suspension depending on the severity. Possible criminal charge.

Inappropriate Language

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
The use of profanity, derogatory language or hate speech stated publicly and/or directed towards another person.	Conference & up to 9 days OSS	Up to 9 days OSS depending on the severity and nature of the incident.

Public Display of Affection

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Kissing, fondling or touching in public.	Conference, & up to 5 days OSS depending on the severity of the incident.	Conference up to 5 days OSS.

Parking Lot Violation

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
Improper driving or parking of a vehicle on school district property without permission and/or parking in prohibited areas.	Possible revocation of parking privileges. Conference with student.	Revocation of Parking Privileges. UP to 9 days OSS. Possible recommendation for long-term suspension/expulsion depending on the severity and nature of the incident.

Technology, Other

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
The use of a cell phone, pager, media player or other electronic item, whether operational or non-operational which creates a disruption to the educational process. This is to include air dropping, emailing or posting on social media platforms. Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility. This includes the unauthorized access of any computer, computer system, or network. (Reference technology agreement)	Conference up to 3 days OSS / Restitution	Up to 9 Days OSS / Restitution

School Policy, Other Violation

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
An incident that cannot be coded in one of the other categories but did involve a school, school-sponsored event or school-sponsored. Examples include gambling, student solicitation. transportation, loitering/sharing bathroom stalls.	Conference, detention, OSS up to 9 days. Possible recommendation for long-term suspension depending on the severity and nature of the incident.	Conference, detention, OSS up to 9 days. Possible recommendation for long-term suspension depending on the severity and nature of the incident.

Extortion

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S. §13-1804)	5 Day OSS. Possible criminal charges.	UP to 9 days OSS. Possible recommendation for long-term suspension/expulsion depending on the severity and nature of the incident. Possible criminal charges.

Other Violations Reported to Law Enforcement

Behavior Definitions/Descriptions	1st Offense	2nd Incident and Beyond
**Armed Robbery **Arson of an Occupied Structure **Arson of a Structure or Property **Burglary (First Degree) **Burglary or Breaking and Entering (Second or Third Degree) **Fire Alarm Misuse **Homicide **Kidnapping **Robbery	Up to 9 days OSS. Possible recommendation for long-term suspension/expulsion	Long-term suspension/Expulsion

Parent/Guardian Contact

When a student is referred to the principal/designee for a discipline infraction, the administrator conducts a conference with the student(s). The administrator may then, depending upon circumstances, contact the parent/guardian by phone. When a student requests that their parent/guardian be contacted by phone, the administration will do so at that time.

Parents/guardians will be notified of out of school suspensions by a written/electronic form. The administrator will communicate with parents/guardians of suspensions and expulsions.

Student Interrogations, Searches, Interviews & Arrests

(Policy 5-304)

Interviews

School officials may question students regarding matters incident to school without limitation. The parent/guardian will be contacted regarding the interview of their student depending on the seriousness of the 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 within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then 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 the health, safety, and welfare of the student(s) exists. District employees are not authorized to conduct a search of a student that would require the student to expose or remove underclothing.

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

Under any circumstance in which a student refuses a search following reasonable suspicion by a school official, the school has the right to issue disciplinary action for defiance.

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.

Suspension and Expulsion of Students

(Policy 5-306)

Each school will establish a procedure that at a minimum will provide the principal, or the designee of the school administrator, with documentation of the teacher's reason(s) for the temporary removal of a student from class. Refusal to readmit per A.R.S. 15-841:

Upon discussion, by the administrator with the teacher, of disciplinary action implemented in conjunction with a temporary removal in accord with the rules established by the Board, the teacher will be required to state an intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be provided to the administrator by the next business day following the temporary removal. Either of the following conditions must exist for a temporary removal per A.R.S. 15-841:

The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of the other pupils to learn.

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

The matter will be referred to the school placement review committee (SPRC) constituted in accordance with statute if the conditions are consistent with those stated in A.R.S. 15-841. Within three (3) business days following the date of temporary removal, the SPRC shall determine to either place the student in a new class or return the student to the existing class if that is the best or only practicable alternative.

If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's individualized education program (IEP) shall be determined by the individualized education program (IEP) team in accord with federal regulations.

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

References for Key Rules on Behavior

A teacher may remove a student from a classroom who is disruptive or abusive. (A.R.S. 15-841.A.2)
A school may reassign a student to an alternative program if the student refuses to comply with rules. (A.R.S. 15-841.E, A.R.S. 15-841.F)
A student may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in A.R.S. 13- 105, use or possession of a gun, or excessive absenteeism. (A.R.S. 15-841.B)

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

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

Student Due Process-Suspension/Expulsion

(Policy 5-306)

1. **Discipline**—Discipline is administered by the principal/designee, the faculty and the staff.

2. **Referral**—Students will be referred to the principal/designee for violations outlined in the foregoing sections "Discipline Guidelines" and when their disruptive behavior interrupts the educational process.

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

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

4. **Short Term Suspension**—If the principal or designee decides that the alleged misconduct warrants a consequence of a suspension for nine (9) days or less, the principal/designee shall give the student an informal hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the principal/designee, his or her defense or position concerning the alleged violation. After the termination of the hearing, the principal/designee, upon the basis of all facts and information learned, shall determine the guilt or innocence of the student. If the student is found to be guilty, a consequence or suspension may be imposed for a period of time not to exceed nine (9) days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings.

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

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

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

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

If a long term suspension hearing is scheduled, the District will send by certified mail, or deliver, or cause to be mailed or delivered, notice of the hearing to the student's parent(s) at least five (**3**) working days prior to the hearing. The notice shall contain:

- The time, date and place of the hearing.
- The name of the hearing officer.
- A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
- A copy of **Policy 5-306** and A.R.S. 15-840 through 15-844.
- A statement that the student and parents(s) are entitled to various procedural rights as described in this policy.
- A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or his parent(s) will have an attorney present.

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

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent(s) within five (**3**) days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long term suspension.
- State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
- Inform the parent(s)/guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

6. **Suspension Due to Clear and Present Danger**—If in the best judgment of the principal/designee after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the principal or designee may suspend the student from the school pending a hearing and disposition of the case.

7. **Long Term Suspension Appeal**—If the hearing officer recommends a long term suspension, the Governing Board will be informed, in writing, of that decision. Parent(s)/legal guardian(s) may appeal the decision for long term suspension based on one of the following reasons:

- There was substantial non-compliance with Policy 5-306.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

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

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

- There was substantial non-compliance with **Policy 5-306**.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

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

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

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

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

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

9. **Readmission**—When a student is expelled, the student's parent(s)/legal guardian(s) may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

10. **Student Disciplinary Record-Keeping**—Each principal or designee shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary actions shall be retained for at least four (4) years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

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

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

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

Gang Activity or Association

(Policy 5-301, 5-302, 5-305)

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

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

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

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

Transportation Discipline Procedures

(**Policy 5-305, 3-302**) (A.R.S. 15-341) (ADOT R17-9-104)

Student Conduct On School Buses

Transportation is extended to students in the District as determined by District. It is not a legal requirement except for transportation of special needs students as required by their individual education program

The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus, and/or school, and/or discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

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

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

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

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.

Bus Discipline Guidelines

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

APPENDIX

63 School Boundary Map

64 Bell Schedule for Agua Fria, Millennium (Early Schools)

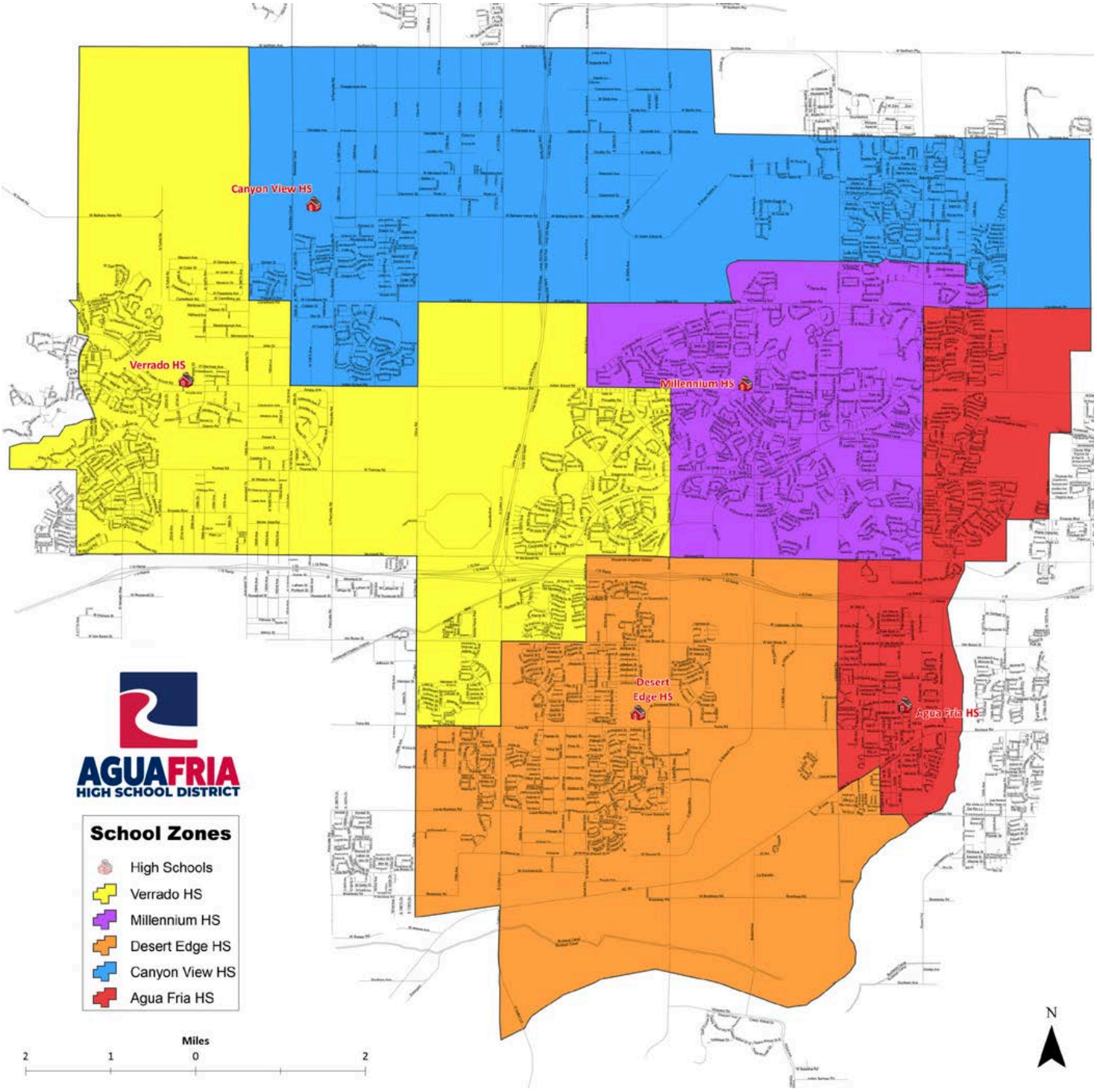
64 Bell Schedule for Canyon View, Desert Edge, Verrado (Late Schools)

65 Selected Policies and Procedures

School Boundary Map

(Policy 5-101)

Map: https://www.aguafria.org/site/Default.aspx?PageID=76



Bell Schedule for Agua Fria, Millennium (Early Schools)

PERIOD	M/T/TH/F	WEDNESDAY
Period 1	7:15 - 8:05	7:15 - 7:55
Period 2	8:10 - 9:00	8:00- 8:40
RTI/Advisory	9:05 - 9:45	No RTI/Advisory
Period 3	9:50 - 10:40	8:45 - 9:25
Period 4	A Lunch: 10:40 - 11:20 4th Period: 11:25 - 12:15	4th Period 9:30 - 10:10
Period 4	4th Period: 10:45 - 11:35 B Lunch: 11:35 - 12:15	A Lunch: 10:10 - 10:50 5th Period: 10:55 - 11:35
Period 5	12:20 - 1:10	5th Period: 10:15 - 10:55 B Lunch: 10:55 - 11:35
Period 6	1:15 - 2:05	11:40 - 12:20
		Staff PD/PLC Time 12:30 - 2:30

Bell Schedule for Canyon View, Desert Edge, Verrado (Late Schools)

PERIOD	M/T/TH/F	WEDNESDAY
Period 1	8:15 - 9:05	8:15 - 8:55
Period 2	9:10 - 10:00	9:00 - 9:40
RTI	10:05 - 10:45	No RTI/Advisory
3rd	10:50-11:40	9:45-10:25
Period 4	A Lunch: 11:40 - 12:20 4th Period: 12:25-1:15	10:25-11:05 4th Period: 11:10-11:50
Period 4	4th Period: 11:45 - 12:35 B Lunch: 12:35 - 1:15	4th Period: 10:30-11:10 11:10-11:50
Period 5	1:20 - 2:10	11:55-12:35
Period 6	2:15 - 3:05	12:40 - 1:20
		Staff PD/PLC Time 1:30 - 3:30

Selected Policies and Procedures

Full Governing Board approved District Policies and Procedures are located: (coming soon)

Title IX Policies

(**Policy 1-203**)

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs, or activities that receive Federal financial assistance. The District does not discriminate based on sex and adheres to all conditions established by Title IX by recognizing the right of every staff member and student who attends the District to do so without the fear of sexual harassment.

Title IX Coordinator

The District is obligated to identify an employee to serve as the Title IX Coordinator and authorize that individual to coordinate and facilitate the District's compliance efforts regarding its responsibilities under Title IX, including inquiries about the application of Title IX or formal complaints. The District's Title IX Coordinator is:

Executive Director of Student Services/Athletic Director
1481 N. Eliseo Felix Jr. Way, Avondale, AZ 85323
623-932-7000
tgressett@aguafria.org

Refer to **Policy 1-203** for more information.

Admission of Unhoused Students

(Policy 5-102)

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, as amended by the Every Student Succeeds Act (ESSA) of 2015, and should be read as consistent with those documents.

The implementation of this policy shall assure that:

A. homeless students are not stigmatized or segregated on the basis of their status as homeless; B. homeless students are immediately enrolled in their school of origin or school of residence; C. transportation is provided to and from the school of origin for the homeless student as applicable and found in the law . Please reference the full policy for more detailed information.

Title IX and Section 504– Grievance Procedure

(Policy 1-203)

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

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

Policy 5-408 © Hazing Prevention

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

Victim Assistance

Policy 1-201, 1-203, 5-409

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

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

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

The student should:

- Tell what happened to him and his response to the event.
- Tell who bullied her and who saw it happen.
- Tell where the incident happened and how it happened.
- Write down everything that happened.

- Get help from a person in authority such as a teacher or counselor.
- See the school nurse if the bullying or threat is physical in nature.

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

Right to Freedom from Harassment

(Policy 1-201, 1-203, 5-408, 5-409)

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society. Please reference the full policy for more detailed information.

(Policy 1-201, 1-203, 5-408, 5-409)© Student Violence / Harassment / Intimidation / Bullying

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

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated. Please reference the full policy for more detailed information.

Policy 1-203© Sexual Harassment

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

LEGAL REF.:
A.R.S. 41-1461 et seq. ,20 U.S.C. 1681, Education Amendments of 1972, Title IX, 20 U.S.C. 1703, Equal Employment Opportunity Act of 1972, 42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

Policy 1-203 © Sexual Harassment

Compliance Officer

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

C**ompliance Title VI**
Julie Jones
Assistant Superintendent of Human Resources
Agua Fria High School District
1481 N. Elisio Felix Jr. Way
Avondale, AZ 85323
623-932-9323

Compliance Title II
Shelle Scholsser
Director, Federal Programs/Community Outreach
Agua Fria High School District
1481 N. Elisio Felix Jr. Way
Avondale, AZ 85323
623-249-4479

Compliance Section 504
Patrick Becker
Director, Special Education
Agua Fria High School District
1481 N. Elisio Felix Jr. Way
Avondale, AZ 85323
623-932-7152

Complaint Procedure

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

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

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy 4-104 / 4-201 shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 et seq. may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy 4-104, 4-105, 4-201 if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies 5-306

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

Timelines

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

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

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

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

Designation of Directory Information

(Policy 5-303)

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

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

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

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

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

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

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

Confidentiality of Student Education Records

(Policy 5-303)

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. Please reference the full policy for more detailed information.

Student Safety Agreement

As a student in the Agua Fria School District, and for my personal safety, I agree to follow the safety rules listed while on my way to and from school:

If I walk to school:

- I will not jaywalk; I will cross streets only in properly marked crosswalks.
- I will avoid horseplay near busy streets and intersections.
- I will be alert; I will not be distracted by cell phones or electronic devices.
- I will respect other pedestrians, bike riders, drivers and home or business owners.

If I ride the school bus or use public transportation:

- I will behave appropriately while on the bus/public transportation, at loading zones/bus stops and at Transit Centers.
- I will respect others riding the bus or using public transportation, at loading zones/bus stops and at Transit Centers.

If I drive to school:

- I will drive safely and follow all traffic rules outlined by the Arizona Department of Motor Vehicles and State Law.
- I will be alert; I will not be distracted by cell phones or electronic devices.
- I will respect other drivers, pedestrians, bike riders, and home or business owners.

At all times:

- I will contact my Parents or Guardian if I am not going directly home.
- I will adhere to all safety expectations and protocols.
- I will immediately notify School Administration if an incident occurred where I felt unsafe either on or *off campus.
- I will be respectful of the community (homes, parks, businesses, etc.).
- I will be mindful of loitering and trespassing laws.
- I will be mindful of the curfew as established by the City of Phoenix.

At school-sponsored activities:

- I must be transported safely to and from the school sponsored activity.
- I must be picked up no longer than 30 minutes after the end of any school-sponsored activity.

I may have my privilege to attend school-sponsored activities revoked for my safety, for discipline matters or for violation of the 30 min. pick up time limit.

"Students and Parents/Guardians should also refer to Agua Fria UHSD Governing Board Policies and Procedures. Although every effort has been made to make the language consistent, if there is any inconsistency between this Student Handbook and policies and procedures established and contained within the Agua Fria UHSD Governing Board Policies and Procedures, the Board Policy and Procedure shall take precedence and be controlling over the rules and expectations stated in this Student Handbook."