



Fredonia High
School
2009-2010
Student
Handbook

Fredonia-Moccasin District Mission Statement

The mission of the Fredonia-Moccasin USD is to provide a safe and wholesome learning environment for each student learner, to empower all student learners to become Socially, Physically, Intellectually, and Economically competent.

Fredonia High School Song

There's no place like Fredonia
Good Ole Fredonia School
Where the girls are the sweetest
The boys are the neatest
Of any ole school that I know.
Then Hail, Hail to Fredonia
Where we're all true blue
We'll all stick together
In all kinds of weather
In good ole Fredonia School.
Then hail all hail to FHS
The pride of all the west.
We'll sing out the story
And we'll tell out the glory
Of the school we love the best.
Then hail all hail to FHS
Our Alma Mater True
And we'll ever stand
Every heart and hand
For the honor of our school.
RAH, RAH, Fredonia

2009-2010 Class Officers

Seniors:

President Brittany Heaton
Vice President Rebecka Smith

Juniors:

President Tayler Honey
Vice President Naomi Mackelprang
Secretary/Treasurer Sharla Stotlar

Sophomores:

President Trevor Burrows
Vice President Jessica Hunt
Secretary/Treasurer Melissa Hunt

Freshmen:

President Kristen Heaton
Vice President Garrett Honey
Secretary/Treasurer Lauray Allen

CERTIFIED STAFF

ADMINISTRATIVE

District Superintendent/High School Principal Nick S. Bartlett
Elementary Principal/SPED Director L. Kirt Robinson
Media Specialist Jan Hirschi
Guidance Counselor/ Credit Retrieval/ Adult Education/ Sophomore Advisor/
Vocational Director Carl Cluff

FREDONIA ELEMENTARY SCHOOL

Grades K-2 (Moccasin)Shelley Christensen
Kindergarten..... Jeanne Busener
.....Lindsay Johnson
First Grade Amanda Noel
.....Stacey Shakespear
Second Grade Regina Finicum
Third Grade Jane Cluff
.....Annette Smith
Fourth Grade Josette Rudolph
Fifth Grade Ron Taylor
Special Education Karleen Ellis
Instructional Para-professionals..... Lisa DeMello
..... Casey Daley
..... Elaine Pratt
..... Tammy Heaton
..... Nataly Bistline
..... Lori Judd
..... Tamera Johnson
..... Mary Ballard

FREDONIA MIDDLE SCHOOL

Mathematics/ 6th Grade Advisor Brett Waite
Social Studies/ Physical Education/ 7th Grade Advisor Duane Baird
English/ 8th Grade Advisor Alice Torrey
Music Lannell Allen
Science Tamera Johnson
Special Education Dan Clarkson

FREDONIA HIGH SCHOOL

DECA/ Marketing/ Spanish	Monte Hawkins
Industrial Arts	Robin Button
English/ Drivers Education	Dave Borup
Earth Science/ Chemistry	Staff
Mathematics/ Journalism/Geometry/ Year book	V Ray Bowler
Biology/ Health/ Music/ Band/Art.....	Lannell Allen
Special Education.....	Dan Clarkson
History/ Government/ Leadership/Economics/PE.....	Joe B Wright

CLASSIFIED STAFF

Business Manager	Dorene Mudrow
Human Resource Administration	Donna Lee
Accounts Payable/ District Administrative Assistant	April Crofts
Elementary Administrative Assistant.....	Teressia Johnson
High School Administrative Assistant	Mary Smith
District Maintenance	Ron Johnson
District Grounds/ Transportation Director	Joel Dutton
District Information Technology	Brett Waite
District Health Coordinator	Tammi Williams
Custodial Services:	
Elementary/Middle School Lead Custodian	Kevin Johnson
Elementary/Middle School Evening Custodian	Don Chambers
High School Lead Custodian	Giff Earley
Bus Drivers	Ron Johnson
.....	Joel Dutton
.....	Earley
.....	Les Jacobs
.....	Renee Johnson
Athletic Director	Joe B Wright
Food Services:	
Director	Nancy Dutton
Assistants	Shirley Button
.....	Lorna Waters

Head Coaches

Football	Mitch Kalauli, Jr.
Volleyball	Megan Olsen
Boys Basketball	Dave Borup
Girls Basketball	Trish Spendlove
Baseball	Carl Hughes
Softball	Dan Clarkson
Track	Brett Waite
Lynxettes (Drill Team)	Tamera Johnson
Cheer Squad	Vaelynn Mackelprang

2009-2010

GOVERNING SCHOOL BOARD

President.....	Jim Goodnow
Board Member	Ron Johnson
Board Member	Aaron Derbidge
Board Member	Carmen Bradley
Board Member	LaMar Heaton

Student Fees 2009-2010

High School

\$35 per activity

Sports (extracurricular)

Volleyball

Football

Basketball

Baseball

Softball

Track

Cheer Squad

Drill Team

Other (extracurricular)

Chorus

DECA

Band

Required Fees

General Activity Fee 25.00

Locker Rental Fee 1.00

PE Uniform (if enrolled in PE Class) \$15.00

Optional Fees

Yearbook Deposit 10.00

Yearbook Total 25.00

Elementary/Middle School

Required Fees

General Activity Fee 2.00

Locker Rental Fee 1.00

Optional Fees

Yearbook Deposit 5.00

Yearbook Total 8.00

REGISTRATION

Requirements:

Because Fredonia High School is small, it necessitates that many classes be held on alternate years. It is the responsibility of the students to register for the classes as scheduled. **Students who register out of the regular chronological sequencing of classes may encounter conflicts in subsequent years.**

Each student is required to register for seven (7) classes unless permission is granted for a reduction of classes under one or more of the following classifications:

Work Release

Second semester seniors may register for six (6) classes.

To graduate from Fredonia High School for the classes of 2009 - 2011, 22 units of credit are required. Under the present system of scheduling, it is common for a person to graduate with well over 22 units of credit. The following are requirements which need to be met for graduation:

Requirement	Credits	Requirement	Credits	Requirement	Credits
English	4.0	US Government5	Physical Education	1.0
Math	2.0	World History/Geography	1.0	Keyboarding	1.0
Science	2.0	Free Enterprise5	Electives	7.5
AZ History/ Government .	0.5	Personal Finance	5		
US History	1.0	Health5		
TOTAL CREDITS					22.0

Starting with the class of 2012 (incoming freshmen), 22 units of credit are still required but the area of distribution has changed due to new state requirements. The following are the new requirements:

Requirement	Credits	Requirement	Credits	Requirement	Credits
English	4.0	US Government5	Health	0.5
Math	4.0	World History	1.0	CTE/Fine Arts	1.0
Science	3.0	Economics5	Electives	6.0
US History	1.0	Physical Education5		
TOTAL CREDITS					22.0

A student may earn .25 Carnegie unit credit toward the Physical Education requirement if they participate in an interscholastic athletic sport, drill team and/or cheer squad. This credit will be given upon recommendation of the advisor or coach. No more than .5 unit may be earned in any school year, or no more than 2 units during four years. Credit will be recorded only in .25 unit increments. To preserve the life of the gym floor, all physical education students/extracurricular athletes will need a clean pair of gym shoes for gym use only (shoes that are not used outside).

Continued...

Community College Courses must meet the following criteria to be accepted as an earned unit of credit at Fredonia High School:

- > Concurrent enrollment classes offered in conjunction with Fredonia High School courses during the regular school day;
- > Course not available at Fredonia High School. You must have the principal's or counselor's written preapproval;
- > Substitute courses must have the preapproval of the Fredonia High School credit evaluation team (principal, curriculum chairperson, and school guidance counselor.)

Correspondence courses are limited to four credits and only one credit may be earned in each of the following areas:

English	Free Enterprise	Science
Social Studies	Mathematics	

Students wishing to graduate with an FHS diploma must attend their last term before graduation, complete all required makeup work and have their graduation clearance signed by the school counselor.

Exceptions to the listed graduation requirements may be requested as follows:

Students may submit a petition (letter), in writing, to the Governing Board for consideration. Decisions of the Governing Board will be returned to the applicant in written form. Approved exceptions to the prescribed graduation requirements will be the exception and not the rule. The Governing Board has been consistent with not reducing the credit requirements established for graduation.

A student may be classified as a freshman, sophomore, junior or senior in the following manner and will be transferred to the appropriate classification only at the end of each school year:

- Freshmen - having successfully completed the 8th grade
- Sophomores - having successfully completed five units of credit
- Juniors - having successfully completed 10 units of credit
- Seniors - having successfully completed 15 units of credit

It is suggested that students select a schedule that they will receive the most benefit from school, keeping in mind that all the time spent in high school should be for a productive purpose. Students should keep in close contact with the school counselor in order that he or she may be able to advise and assist the student in choosing an appropriate schedule.

ACCREDITATION

Fredonia High School is accredited by the North Central Association of Colleges and Secondary schools. This means that students graduating from Fredonia High School will be admitted to standard accredited colleges and universities without examination provided they have taken the proper courses during their high school participation.

WORK RELEASE

Work Release is available for students who demonstrate a need for employment during school hours. Work Release time will be granted under the following conditions:

- > a student must have accumulated 15 units of credit unless extenuating circumstances warrant an exception;
- > a plan for timely graduation completion must be on file in the counselor's office;
- > release forms must be signed by the parent/guardian, employee and employer.
- > students on work release must be at their assigned work site and not on the school campus during the work release hours.

VALEDICTORIAN AND SALUTATORIAN

The procedures for choosing these honors are:

- > following the posting of the third term grades, each senior's average GPA will be compared to all other senior grad point averages and the student with the highest average will be the Valedictorian. The student with the second highest average will be the Salutarian.
- > if both students are within .0002 of a point to one another, they will be Co-Valedictorians and no Salutarian will be chosen.
- > The Valedictorian and Salutarian must be enrolled at Fredonia High School for the four (4) terms of their senior year. They must also complete all graduation requirements, including passing any required AIMS testing.

STUDENT INFORMATION

Student Participation in Extracurricular Activities:

Definition: Extracurricular activities are:

- > All interscholastic activities that are of a competitive nature and involve more than one school where a championship, winner, or rating is determined; and/or
- > Endeavors, for which no credit is earned in meeting graduation or promotional requirements, that are of a continuous and ongoing nature, organized, planned, or sponsored by the District consistent with District policy.

Philosophy:

Eligibility to represent the school in extracurricular activities is founded on the rationale that the school comes first and participation in extracurricular activities is a privilege, not a right and is conditional to earning a passing grade in all school subjects. Therefore, the students selected to represent the school in any extracurricular school activity or school-sponsored program must meet eligibility standards. For example, students participating in extracurricular activities such as athletics, cheerleading, band, chorus, DECA competition, and academic decathlon would need to meet eligibility requirements. However, some students, such as those in chorus, band and English who are required to participate in a school program as part of their class grade requirements, would not need to meet eligibility requirements. This does not include attendance at DECA, athletic or music events.

Eligibility Standards – District:

I. Academ i c :

A. To be eligible to participate in extracurricular activities, a student will be required to earn a passing grade in each course in which the student is enrolled (a minimum of five (5) courses with an exception of second semester seniors, who must take a minimum of four (4) courses.) Student aide positions do not qualify as required course work.

1. The district grading policy will be followed in determining the criteria for a passing grade as outlined in Section IKA of the district policy manual.
2. The eligibility period is based on the progress reporting period – approximately three (3) weeks – Monday to Monday.

II. Ineligib i l i t y No t i c e:

A. The district shall provide notice to each student declared ineligible and to his/her parents, or guardian in a manner designated to maintain the privacy of each student.

III. Eligibility Interval:

A. The eligibility period is based on the progress reporting period (approximately three weeks) Monday to Monday. During the first week of ineligibility, a student may have the opportunity to raise a failing grade to a passing grade.

B. **However**, the student is ineligible until a passing grade is earned; if a passing grade is not earned before 4:30 p.m. the first Monday after the issuing of progress reports or term grades, the student is ineligible the remainder of the eligibility period.

C. The Monday before the end of each term, each student participating in extracurricular activities will be notified if he/she is receiving an NC or F grade. A student who received a failing grade at the end of the term will be ineligible for the ensuing eligibility period. A student who did not receive a prior notice, but received a failing grade due to grade decline the last week of the term will be ineligible for the eligibility period.

D. If a student receives a "Loss of Credit" notification, they are deemed ineligible until they petition for credit and have successfully completed the terms of the petition.

IV. Behavioral:

A. Students will refrain from using abusive language. If a disciplinary referral is given, it can result in probation or suspension of participation in that sport. If directed toward a staff member, the student will be suspended from participating in the next activity.

B. Fighting infractions will receive the same consequence.

C. Members of school-sponsored activities observed in possession of, or using, tobacco, alcohol, or a controlled substance will be removed from participating for the season. Further discipline may be administered by the school administration. The athletic letter will be forfeited.

D. Hair length shall be determined and designated by the coach of the particular sport.

V. Attendance:

A. Students must be enrolled in a minimum of five classes and be in attendance at all regular classes (school travel is considered attendance) on the day of an event in order to participate in the event.

B. Medical appointments or advance permission by the regular attendance procedures are excluded.

C. Being truant from a class or classes incurs detention time. A student will not be allowed to participate in extracurricular activities until the truancy detention is

served.

D. Being suspended from a class or from school will also make students ineligible for the next event.

VI. Special Education Students:

A. The same general standards shall apply for special education student except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' Individual Education Programs.

VII. Minimum Practice Requirement:

A. A high school athlete shall have a minimum of ten (10) practices in said sport before entering into any interscholastic competition.

B. Purpose:

1. To provide adequate conditioning to the athlete.
2. To provide necessary skills to be taught prior to competition to prevent injury.
3. To prevent any unnecessary legal problems.

Extracurricular Eligibility Policy

The progress report or term grade is the basis for eligibility. Students are eligible if they are passing all of their classes. If a student has a progress report grade of “F” they will be given a Deficiency Notice on Monday afternoon. The student then has one (1) week to bring that grade up to a passing grade with no consequence. *Th e s t u d e n t i s e l i g i b l e t o p a r t i c i p a t e d u r i n g t h i s o n e - w e e k g r a c e p e r i o d .*

The deadline for bringing grades up shall be Monday at 4:30 pm. It is the student’s responsibility to collect, complete and turn in all necessary make-up work. The student must deliver a teacher signed Deficiency Notice to the Athletic Director by the deadline. After the deadline the Athletic Director will notify coaches of any ineligible players. All participants who did not bring their grades up to a passing grade will be ineligible. This ineligibility will continue on a weekly basis until a passing grade is achieved.

If a term grade of “F”, or a term GPA of less than 2.0 is issued, there is no grace period. That student is ineligible until the first progress report of the following term.

If a student received a “Loss of Credit” notification, he/she is ineligible until a petition for credit has been completed and the terms of the petition have been fulfilled.

Dress and Appearance

I. Community Standards

The Fredonia – Moccasin Unified School District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted community standards and that students shall be required to show proper attention to personal cleanliness.

II. Educational Environment

Student's dress, personal appearance and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable.

III. Responsibility

The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard. We suggest parents consider student's potential growth during the school year when purchasing outfits; allowing for a little extra length for shorts, skirts, and tops. This will increase the probability that the outfit will remain within school dress standards when worn in the spring.

IV. Information

Handbooks and/or newsletters prepared at each organizational level (elementary, junior high, or senior high) shall express uniformity on specific requirements and prohibitions. Each school will be responsible for in-service activities to acquaint students and staff with the enforcement

procedures of these requirements. Notifications of dress code changes occurring during the school year shall be sent promptly to parents.

A. The attire and grooming of students should be neat, clean, and safe.

B. Students will be required to cooperate fully with clothing standards required for special classes, (such as, shop, labs, and physical education).

C. Students will be required to wear shoes with soles. Footwear which does not offer sanitary or safety protection shall be prohibited.

D. Any apparel displaying profanity, violence, suggestive/degrading slogans, sexually oriented material, or promotes substances illegal for consumption by a minor, will not be allowed.

E. Dresses, shorts, and skirts should be modest in length and not be shorter than four (5") inches above the kneecap when standing up.

F. Any apparel which is "see-through," reveals a bare midriff or cleavage shall not be permitted.

G. Spaghetti straps are not permitted; all sleeveless shirts must have straps at least three (3") inches wide over the shoulder and fit snugly around the arms.

H. Boys must wear shirts with sleeves.

I. Extreme sagging of pants or shorts will not be permitted; undergarments should not be visible.

J. Hats and/or any other type of headgear are not to be worn in classrooms, office areas, and the lunchroom. Students may wear hats in the locker area and outside.

Vehicles

Students bringing private vehicles on campus should consider it a privilege. Violation of school policy on student vehicles may result in a loss of those privileges and a referral for disciplinary action involving suspension from school.

1. The speed limit on campus is 15 miles per hour at all times

2. Students must not sit in vehicles during class time

3. Students must park in parking lot west of the school

4. Students must park in designated parking spaces.

5. Students must observe the parking rules established for the Fredonia Elementary/ Middle School and District Media Center parking area.

Lockers

Book lockers will be assigned alphabetically and will remain the student's locker through the school years. Lock combinations are difficult to change. Students should not give lock combinations to others. Lockers should be kept locked.

Periodically student lockers will be checked. The purpose of these checks will be for cleanliness or neatness, lost library books, etc. Students should be aware that it is illegal to have anything in their lockers such as contraband, dangerous substances, or anything that would impair the orderly functioning of school.

The security of students' property is their responsibility. Because lockers are not lock proof against a really determined thief equipped with proper tools, students are cautioned to **NOT STORE VALUABLE ITEMS OR LARGE SUMS OF MONEY IN THEIR LOCKERS !!!!!**

Student Ordering

All items (such as class rings, sweaters, etc.) ordered through the school will require a 25% deposit before being ordered. If this procedure is not followed, all items ordered will be sent directly to the student COD.

Internet Acceptable Use Policy

Students will use the services to support personal educational objectives within the educational goals and objectives of the School District. Inappropriate use may result in cancellation of use of information services and/or appropriate use disciplinary action. Students will not submit, publish, display, or retrieve materials forbidden by statutes, laws, or District policies and regulations.

Elementary School Access

High school students eating lunch at the elementary school must enter and exit the building at the front entrance. High School students will not be allowed in other areas of the building or on the elementary playground during the lunch period. High school students are to use the foyer restrooms only.

High school students who have classes at the Elementary school should follow the procedures for entering and exiting the building as outlined by the classroom teacher.

Drug, Alcoholic Drinks and Tobacco

Drugs, alcoholic drinks and tobacco are unlawful for minors in the State of Arizona. None are acceptable on campus, nor off the campus in school related or school sponsored activities, and the use or possession of them will result in disciplinary action.

Hazing

Initiation or hazing of any types are not allowed at Fredonia High School. (See Policy Exhibit JICFA-EB following Student Discipline Section).

Gambling

Gambling is not allowed at Fredonia High School, nor are face cards allowed.

Dances

All dances are to be under the direction of the advisor of the class or club putting on the activity. The following rules will be observed:

1. The sponsoring group shall provide three (3) sets of chaperons to be approved by the administrator prior to the dance.

2. Any band to be used must be interviewed by the principal and a contract signed by the Principal.

3. The gym must be adequately lighted.

4. The sponsoring teachers must be present for opening and closing of the gym as well as for the duration of the dance.

5. Dances must be scheduled 2 weeks in advance

6. Students who choose to leave the dance will not be re-admitted without the prior approval of the advisor. Leaving the dance could result in additional entrance charge.

7. No elementary students are allowed at high school dances.

Dance Policy

In order to maintain an environment conducive to the educational setting, the following dress & conduct standards for dances at Fredonia – Moccasin USD have been adopted.

Stomps after Games: Only FMUSD. students may attend

Regular dress code policy will be in full force.

Formal Dances: Homecoming – Jr. Prom

Please Note:

- < A non-student form must be completed one week before the date of the activity.

- < All outfits must be at least finger-tip length.

- < No low-cut, cleavage revealing, outfits.

- < No skin showing between top of outfit to finger-tip area.

- < No undergarments will be allowed to show.

Please understand that FMUSD is not desirous of turning away students from participating in our dances, but the above dress standards will be strictly enforced. Any student not dressed within the above guidelines will be asked to leave the premises immediately.

Also, Fredonia Schools has implemented a standard of conduct while at school-sanctioned dances. Any student behaving provocatively, or inappropriately dancing, will be asked to leave the premises as well.

Corridors

Other than regular passing time, lunch periods and before and after school, students should be in their regularly assigned classes. Students are not to be dismissed prior to the bell.

Activity/Announcement

A daily activity announcement will be distributed each day (am). Those persons who wish to place something in the daily announcements must have the information to the office by 4:00 pm the day prior. The daily activity announcements will be read orally to first period class so that all students are aware of the activities.

Attendance Policy

Attendance enforcement is a shared responsibility between the Fredonia - Moccasin School District and the student's parent or legal guardian. The parent, legal guardian, or other person in the state of Arizona having control or charge of any student is required to send the student to school during all times that the public school is in session (ARS 15-800). The Fredonia - Moccasin School District requires that students enrolled for school within the district attend school regularly in accordance with the *Arizona Revised Statutes*. Each student is expected to attend school for the entire school day.

A. Student Tardiness

Student tardiness is a serious disruption to the educational process. Tardiness interferes with time to teach and infringes on the educational rights of other students. Each school shall develop and implement a well-communicated tardy procedure.

1. Elementary - A student is to be marked tardy who is not physically present in the classroom at the start of the instructional attendance period.

2. Secondary:

a. A student enrolled in grades six through twelve who is not physically present in the classroom at the start of the instructional period but reports to the classroom after that time is to be marked tardy. If the student misses more than thirty (30) minutes of the instructional period, the student has missed an essential part of the learning experience. Therefore, for purposes of attendance enforcement, a secondary student who is more than thirty (30) minutes late to any class period shall be counted absent from that class, and the teacher shall mark the roll book accordingly.

b. The first three tardies ensue no consequences; each subsequent tardy is equivalent to **a** of an absence.

B. Recording Daily Attendance

The Fredonia – Moccasin Unified School District is responsible for maintaining an accurate attendance record for each student enrolled.

1. Elementary: an elementary student shall be marked absent for the entire attendance period if the student is absent the entire attendance period.

2. Secondary:

a. A secondary student shall be marked absent for the entire day if the student is absent every class period.

b. A secondary student who is absent less than a full day shall be marked absent only in those classes from which the student was absent. (see tardiness above)

C. Limitation of Absences:

Regular student attendance is critical to the student completing course work required for earning credit and/or being promoted to the next grade. Both in-school and out-of-school learning activities and assignments contribute to a student's ability not only to attain a passing grade in a course, but also to master the standards for each course of study.

1. Elementary Excessive Absenteeism/Retention

- a. The Federal *No Child Left Behind Act* requires that in order to achieve Adequate Yearly Progress, schools must attain a standard of 90% attendance. Individual student absences should be limited to a maximum of five (5) total absences per term.
- b. Elementary students who exceed five (5) absences per term may be retained in the current grade.
- c. All arranged absences must be made up before the next term ends. All arranged absences for which the makeup work was not completed and submitted as specified by the teacher shall be considered unapproved.

2. Secondary Excessive Absenteeism/Denial of Credit/Retention

- a. The Federal *No Child Left Behind Act* requires that in order to achieve Adequate Yearly Progress, schools must attain a standard of 90% attendance. Individual student absences should be limited to a maximum of five (5) total absences per term.
- b. A student's medical illnesses or conditions may prevent a student from meeting the above goal, and absences which are due to the student's physical or mental inability to attend school, if properly documented and submitted to the school within the time lines defined by this regulation, will not be included in the determination of a student's denial of credit or retention if the student has completed course-work requirements.
- c. For the purpose of this subsection, all arranged absences must be made up before the next term ends. All arranged absences for which the makeup work was not completed and submitted as specified by the teacher shall be considered unapproved.
- d. A letter will be sent home to the parent/guardian after the third (3rd) absence, in order to allow the parent/guardian time to avoid loss of credit.

3. A required parent conference is to be scheduled by the principal or his designee when the following occurs due to excessive absenteeism:

- a. A student has been identified for possible retention;
- b. A student may be denied course credit;
- c. A student is being recommended for enrollment at an alternative school;
- d. A student is deemed to be a habitual truant; and/or a referral for educational neglect is contemplated (elementary).
- e. Schools may investigate, in cooperation with the parent and student, the cause of absences and the principal or his designee may determine a course of action to address excessive absenteeism.

4. Absence Documentation/Explanation; Re-admittance to Class

Each school will include specific directions and/or procedures relative to the manner in which students will be re-admitted to class subsequent to an absence in the student/parent handbook or other written communication to the parent/guardian. For purposes of

consistency, schools may require parental/guardian confirmation of the reason for the absence in writing prior to or upon return from each absence. Verified medical appointments, medical excuses, medical documentation and/or other explanations must be presented in writing by the student from the parent/guardian or personally by the parent/guardian within three days directly following the absence.

5. Classification of Absences

- a. The determination of the proper classification of an absence requires the exercise of judgment on the part of the principal or his designee. To evaluate the proper classification of the absence, the school may reasonably inquire, investigate, and/or request further documentation from the parent/guardian.
- b. Absences from class or school due to a student's participation in a school sanctioned activity or absences from class or school resulting from a student's suspension or required parent conference shall not be counted as absences for the purpose of attendance enforcement.

6. Approved Absences

Explanations by the parent, legal guardian, or physician stating the reason the student was absent within the meaning listed below must be presented to the principal or designee not later than three days after the student returns to school. Absences shall be approved for the purposes of attendance enforcement within the meaning of the *Arizona Revised Statutes* when:

- a. The student is physically or mentally unable to attend school, or the absence is related to the student's disability and the course work has been completed.
- b. The approval of the principal or his designee has been given for an unavoidable absence due to an emergency.
- c. The student is absent due to a required court appearance or a religious holiday.
- d. The absence has been arranged pursuant to the request of a parent or legal guardian prior to the absence.

7. Unapproved Absences

Within the meaning of the *Arizona Revised Statutes* an absence is unapproved when:

- a. The absence was not due to the physical or mental inability of the student to attend school, the student's disability, an emergency, a required court appearance, or religious holiday;
- b. The absence from class or school was without written permission from the principal or his designee or teacher;
- c. The parent/guardian or person in charge of the student failed to notify the school of the reason the student was physically or mentally unable to attend, or the nature of the emergency, court appearance or religious holiday within three days after the student returned to school;
- d. The student failed or refused to attend school when so directed by the parent or legal guardian or school official; or,

- e. The parent or legal guardian or person having charge of the student failed or refused to require the student's attendance at school.

D. Truancy

1. An unapproved absence for one or more class periods or the equivalent of one or more class periods during a school day shall be deemed a truancy (ARS 15-803).
2. If a student has been declared truant three times for unapproved absences, the principal of the school, or his designee, shall report the student to a school police officer or the local law enforcement agency for investigation of habitual truancy and issuance of a citation, if warranted, in accordance with Arizona Revised Statutes.
3. The *Arizona Revised Statutes* do not distinguish between truancy resulting from an action of the student and that of the parent or legal guardian.
4. Any child who has once been declared a habitual truant and who in an immediately succeeding year is absent from school without a valid excuse may again be declared a habitual truant.

E. Notification of Absence

1. The school, in which the pupil is enrolled, within two hours after the first class in which the pupil is absent, shall make a reasonable effort to promptly telephone and notify the parent/guardian.
2. Written notices shall be generated and mailed by the school after the third absence to the parents of secondary students.
3. In the event of an unapproved absence, the attendance clerk, or other school official shall deliver or cause to be delivered a written notice of truancy to the parent, legal guardian, or other person having control or charge of the child (ARS 15-807).

F. Makeup Work

Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work. When a student is absent, however, the educational experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work. Instructional days must be made up before the next term ends.

1. Elementary

- a. After any absence, the parent or legal guardian of an elementary student is responsible to contact the teacher to obtain appropriate makeup work within three school days directly following the absence. Once contact has been made with the teacher, the nature of the makeup work and the time allowed for completion will be determined and communicated by the teacher to the student/parent or legal guardian.
- b. Students shall be allowed a minimum of three (3) days to complete makeup work.

2. Secondary

a. After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate makeup work within three school days immediately following the absence. Once contact has been made with the teacher(s), specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The makeup work must be returned to the teacher(s) by the specified due date if it is to be acknowledged.

b. Students shall be allowed a minimum of three (3) days to complete makeup work.

G. Due Process

1. Elementary

a. Before a student is denied promotion to the next higher grade for failure to comply within the attendance requirements prescribed, the principal shall provide written notice of the intended denial to the parent/guardian of the student. The notice must include a statement indicating that the student and parent/guardian may request a review of the absences of the student and a statement of the procedure for requesting such review. Upon the request for review by the parent/guardian, the principal or his designee shall review the reason for each absence of the student upon which the intended denial of promotion is based. After the review, the principal or his designee shall credit towards the required days of attendance each day of absence for which:

I. There is evidence submitted by the parent/guardian that the student has physically or mentally been unable to attend school on the day of the absence; and the pupil has completed course work requirements.

II. If the parent/guardian disagrees with the decision of the principal or his designee, the parent may appeal to the district superintendent or designee. The decision of the district superintendent or designee shall be final.

2. Secondary

a. After receipt of notification of the impending denial of credit or retention in the current grade, the parent/guardian or student may request a hearing with the principal or his designee if there is reason to believe an error in the attendance record or an extenuating circumstance exists. Before a student is denied credit for failure to comply within the attendance requirements prescribed, the principal or his designee shall provide written notice of the intended denial to the parent/guardian of the student. The notice must include a statement indicating that the student and parent/guardian may request a review of the absences of the student and a statement of the procedure for requesting such review. Upon the request for review by the parent/guardian, the principal or his designee shall review the reason for each absence of the student upon which the intended denial of credit is based. After the review, the principal or his designee shall credit towards the required days of attendance each day of absence for which:

b. There is evidence or written affirmation by the parent/guardian of the student being physically or mentally unable to attend school on the day of the absence; and

c. The pupil has completed course work requirements.

d. If the parent/guardian disagrees with the decision of the principal or his designee, the parent may appeal to the district superintendent or designee. The district superintendent's or designee's decision is final.

H. Attendance Incentives and Interventions

1. Incentive programs designed to promote and enforce the good attendance of students shall be developed and implemented at each school. Attendance incentive plans are to be developed with input from parents, students, and teachers and must be reviewed by each school's principal.

2. Each incentive program will also include an intervention component.

3. The intervention component will be developed with the involvement of school personnel.

4. The interventions will be designed to address issues that affect students' regular attendance.

5. This regulation is applicable to students participating in a program of special education or a Section 504 Plan resulting from a student's disability, but subject to the student's "Individualized Education Plan" or "504 Plan" and in accordance with the Individual with Disabilities Education Act.

Homework Policy

The Fredonia – Moccasin Unified School District acknowledges the educational validity of homework as an extension of the instructional program of the schools in kindergarten through grade twelve. "Homework" shall refer to those assignments to be prepared by the student outside of the classroom.

A. Teachers shall insist on high standards of work turned in by students. Accuracy, neatness, legibility, proper arrangement on the page, and correct spelling and punctuation are to be stressed.

B. Study habits should be taught by the teacher in order to promote a higher degree of benefit from homework.

C. Home assignments that are viewed as punishment have very limited educational value and should be avoided.

The number, frequency, and degree of difficulty of homework assignments should be based on the ability of the student and take into account other activities that make a legitimate claim on the student's time. Homework should always serve a learning purpose.

A. Consideration should be given to the child's outside activities.

B. Holidays, weekends, and no-school days should ordinarily be free for outside activities.

Homework assignments shall take into consideration the individual needs and abilities of the students. Routine work on skills, which have already been mastered, shall be avoided.

A. Homework assignments should generally be an outgrowth of classroom interests and activities. The student should always understand the purpose of the homework assignment and be certain as to what to do or what to look for.

B. Difficult or new work should always be thoroughly taught before homework is given.

Homework assignments should be carefully given and, if necessary, started in the classroom under supervision. Homework assignments should be acknowledged and checked and/or graded as appropriate.

Honor/Citizenship Roll

High Honor Roll

1. Student must be enrolled in at least five graded classes. (four classes for seniors during the second semester).
2. Grade point average of 3.5 to 4.0
3. No grade lower than a C+ may be received
4. Citizenship grades must be outstanding or satisfactory.

Honor Roll

1. Student must be enrolled in at least five graded classes. (four classes for seniors during the second semester).
2. Grade point average of 3.0 or higher
3. No grade lower than a C may be received
4. Must have at least an " S " average citizenship grade
5. No unsatisfactory citizenship grades.

Honor Society:

Candidates eligible for membership in a chapter of this organization shall be Sophomores, Juniors or Seniors and have attended Fredonia High School for at least one semester with a minimum cumulative grade point average of 3.5 or its equivalent. The minimum scholarship level of achievement for a chapter shall remain fixed. The candidates shall then be considered for election to membership on the basis of character, leadership, and service.

The minimum scholarship standard shall be a cumulative grade average of 3.5. Though students may have a cumulative grade average of 3.5 they are not automatically admitted to the Honor Society. When they are maintained a cumulative grade average of 3.5 for two consecutive terms, their names are then considered by the faculty council for election to membership to the Honor Society. The faculty council has the sole responsibility of electing members, reviewing members standing, warning and dismissing members.

Summary: Must maintain a 3.5 average; must be notified in writing if a member falls below standards; warning period will be 2 terms (½ year); allowed only one warning period during High School career; must be notified in writing of dismissal; once dismissed a student is never again eligible for membership; an incomplete for High School to be made up in two weeks or is to be counted as an "F".

Drug & Alcohol Prevention and Education Program Policy

Purpose and Need for Policy

The Fredonia-Moccasin Unified School District recognizes that substance abuse among adolescents is a serious national problem. Drug and alcohol use among students creates significant barriers to academic achievement and the learning process in general. For the education, safety, and welfare of the students and to promote a drug-free school environment, the District adopts the following drug and alcohol prevention and education program. The purpose of the program is to educate students about the harmful effects of drug and alcohol abuse, prevent injury, illness and harm as a result of alcohol and/or drug use, and to provide methods of detection and intervention. It is the goal of the District to keep students from using drugs and to help those who may already be drug dependent. The purpose is not strictly disciplinary, but is intended to provide help and support to teachers, administrators, counselors, students, and their families. It is also intended to improve the overall academic, physical, and social education programs of the District. We believe that by identifying substance abuse, we will improve the safety, health, and general well being of students and staff members.

Scope and Coverage of Policy

For the education, safety, and welfare of our students, the District adopts a drug and alcohol education and testing policy for use by all students who participate in the following activities:

- A. Interscholastic Athletic Programs and Events
- B. All Competitive Extracurricular Activities
- C. Any School-sponsored Organization

Any student participating in the above activities is prohibited to be under the influence, or participate in the use, of any drug or alcohol during any school function, activity, event, practice, class, or season of sport, or while on school property or in school vehicles.

Consent to testing is a condition of practice for and participation in any of the above-mentioned activities. Students who wish to participate in a covered activity will be subject to drug testing. Each student will provide a completed copy of the Acknowledgment & Consent to Test Form (Exhibit B) before the student participates. All completed consent forms will be kept in the school office. Testing is intended for all students who try out for or become members of any covered event, activity, club or program.

For the purposes of this policy, the term "drug" shall include and refer to: alcohol, controlled substances, illicit and illegal drugs, performance enhancing drugs, nicotine, all other substances deemed illegal or harmful.

Education & Testing

In its efforts to develop student awareness of the hazards of substance abuse, the District will provide student awareness components which may utilize videotapes, pamphlets, assemblies, classes, and alcohol and drug awareness days. The District will also train administrators and staff in identifying and responding to drug abuse by students.

The collection of specimens for testing shall be done in a reasonable manner that insures the integrity and identity of the sample, as well as student confidentiality. All collectors will be fully trained in proper specimen collection procedures. Testing may be accomplished by using on-site "instant results" testing kits, accredited laboratories, or both. When using on-site kits, the District will only use kits that have been FDA approved. The District will only use certified laboratories. The panel of drugs for which these tests are conducted may include, but not limited to, the following: amphetamines, methamphetamines, barbiturates, benzodiazepines, cannabinoids (THC), opiates, phencyclidines, methaqualones, cocaine, performance enhancing drugs, ethyl alcohol, and all other drugs that the District deems a threat and concern to student health and safety.

The collection of specimens from the student is one of the most sensitive aspects of the drug-testing program, and the District must balance the values of privacy and confidentiality with the accuracy of the tests. The District will follow the same guidelines and standards for specimen collections as outlined for Federal Drug Free Workplace Programs, including procedures used to determine a "refusal" to test and other problems in testing.

All students are subject to periodic unannounced drug and alcohol testing on a random selection basis. All covered students will have their names placed in a "pool" for random selections. The selection process will be performed using a scientifically valid method. Random selections will be conducted at least once per month throughout the school year. Once tested, all students names will be returned to the pool group and have an equal chance of being selected during each random selection process. Each student shall be eligible for random testing throughout the participation season(s) for his/her activity(s). The list will be modified and maintained prior to each random selection batch. In the event that a student is involved in more than one activity at a time, such student will only be entered into the pool once per batch, not for each activity she/he is participating in. Student lists and selection sheets shall be confidential.

Students may also be tested for drugs and/or alcohol based on individualized, reasonable suspicion of use. It must be determined by the administration that reasonable cause for screening exists. Documented physical symptoms, behaviors, or information implicating use of drugs/alcohol may qualify as reasonable suspicion. Objective signs of use include, but are not limited to, the following: unusual drowsiness, slurred, incoherent speech, difficulty in comprehending conversations or directions, confusion, overly rapid or slow speech, rambling, disorientation, extreme anger, laughter, or depression, unusual mood swings, hyperactivity, aggressive behavior, lack of manual dexterity, unsteady walking, unexplained excessive absenteeism or tardiness, unexplained accident or injury, unusual hair loss, rapid increase or decrease in weight or strength. While single factors may be sufficient to warrant a reasonable cause test, approval for testing should usually be based on more than one factor.

Testing will be conducted during normal school hours or during practices, rehearsals, and/or meetings relating to the covered activities. Students will be notified of testing on the

day of the test. No prior notice will be given. Once notified for testing, students shall immediately report to the collection site to provide a specimen. Members of school administration involved in the program and/or testing process may escort students to the collection site. Once the student arrives at the collection site, he/she will not be allowed to leave until the required specimen has been successfully collected. Leaving the site before providing a specimen may be considered a refusal to test. Students who refuse to submit to testing when required will be treated as testing positive for drugs/alcohol. Any student who does not report to the collection site, provide a sufficient sample within the allotted time, or fully cooperate with the collection process will be considered to be refusing to test and therefore be treated as a positive result. Students who are unable to provide a specimen when reporting to the collection site may be allowed to drink up to forty (40) ounces of approved fluids, but will not be allowed to leave the site. Students will be allowed no more than two (2) hours from the time of notification to provide a specimen. Consideration may be given for a documented pre-existing medical condition inhibiting the student's ability to provide a sufficient sample.

Specimens will be collected by trained personnel. Specimens will be collected in a designated room on school campus, a certified collection site or clinic off campus, or both. The student will be present for the entire procedure prior to sending the specimen to the laboratory. The specimen container will be sealed in the student's presence, and the student will verify the sealing. Chain of Custody procedures as defined by the laboratory will be followed and documented.

Test Results

If the initial screening indicates a specimen is positive, a second or confirmation test will automatically be made to confirm the initial results. The same specimen will be used for both tests. If this confirmation test is negative, then the initial results will not have been considered to be positive and the results will be reported as negative. However, if the confirmation test also results in a positive finding, the student will be considered to be positive for drug/alcohol use and appropriate action will be taken. Adulterated or substituted specimens will be treated as positive. All costs associated with the collection and screening of tests requested by the District will be paid for by the District. Test results will be handled in a confidential manner and will be made available only to those individuals who must be made aware. This may include the student, parent(s) or guardian(s), school nurse, school counselor, athletic director, coach, and administration.

If a student and/or his or her parent(s) or guardian(s) wish to dispute a positive result, a request may be made in writing to have the original specimen re-tested by a different certified laboratory. The second laboratory shall analyze the same specimen originally provided by the student for the same drugs as designated by the first test. All costs associated with re-testing including specimen transport, specimen analysis, confirmation testing and any and all other costs shall be the sole responsibility of the student and/or parent(s) or guardian(s) requesting the re-test.

Positive test results and all other findings will be reported to the student and his or her parent(s) or guardian(s) on the same day that verified results are received by the District. Negative test results will not be reported.

Consequences for Positive Test Results

A violation of this policy, even a first offense, will serve as the basis for discipline. Any student who violates this policy will be subject to the following consequences. Violations carry over year-to-year and activity-to-activity. There is no "fresh start" each year or each activity. A student's violation record will be cumulative throughout his/her high school career. All suspension periods will commence with the Parent Conference informing them of a positive result. All consequences must be fully satisfied in order to re-establish eligibility for participation in District covered activities.

First Occurrence

The student will be referred to a substance abuse professional for a substance abuse evaluation. He/She must comply with whatever recommendations are made by the counselor, including any additional treatments and/or programs. Any costs associated with analysis, counseling, treatment, and programs will be the sole responsibility of the student and his/her parent(s) or guardian(s).

The student may be subject to additional on-campus counseling and/or substance abuse education provided by the District.

The student will be subject to periodic, unannounced drug/alcohol testing throughout the remainder of the participation season for his/her activity. The student may also be automatically selected for each remaining random testing batch throughout his/her school career.

The student will be suspended from full participation in any covered activity for a period of 30 calendar days. The student will not be allowed to participate in any practices, rehearsals, or meetings relating to his/her activity until the substance abuse evaluation in Consequence A has been completed. After the evaluation has been completed the student may practice/rehearse, but may not compete/perform in any competitions/performances for the remainder of the 30-day suspension period. The student will be returned to full participation on the 31st consecutive calendar day following suspension, provided that all other eligibility requirements are met.

Second Occurrence

Consequences A-C as outlined under "First Occurrence."

Same as D as outlined above with the exception that the suspension shall be 45 calendar days.

Third Occurrence

Consequences A-C as outlined under "First Occurrence."

The student will be suspended from participation in any covered activity for 1 calendar year.

Fourth & Subsequent Occurrences

Same consequences as Third Occurrence.

Self-Referral

Students may report, in writing, to administration that he/she has an identified, current substance abuse problem and is seeking treatment. In the event that such a self-report is received before the student is selected for testing the student will be considered for reduced consequences on a one time, first time only basis. The student's parent(s)/guardian(s) will be notified of his/her referral. Once a student has been selected for testing, the self-referral is no longer an option. The student will face the same consequences as a first occurrence positive test, with the exception that the suspension shall be 10 calendar days.

Due Process

Students and parents or guardians will be notified, in writing, of all conditions regarding suspension. Student and parent(s)/guardian(s) have the right to appeal to the school principal, in writing, within 15 days of any decision. The principal will re-evaluate the suspension and notify the student and parent/guardian of the school's final decision. An appeal of the school's decision will be directed to the Governing Board of Fredonia-Moccasin Unified School District. The Governing Board may choose to hear, or not hear the appeal.

A complete copy of this policy shall be available to the public in the High School Office. A version of this policy including "Consequences for Positive Test Results" (Exhibit A) will be provided to all covered students. Each student and his/her parent(s) or guardian(s) shall read and understand this policy. By signing the Acknowledgment & Consent to Test Form the student and/or parent(s) or guardian(s) acknowledge that they have read and understand this policy. This policy shall not affect other existing District policies, practices, or rights in dealing with alcohol or other drug use, sale, possession and/or distribution. The District reserves the right to report concerns to law enforcement. The District also reserves the right to interpret, change, suspend or rescind the policy in whole or in part with or without notice.

Student Rights and Responsibilities

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

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and department of students of the District. At the same time, 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.

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

Students who have reached the age of 18 years possess the full rights of an adult and may authorize school matters previously handled by their parents.

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

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

The following 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:

RIGHTS:

Students have the right to a meaningful education that will be of value to them for the rest of their lives.

Students have the right to a meaningful curriculum and the right to voice their opinions in the development of such a curriculum.

Students have the right to physical safety, safe buildings, and sanitary facilities.

Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.

Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution.

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

Students' academic performance shall be the prime criterion for academic grades, provided they have complied with school rules and regulations.

Students shall not be subjected to unreasonable or excessive punishment.

Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.

Married students share these right and responsibilities, including the opportunity to participate in full rang activities offered by the school, and shall be subject to the rules and regulations of the school.

STATEMENT OF RIGHTS:

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

The right to inspect and review the student's education records

The right to exercise a limited control over other people's access to the student's education record.

The right to seek to correct the student's education record, in a hearing if necessary.

The right to report violations of the FERPA to the Department of Health Education and Welfare.

The right to be informed about FERPA rights.

All rights and protection given parents under the FERPA and this policy transfer to the student when he/she reaches age 18 (except where the student is dependent) or enrolls in a post secondary school. The student then becomes and "eligible 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.

Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.

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

Students have the responsibility 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. Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up after an absence.

Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.

Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

Fredonia High School Guidelines for Student Conduct

These guidelines for student attendance and conduct are designed to create a pleasant and safe environment in your school. The rules are reasonably fair.

- Your attitude toward school is extremely important. If your main reason for coming to School is to learn and to be active in school programs, you will probably never have serious attendance or discipline problem.
- You are responsible for our own actions. If you do not follow rules, you will have to Accept the consequences. Arizona law allows the school district to hold you accountable for your behavior on the way to and from school during any school sponsored activity.
- The following pages describe the guidelines for student behavior and have been developed so that you and your parents/guardians will know exactly what is required of you and what actions will be taken in each problem area. You may be counseled by teachers or administrators regarding your behavior. Accept their advice as valuable and understand that they want to help you.
- We are proud of our students, our school and our community. We hope you will take advantage of the activities and opportunities offered you and enjoy your high school years. If you respect your teachers and fellow students and if you accept your responsibilities as a student and citizen, you will gain most from your high school experience.

PROBLEMS / VIOLATIONS / INFRACTIONS

Definitions

A. Appearance/ Dress Code: Non-compliance with Appearance Guidelines as outlined in the Student Handbook.

B. Bus: Non-compliance with the published bus rules as outlined in the Student Handbook.

C. Cheating/Plagiarism: Use of unauthorized material, information, documents. Theft of information.

D. Disorderly Conduct: Conduct, behavior, or language which is disruptive to the educational procedures and processes of the school.

E. Disruptive Items: Possession of items that are or may be considered disruptive or harmful to the educational process, facilities, or others. Specifically:

1. Skateboards are not to be used on campus.
2. Walkman/stereos or radios are not allowed in the hallways or classrooms. If brought to school, they are to be left in the office.
3. Students may not be in unauthorized possession of school regulatory materials.
4. Sunflower seeds or pine nuts are not allowed at Fredonia High School.

F. Endangerment: Actions that pose a threat to the well being of another.

G. Explosive Devices: The possession, use, or sale of explosive devices.

H. Forgery: Falsely making, altering, or without authorization, signing documents or notes pertinent to school.

I. Gambling: Playing games for money or betting on uncertain outcomes.

J. Insubordination / Defiance of School Official: Failure to comply with the reasonable request of school personnel. Unwilling to submit to the authority of school officials.

K. Lying: giving false information or information calculated to mislead.

L. Motor Vehicles: Inappropriate use of a motor vehicle on school property. Not following school policy as outlined in the handbook.

M. Physical Assault of Staff: Students shall not intimidate or physically abuse staff. (ARS 15-507). School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (ARS 15-843)

N. Physical Assault of Students: Engaging in or threatening physical contact for the purpose of inflicting harm on another person Attacking another who does not wish to engage in a conflict and who has not provoked the attack.

O. Profanity: The use of vulgar or profane language, use of vulgar or profane acts, or the

display of obscene material.

P. Public Display of Affection: Publicly displaying affection beyond the acceptable limits of hand holding, arms around the waist or shoulder, and standing side by side at the time. Face to face embraces, kissing, etc., are not acceptable.

Q. Substance Abuse: The distribution, transaction, possession, use, or being under the influence of illegal drugs, narcotics, inhalants, or alcohol, or being in possession of paraphernalia associated with drug use, on school property or at school sponsored events. Also prohibited is the possession and distribution of look-alike substances.

R. Tardiness: Review Attendance Requirements.

S. Theft: Being in possession of district or personal property without the express permission of those in authority.

T. Tobacco: Possession, use, or sale of tobacco, tobacco products, matches or lighters on school property or school sponsored events.

U. Trespassing / Breaking and Entering: Unauthorized presence on school grounds. Unlawful or unauthorized entry into an area determined to be off limits and not generally accessible by students during or any time after school.

V. Truancy: Unauthorized and unapproved absence from class. Leaving campus during school hours without first getting approval and checking out with the FHS office prior to leaving school grounds.

W. Vandalism: Destroying or defacing objects or materials belonging to the school, school personnel, or other persons.

X. Verbal Abuse of Staff / Threats: Insulting, verbally abusing, or using profanity directed at school employee.

Y. Verbal Abuse of Students / Threats: Statements or actions which intimidate or injure another student or interferes with the rights of another to freely pursue and take advantage of the educational opportunities of the school.

Z. Weapons: The possession of a weapon, or the use of an object to inflict bodily injury to oneself or another person.

Disciplinary Action

Students involved in inappropriate behavior will be subject to certain disciplinary actions. Depending on the behavior problem of the student, one or more of the following actions may be taken by school officials.

Pre -Referral Actions:

A. Informal Talk: A school official will talk with the student and try to reach an agreement regarding how the student is to behave.

B. Teacher/Parent Conference: The student's parents/guardians will be contacted by telephone

or letter to arrange for a conference to discuss the behavior of their student. This conference may be conducted with teacher, parent, counselor and any other appropriate school personnel.

Administrative Referral Actions:

A. Conference: When a student is sent to the administration for disciplinary action, the policy and infraction will be reviewed. Appropriate behavior, expectations and requirements will be outlined. Further disciplinary action may be applied. Parents will be notified.

B. Restriction of Privileges: This action may result in the loss or restriction of athletic, social, campus or bus. They include, but are not limited to: cafeteria use, library use, classroom or lab participation, bus use, school passes, school trips, dances and driving on campus.

C. Campus Restriction: Students will be restricted to campus during the lunch period. They will be required to report to a specific area.

D. Detention: This action may result in a student being assigned to a lunch time, after school, study or work area, or Friday school.

E. Work Assignment: Students may be assigned work with the janitorial staff for a period of time, emptying trash cans, cleaning desks or cleaning walls and washing windows, etc.

F. Restitution: A student responsible for destruction or theft of school property will be required to pay for its repair, replacement and labor costs. (Failure to comply may result in recommendation for expulsion).

G. Disqualification of Test or Assignment: When warranted, a student's work may be disqualified from consideration without the right of make-up.

H. Warning Citation: Driver will receive a warning for improper parking.

I. Suspension of Bus Privileges: Refer to bus section of Guidelines for Student Conduct.

J. Short Term Suspension: A student may be suspended off campus for a period not to exceed ten (10) school days. Students suspended off campus lose the privilege to practice/participate or compete in any school activity and may not be present on campus during suspension. Off campus suspensions will not be considered as legitimate reasons for absence during an attendance appeal.

K. Long Term Suspension: Suspension exceeding ten (10) days. This may be imposed by the school superintendent.

L. Expulsion: This action may be imposed only by the Governing Board and requires a formal hearing. Students may be expelled either for a quarter or the entire school year.

All administrative referral actions carry with them the assignment of disciplinary points.

Appeal Procedures:

A. If a parent/guardian/student wishes to appeal a decision rendered by the Principal (Level I Hearing Officer), a written appeal must be filed with the Superintendent (Level II hearing Officer) within two (2) school days after receipt of the initial decision. The Superintendent

(Level II Hearing Officer) shall conduct an appeal hearing within five (5) school days of the time he received the written appeal. The Superintendent (Level II Hearing Officer) shall rule on the appeal within one (1) school day following the appeal hearing.

B. If a parent/guardian/student wishes to appeal a decision required by the Superintendent (Level II Hearing Officer), a written appeal must be filed with the Governing Board within three (3) school days after receipt of the Superintendent's (Level II Hearing Officer) decision. The Governing Board shall review all documentation relevant to the appeal, and if it determines it appropriate, set a hearing date. In cases where the Governing Board establishes a hearing, legal counsel will be permitted to represent the student/parent/guardian during the appeal procedure before the Governing Board. In cases of long-term-suspension, appeal hearing rights are guaranteed.

BUS RULES

Students being transported are under the authority of the bus driver and shall observe the following standards:

1. Obey the driver's instructions;
2. Keep aisles clear; musical instruments must be kept in your possession;
3. Remain seated until your stop;
4. Keep all personal items and extremities inside the bus at all times;
5. Talk quietly. . . do not yell or use inappropriate (vulgar, obscenities, abusive, lewd) language;
6. Keep hands to your self;
7. Do not throw anything;
8. Absolutely no weapons allowed;
9. No smoking, no alcohol, no drugs;
10. No animals, reptiles or insects (dead or alive);
11. No skateboards, radios or glass items (except eyeglasses/sunglasses);
12. No food or beverages;
13. Maintain orderly conduct when on-loading/offloading the bus.

STUDENT LIABILITY: Students may be suspended or expelled from the bus for violations of the above rules of conduct. Students who cut, deface or otherwise damage any school property may be suspended or expelled from school.

PARENT LIABILITY: Under Arizona law, parents/guardians are liable for any damage done to school property by their students. Parents will be charged for the cost of repair/replacement for damages.

SUSPENSION OF SCHOOL BUS SERVICE: Bus riding is a privilege, not a right. When school bus rules are consistently violated and cause danger to other students or drivers, the district will take appropriate actions to remedy the situation. The actions are as follows:

Upon seeing a violation, the driver will verbally reprimand and counsel the student. If the driver feels this is sufficient, the matter will end there. If this is not sufficient or the offense is repeated, the driver will do the following:

- A. Issue an "UNSATISFACTORY SCHOOL CONDUCT NOTICE" to the student. The driver will then give a copy to the student, a copy to the superintendent and a copy sent to the parent/guardian.
- B. A second notice will result in a two-day suspension of bus privileges and a mandatory conference with the student, superintendent, parent/guardian and the transportation supervisor or bus driver.

C. A third notice will result in the suspension of the student's bus privileges for ten (10) days or the remainder of the school year if less than ten (10) days remain in the school year. A mandatory conference with the student, superintendent, parent/guardian and the transportation supervisor or bus driver will be held. This action shall be taken by the superintendent.

D. A fourth notice may result in the suspension of the student's bus privileges for 90 days.

E. It is conceivable that an offense could be of such a serious nature that for the safety of all students, a disciplinary action may not necessarily include all of these steps.

WEAPONS IN SCHOOL

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis. A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

Weapon means any of the following:

§ A firearm

§ A knife, any knife of any kind including, but not limited to box cutters, razors, or any device designed to cut.

§ A destructive device

§ A dangerous instrument

Simulated weapon means an instrument displayed or represented as a weapon.

§ Firearm means any of the following:

§ Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.

§ The frame or receiver of any such firearm

§ Any firearm muffler or silencer

§ Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant

charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.

§ Any combination of parts that could be readily assembled to form a firearm

Destructive device means:

§ Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.

§ Any collection of parts that could be readily assembled to form a destructive device

Dangerous instrument means:

§ Anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

School premises means:

§ The school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

Deadly weapon means:

§ Any weapon designed for lethal use, including a firearm.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth amendment of the Constitution. This individual right, however, is balanced by the schools responsibility to protect the health, safety, and welfare of all its students. School employees may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

- A. General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on the property. This search of school property may be made without the student being present.
- B. Illegal items (firearms, weapons, drugs) or possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by school employees.
- C. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
- D. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.
- E. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety, and welfare of all students.
- F. Motor vehicles parked on school property may be searched by school employees when there is a reasonable cause to believe the health, safety or welfare of students might be in jeopardy.

STUDENT DUE – PROCESS RIGHTS:

The authority to suspend a student for up to ten (10) days after an informal hearing is held, rests with the Superintendent or the designee. If a clear and present danger to students or staff is present, the principal may immediately remove the student from school, with a notice and hearing following as soon as practicable. Each suspension shall be reported, by the person imposing it, to the Governing Board within five days.

In cases except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due – process procedure are instituted. Students will not be released early from school unless parents have been notified.

A recommendation to expel shall be initiated by the principal and forwarded to the Superintendent. The authority to expel rests with the Board only. All expulsions requested shall have supporting data indicating the due-process procedure followed, the alternatives attempted,

and the various District and approved agency resources used by teacher, principal, support staff, and parents to help the students adjust to the school environment.

SUSPENSION / EXPULSION OF SPECIAL EDUCATION STUDENTS:

Suspension is temporary exclusion of a student from school for disciplinary reasons for one full school day or longer. Short-term suspension (one to ten days) may be used for special education students for disciplinary reasons without holding a multi-disciplinary conference. All such suspensions will be consistent with District policy for suspensions and should be reasonably expected to change the student's behavior.

A suspension for one or more than ten (10) consecutive days is considered expulsion for a special education student, and a multi-disciplinary conference must be held. Such a conference shall be for the purpose of determining whether or not the offense is due to the student's handicapping condition or to the educational placement, the student may not be suspended, and other educational placements shall be considered.

If a special education student is suspended for an accumulation of ten (10) days during a school year, a multi-disciplinary conference must be held to determine whether the offenses are due to the student's handicapping condition or to the educational placement.

If the behaviors are related to the handicapping condition or the educational placement, the District must determine and alternative placement and revise the individual educational plan. Alternative educational services must be initiated within ten school days after date of the student's exclusion from school. Change in special education placement procedures must include:

- < Written notice to parent(s)/guardian(s)
- < Review of placement, including the opportunity for a special education due- process hearing.
- < Review and revision of the individual education program (IEP) for the provision of an appropriate educational program.
- < Provision for a continuum of alternative replacements, including the provision of a free, appropriate education in the least-restrictive environment.

Procedural and due-process rights required by the Education For All Handicapped Act. (P.L. 94-142)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

Directory Information:

FERPA's regulations define "directory information" as information contained in an education record of a student "that would not generally be considered harmful or an invasion of privacy." 34 C.F.R. 99.3. Specifically, "directory information" includes, but not limited to student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities or sports, weight and height of

Grades K - 5	X	O	O		O							
Grades 6 - 12	X	O	O		O					O		Alternative Education
Alcohol - Use and/or Possession												
1st Offense	X	O			X	O	X			O	O	Drug Intervention Program
2nd Offense	X	O			X	X	X			X	X	Drug Intervention Program
Alcohol - Distribution of												
Any Offense	X				X	X	X			X		
Arson	X		X		X	X	X			X	O	Restitution
Assault												
School Employee	X				X	X	X			X		
Non-School Employee	X				X	O	O	O	O			
Battery												
School Employee	X	O			X	X	X			X		
Non-School Employee	X	O			X	O	O	O	O			
Bus Misbehavior See Bus Referral Form												
Campus Disruption	X	O	X	X	X	O	O	O	O			
Computer Misconduct												
1st Offense	X		X	X	O							Restitution
2nd Offense	X		X		X	O	O	O				Restitution
Controlled Substances												
Use and/or Possession of												
1st Offense	X	O	X		X	X	X	O	O	X		Drug Intervention Program
2nd Offense	X	O	X		X	X	X			X	X	Drug Intervention Program
Sale and/or Distribution of												
Any Offense	X	O	X		X	X	X			X	X	Drug Intervention Program
Defiance of School Personnel	X	O	X	O	O	O	O	O	O			
Discriminatory Harassment	X	O	X	X	X	O	O	O	O			
Disorderly Conduct	X	O	X		X	O	O	O	O			
Dress Code Violation												
1st Offense	O	O	O	X							O	Change Clothes
2nd Offense	X		X	X	O						O	Change Clothes

**Behavior
Infractions
And
Consequences**

Fredonia - Moccasin Unified School District

X = Minimum Consequences

O = Possible Additional Consequences

(Depending on Severity and/or Frequency)

	Parent Notification	Counselor / Student Conference	Administrator / Student Conference	In-School Procedures	(RPC) - Required Parent Conference	Formal Suspension	Involvement of Law enforcement	Behavior Program	Expulsion	Other	Other Specified
Explosive Devices (Firecrackers/Gases)	X	O	X		X	X	X		X	X	Confiscation
Extortion	X	O	X		X	X	X	O	O	O	Restitution
Fighting	X	O	X		X	O	O	O	O		
Firearms	X	O	X		X	X	X		X	X	Confiscation
Forgery	X	O	X	X	O	O	O	O			
Gambling	X	O	X	X	O	O	O	O			
Gang Activity	X	O	X	X	X	O	O	O	O		
Hazing	X	O	X	O	O	O	X	O	O		
Illegal Conduct	X	O	X		X	O	O	O	O		
Immodest/Immoral Conduct											
Sexual	X	X	X		X	X	X		X		
Non-Sexual	X	X	X		X	O	O	O	O		
Public Display of Affection	O	O	O	O	O	O	O	O	O		
Nuisance Items	O	O	O	X	O					X	Confiscation
Personal Communication Device											
Inappropriate Use	X		X	X	X	O	O			O	Loss Privilege/Confiscation
Racially Derogatory Remarks	X	O	X	X	O	O		O			
Robbery	X		X		X	X	X	O	O	O	Restitution
Scholastic Dishonesty	X	O	O	X	O	O	O	O			
Spray Propellants	X		X	X	X	O		O		X	Confiscation
Theft	X	O	X	X	X	O	O	O	O	O	Restitution
Threat	X		X	O	X	X	O		O	X	Threat Evaluation

Tobacco - Possession and/or Use of	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Confiscation
Vandalism/Destruction or Defacement of Property	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Restitution
Weapons	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confiscation
Dangerous Weapons (ARS)	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confiscation
Unspecified Weapons	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Confiscation

Graduation Ceremony

Participation in graduation ceremonies is a privilege for graduating seniors. Infractions of school regulations may result in loss of the privilege to participate in the graduation ceremony.