

## 2016—2017 GOVERNING BOARD

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**FOUNTAIN HILLS**  
UNIFIED SCHOOL DISTRICT

## Policies, Procedures Rights and Responsibilities



# 2016 ~ 2017 Parent ~ Student Handbook



District Administrative Center  
16000 E. Palisades Blvd., Fountain Hills, AZ 85268  
[www.fhusd.org](http://www.fhusd.org)



# FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT

*"We Achieve and Celebrate Educational Excellence!"*

August 2016

Dear Parents:

As the superintendent for the Fountain Hills Unified School District, I welcome you to what will be an exciting and productive year for FHUSD students.

Our mission is to achieve and celebrate educational excellence, and my expectation this year is to focus on that mission throughout our schools and support departments. We will work conscientiously to ensure that our practices are consistent with the vision we've developed for the district. The vision for FHUSD includes the following:

*\*Schools are safe and vibrant places where there is an emphasis on student learning through doing.* For schools to be safe and vibrant places, there is a physical aspect we address through our emergency response planning, and we will continue to assess our facilities and practices in order to make the necessary changes to improve site security. Of equal importance is the environment we create through our interactions and the manner in which we treat one another and to that end, you'll see an emphasis on what Fountain Hills High School calls the Falcon Way. If as adults and students we consistently demonstrate the Falcon Way character traits of respect, integrity, accountability, excellence, discipline, professionalism, and responsibility, we will make tangible improvements in the safety and vibrancy of our schools. In our classrooms at all grade levels, expect more opportunities for students to learn through doing and experiencing higher levels of cognitive engagement. Expect to see an increase in project-based learning, hands-on learning, problem-based learning, student demonstrations of learning, application of learning to real world situations, integration of current technologies as a regular part of the learning process, and research.

*\*Students are challenged and excel according to their abilities and exit our schools prepared for their next level of learning.* Not every student learns in the same way, nor do they have the same interests, aptitudes, and ambitions. Thank goodness. Our modern world and modern economy need musicians as well as engineers, soccer players and biochemists, neurosurgeons and skilled tradespeople, coders and entrepreneurs. To help students excel and be successful now and in the future, our schools will build positive relationships between adults and students with an emphasis on instruction and achievement in the core academic areas, the arts, and the 4 Cs: Critical and Creative Thinking, Communication, and Collaboration. Expect to experience learning activities that expose students to new ideas and new skills, some of which will be learned and mastered more easily than others, depending on the student. Expect to be excited and motivated by exploring and experiencing new challenges in not only math, English, social studies, and science, but also in special areas and electives like music, art, PE, and Spanish.

I encourage all students and parents to look beyond the regular school day in order to take advantage of the tremendous opportunities we offer for students to pursue their interests and passions. We offer numerous clubs, intramural activities, and sports, all of which create increased opportunities for students to connect to their interests, their peers, caring adults, and their school.

So again, welcome to the 2016-2017 school year, an exciting new year during which we will achieve and celebrate educational excellence.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Sweeney, Ed.D."

Patrick Sweeney, Ed.D.

## SHORT-TERM SUSPENSION (10 DAYS OR LESS)

The principal or designee has the authority to impose a short-term (10 days or less) suspension, following appropriate due process. No appeal is available from a short-term suspension.

## SUSPENSION OF STUDENTS WITH DISABILITIES

Students placed in special education programs will be expected to abide by the rules of conduct established for all students. When misconduct occurs, procedures for such suspensions shall meet the requirements and regulations of I.D.E.A. and state statutes.

## ARIZONA LAW PERTAINING TO ATTENDANCE, ASSAULT, EXPULSION, THREATS, BULLYING

Attendance	A.R.S. 15-803
Assault	A.R.S. 13-1203 and 1204
Expulsion/Suspension	A.R.S. 15-841
Threats	A.R.S. 13-2911
Anti-Bullying	A.R.S. 15-341

# STUDENT OFFENDERS FACE CONSEQUENCES DISCIPLINARY ACTION CHARTS (continued)

## THE FOLLOWING OFFENSES ARE SUBJECT TO EXPULSION ON THE FIRST OFFENSE

<i>Offense</i>	<i>Range</i>	<i>Action To Be Taken</i>
		<i>First Offense</i>
Alcohol/Drugs*++ (Providing/Selling)	Minimum Maximum	<b>K</b> <b>L</b>
Arson*++	Minimum Maximum	<b>G</b> <b>L</b>
Bomb Threat*++	Minimum Maximum	<b>K</b> <b>L</b>
Computer, Telecommunication, Network Infraction	Minimum Maximum	<b>A</b> <b>L</b>
Destruction of Property*++	Minimum Maximum	<b>E</b> <b>L</b>
Explosives*	Minimum Maximum	<b>H</b> <b>L</b>
Extortion*	Minimum Maximum	<b>H</b> <b>L</b>
Gang Association or Gang Activity	Minimum Maximum	<b>A</b> <b>L</b>
Harassment/Hazing/Bullying (Verbal, Written, Graphic, Electronic, Sexual, Racial or Physical)	Minimum Maximum	<b>A</b> <b>L</b>
Physical Assault*	Minimum Maximum	<b>C</b> <b>L</b>
Theft*	Minimum Maximum	<b>C</b> <b>L</b>
Threats/Intimidation	Minimum Maximum	<b>A</b> <b>L</b>
Weapons Possession* Weapons Use of Threat	Minimum Maximum	<b>H</b> <b>L</b>

Note: Action taken by the school authority will fall between the minimum and maximum category identified on the disciplinary action chart.

\* These offenses also mean violation of local or state law. School authorities may also notify appropriate police authorities. Law enforcement authorities may take action in addition to that taken by the school

+ See Governing Board Policy JHB for detail dealing with truancy

++ Only under unusual circumstances will a student found guilty of these offenses be considered for punishment less than expulsion.

After investigation, students found to be involved as an accessory to any of the offenses shall be subject to the same range of consequences listed for that offense. Likewise, any student found to have been involved in a conspiracy to commit an offense shall also be subject to the same range of consequences for the identified offense.

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## ATTENDANCE IS ESSENTIAL

### *Attendance*

The Governing Board believes that the attainment of academic excellence requires attendance on a regular basis. Attendance is the responsibility of the students and parents; students may fail classes or promotion may be withheld if this requirement is not met.

### *Legal Requirements*

[Arizona State Statute \(A.R.S. 15-802\)](#) requires students to attend school through the completion of the 10th grade, or to the age of 16.

### *Absences*

Regular attendance is the key to much of the success a student may gain from his/her school program. Students should remain out of school only when absolutely necessary, as much of the classroom activity cannot be made up; the benefit of lectures, discussions and participation is lost forever to those who are absent. A verification may be requested for excessive absences.

### *Parent Responsibilities*

Any absence due to illness, death in the family, religious observance or other unusual circumstance will be excused. Missing class to attend school activities will be excused with prior teacher and administrative approval. Parents of absent students are expected to call on the day of the absence, preferably no later than one hour after the start of school. If no contact is made to the school within 24 hours of the start of the absence, the absence will be considered unexcused.

### *Truancy/Unexcused*

A truancy or unexcused absence is any absence from one or more class periods without the prior knowledge and consent of the parent/guardian or is in violation of state law and district procedure.

### *Permission to Leave School During School Hours*

Students must check out through the attendance office prior to leaving school during school hours. The parent/guardian must give written and/or verbal approval. The person picking up the student must be listed on the emergency card and show a valid picture I.D.

### *Excessive Absences—Doctor's Verification*

The principal may require documentation from a doctor to verify a medical condition when absences total more than 10 percent of the number of required attendance days.

### *Chronic Illnesses*

A student with 10 or more absences—even though they may be excused will result in notification to the district truancy officer who may require that all future absences be validated by a doctor's excuse. Pursuant to Arizona Revised Statute—[A.R.S. 15-802/15-803](#), a student who exceeds an absentee rate of 10% is considered truant, even if the absences are excused.

### *Tardy*

A student is considered tardy if (s)he is not in his/her seat and ready to learn when the bell rings to signify the beginning of class. Each school in the FHUSD has its specific, age appropriate guidelines for student tardiness and parents and students need to confer with the specific schools for those regulations and rules.

## STUDENT OFFENDERS FACE CONSEQUENCES DISCIPLINARY ACTION CHARTS

MULTIPLE OFFENSES IN COMBINATION OF CATEGORIES MAY RESULT IN LONG TERM SUSPENSION OR EXPULSION

<i>Offense</i>	<i>Range</i>	<i>Action To Be Taken</i>	
		<i>First Offense</i>	<i>Repeated Offenses</i>
Alcohol/Drugs* (Possession/Use)	Minimum Maximum	I I	L L
Bus Misconduct	Minimum Maximum	A F	C H
Cheating Plagiarism	Minimum Maximum	A F	C H
Dangerous Objects	Minimum Maximum	A H	H L
Defiance of Authority	Minimum Maximum	B H	C L
Disorderly Conduct	Minimum Maximum	A H	C L
Fighting	Minimum Maximum	G L	H L
Forgery*	Minimum Maximum	C G	C L
Gambling*	Minimum Maximum	A H	C I
Gang Clothing, Symbols, Paraphernalia	Minimum Maximum	A H	H L
Littering	Minimum Maximum	A E	C G
Parking	Minimum Maximum	A C	C H
Tobacco (Possession/Use)*	Minimum Maximum	E H	H I
Tardiness	Minimum Maximum	A B	C H
Truancy/Absence+	Minimum Maximum	C F	C K
Verbal Abuse	Minimum Maximum	A G	C I

## **LEGEND OF ACTION CATEGORIES**

- A Informal talk by a school official (teacher, counselor or administrator) who will attempt to reach an agreement with the student as to acceptable behavior.
- B Formal conference between the student and one or more school officials. A record is kept of the student's commitment to corrective behavior.
- C Parental involvement by telephone, letter or personal conference.
- D Temporary or permanent removal from class means the student is not to attend one or more classes for a specified period of time. During this period of removal the student may be assigned appropriate on-campus duties or alternative classes.
- E Out-of-school detention means the student is detained before school, during lunch period or after school for a specific purpose.
- F Appropriate individualized assignment and/or loss of privilege means the school official devises an assignment to fit the offense and/or the school official removes from the student one or more privileges usually associated with the offense.
- G In-school suspension (1-5 days) means the student is removed (suspended) from class (es) but is kept on campus under the supervision of a staff member. The student is usually given an appropriate assignment during this time period. Saturday or another day of detention may be employed as an alternative (grades 6-12).
- H Short term out-of-school suspension (1-5 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Students must remain off campus for the duration of the suspension.
- I Short-term, out-of-school suspension (6-10 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Such action may precede recommendation for expulsion. Students must remain off campus for the duration of the suspension.
- J Summary suspension means the student may be immediately removed from campus due to a clear and present danger to any or all concerned. Student must remain off campus for the duration of the suspension.
- K Long-term, out-of-school (11-180) suspension means that the school principal may recommend to the Superintendent an extension of the suspension beyond the maximum 10 days. The Superintendent or designee, after careful consideration of the facts of the case, may extend the suspension until Governing Board appointed hearing officers act on his/her recommendation. As with any suspension, due process must be followed. Students must remain off campus for the duration of the suspension.
- L Expulsion is the permanent removal from all Fountain Hills Unified School District schools.

*Note: Action taken by the school authority will fall between the minimum and maximum category identified on the following disciplinary action chart. Employment of discipline alternatives is at the discretion of the school authority. In some situations, i.e., alcohol/drug violations, suspensions may be reduced when the student attends counseling.*

## **GENERAL ATTENDANCE PROCEDURES**

### ***Parent Notification***

- **K-8:** A reasonable effort will be made to notify the parent by phone when a student is absent without notice.
- **High School:** Parents will be contacted for all absences not previously excused.

### ***Attendance Discipline for Truancy—High School***

Students who fail to attend class, homeroom, study hall, testing period, or school activity during any portion of the school day **without a valid excuse** will be considered truant and/or unexcused for that portion of the day (administration may require documentation to verify excused absences). Unexcused absences will be treated as serious disciplinary issues. Students with unexcused absences will be assigned one or more of the following consequences:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Loss of privileges</li><li>• Detention</li><li>• Community Service</li></ul> | <ul style="list-style-type: none"><li>• In-school suspension</li><li>• Out-of-school suspension</li><li>• Placed on contract</li></ul> |
|--|--|

**Students who miss 15 or more class periods for any reason may be placed on audit status for that class for the remainder of the semester and will receive a grade of WF (no credit) on their transcript.** Furthermore, at the discretion of FHHS administration, students may be removed from a class and placed in study hall if the student's attendance, conduct, or lack of academic progress in the class falls below a standard of performance appropriate for a student of the school.

### ***Legal Action for Excessive Truancy***

A student or a parent whose student is truant for five school days within a school year may be issued a citation by the dean of students for truancy. A citation may also be issued for excessive absences if a doctor's verification is not provided by the parent. The dean of students shall notify the child's parent/guardian that the citation was issued and that the parent/guardian is required to appear in court with the child.

### ***Physical Education Excuses***

For any student to be excused from physical education activities, the following process must be used:

- For a temporary excuse of three days or less, the parent must submit a note to the nurse before the student attends class. The note must specify the illness or injury. The health aide will complete the appropriate form for the student to give to the physical education teacher to verify the excuse.
- For long-term excuses of more than three days, the parent is required to obtain a written statement from the student's physician describing the health problem and the length of time to be excused from active physical education participation.
- When a medical excuse from physical education creates an absence from active participation exceeding a total of 20 days in a semester, the requirement for physical education will be waived if the

parent/guardian so requests. The principal will arrange for an appropriate alternative program. No grade penalty will be applied. The waiver in high school applies to one or two semesters, depending on the extent of the medical restriction.

#### ***Take Your Child To Work Day***

Nationally, the Ms. Foundation promotes Take Your Daughters and Sons to Work Day on a school day in April each year. It is very difficult for teachers to provide meaningful activities with a large number of children out of school and not able to benefit from the instruction.

Many school districts and large employers in Arizona have been encouraging an alternate day in the summer, with very positive results. Please observe the Take Your Daughters and Sons to Work Day on a day when school is NOT in session.

#### **EXPLOSIVES**

The use, possession or sale of explosive devices (i.e., firecrackers).

#### **EXTORTION**

The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

#### **FIGHTING**

Engaging in or threatening to engage in physical combat, involving two or more individuals.

#### **FORGERY**

Writing and/or using the signature or initials of another person. Impersonating another person on the telephone with regard to attendance also falls within this category of offense.

#### **GAMBLING**

Participating in games of chance for the purpose of exchanging money or something of value.

#### **GANG ASSOCIATION OR GANG ACTIVITY**

See Governing Board Policy JICF and JICF-R for a full explanation.

#### **GANG CLOTHING, SYMBOLS, PARAPHERNALIA**

The wearing of hats, bandanas, tattoos and/or other clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity.

#### **HARASSMENT/HAZING/BULLYING (verbal, written, graphic, electronic, sexual, racial or physical)**

Any act committed by a student or in concert with others that is intimidating or capable of causing physical or emotional harm to others. 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. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by board Policy JICK will not be tolerated. .

#### **LITTERING**

Leaving or depositing trash in places other than appropriate receptacles.

#### **PARKING VIOLATION**

Not following posted and/or written parking regulations at the high school.

#### **PHYSICAL ASSAULT**

A physical attack by one or more persons on other persons who do not wish to engage in conflict or who have not provoked the attack.

#### **TOBACCO (Possession or Use)**

The use, sale, or possession of tobacco products of any kind on school property or at school events.

#### **TARDINESS**

Arriving late to class.

#### **THEFT**

Taking property which does not belong to the student.

## **This List is Not All-Inclusive.**

**A student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the School Administrator or Superintendent.**

### **DEFINITION OF OFFENSES**

#### **ALCOHOL-DRUGS (Possession or Use)**

A person who is using, under the influence or in possession of any form of alcoholic beverage, illegal or dangerous drug substance, drug paraphernalia or look-a-likes or any substance being represented as an illegal or dangerous drug.

#### **ALCOHOL-DRUGS (Providing/Selling)**

A person who, in any way, provides, gives, sells or offers any form of alcoholic beverage, illegal or dangerous drug substance, drug paraphernalia or look-alikes or any substance being represented as an illegal or dangerous drug.

#### **ARSON**

Intentional burning of property belonging to the school, school personnel or another person on campus.

#### **BOMB THREAT**

Any threat by any means to explode a bomb or other explosive device on school property.

#### **BUS MISCONDUCT**

Not following district bus rules and regulations.

#### **CHEATING OR PLAGIARISM**

Taking someone else's work for one's own, practicing fraud or deception with relation to school work or responsibilities.

#### **COMPUTER, TELECOMMUNICATION OR NETWORK INFRACTION**

Inappropriate use of computers, telecommunications and network resources. Definition is contained in Policy IJNDB.

#### **DANGEROUS OBJECTS**

Any object or device that may be harmful to the health, welfare or safety of others.

#### **DEFIANCE OF AUTHORITY**

Refusing to comply with the reasonable request of school officials.

#### **DESTRUCTION OF PROPERTY**

Destroying, defacing or mutilating objects or materials belonging to the school, school personnel or other persons.

#### **DISORDERLY CONDUCT**

Use of profanity, obscene behavior, unsafe behavior or any conduct which is in any way disruptive to the educational process of the school.

## **GENERAL POLICIES**

### ***After School and Evening Activities***

While attending school or evening activities students will be expected to follow all school rules and regulations, including the dress code. **A student must be in attendance at school all day to participate in after-school and evening activities.** Suspended students (off campus) may not attend evening or after-school activities. **Students should leave campus immediately after school is out.** Only students under the supervision of a teacher should be on campus.

### ***Athletic/Extra-Curricular Participation***

In the Fountain Hills athletic program, the health and welfare of the athlete is the most important concern. Every effort will be made to assure a healthy environment and safe training conditions for athletes.

Before athletes may participate in any aspect of school sports they must be academically eligible, must have proof of an annual physical exam on record and must have an **Informed Consent** form signed by their parent or guardian on file.

The athlete's parent and the athlete must attend an informed consent meeting or conference prior to the athlete's participation. The meeting will be conducted by the coach of the sport or the athletic director and will contain information about the type of activity and risks involved in participation in the specific sport.

### ***Bicycles, Roller Blades, Skateboards, and Scooters***

If a student rides a bike to school, (s)he should provide a padlock and **always** lock his/her bike in the bike rack. Bikes should be registered and licensed for everyone's protection. Bikes should always be walked across campus. Failure to follow this guideline may result in losing the privilege of bringing a bike to school. Be safe! Use all the best safety rules learned in school.

Kindergarten through grade 8 students are not permitted to drive a motorized vehicle to or from school.

Skateboards, roller blades, and scooters may not be on any Fountain Hills Unified School District campus before, during, or after the school day.

**Schools are not responsible for loss, theft, or damage of personal possessions.**

### ***Conferences***

Parent/teacher conferences may be scheduled through the school office at any point during the year. Formal conferences will be held for Kindergarten through grade 8 in October and March. Kindergarten through grade 8 students will be released early from school on those dates.

### ***Off Campus Policy***

Only junior and senior students are allowed off campus during lunch or during the regular schedule of the academic day. High school students should consult the high school's specific handbook for further guidance regarding the district's off campus policy.

### ***Digital Citizenship***

The following guidelines and policies apply to:

- Students who use computers belonging to the Fountain Hills Unified School District.
- Students who access network resources available through the Fountain Hills Unified School District.

Network access, including the Internet, is available to students. Our goal in providing this service is to promote instruction and learning. The district has taken technical and organizational precautions to restrict access to controversial materials; however, on a shared network it is impossible to control all controversial materials. The district believes the valuable information and interaction available

on our network and the Internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

Guidelines for acceptable use:

- Computers, telecommunications and network resources are to be used for educational purposes only.
- Students may not purposely submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive or illegal material.
- Students will abide by all copyright and trademark laws and regulations.
- Students will not reveal personally identifiable data unless authorized to do so by designated school authorities.
- Students will not use the network in any way that would disrupt the use of the network by others.
- Students will not attempt to harm hardware, software or data, nor interfere with the security of any computer, telecommunication or network resource.
- Students will not install software or alter hardware.

***Privileges and Responsibilities***

The use of Fountain Hills Unified School District computer, telecommunication and network resources is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action under the guidelines and through the authority of the Governing Board and its policies.

***Services***

The Fountain Hills Unified School District reserves the right to monitor the use of district computer, telecommunications and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school personnel. Should it become necessary, files may be deleted.

The Fountain Hills Unified School District is not responsible for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the district.

The Fountain Hills Unified School District may make rules, as needed, for the operation of the system.

***Digital Etiquette and Digital Privacy***

Unless specifically authorized by school administration, the following guidelines should be followed when photographing, creating video, and/or posting to social media any FHUSD student or staff member. Parents, protect the privacy rights of children when photographing/recording your own child's school experience. Although you may be comfortable posting, emailing and sharing photos or video of your child, other parents may not feel the same. Additionally, the posting of the photograph of a child under court protection may put that child's safety at risk. Students, protect the privacy rights of your fellow students and staff by photographing/recording others with consent. Use of digital devices and social media during the school day must be approved by your teacher or administration. Parents and students protect the privacy of others by:

- framing your photo/video in such a way as to exclude others.
- shoot classroom photos or videos from behind so that faces are not visible.
- crop photos to exclude others before posting them online or otherwise sharing them.

***Dances***

The school will sponsor dances/parties during the year. Attendance at the dance is considered a privilege which will be denied for inappropriate school behavior. Students are expected to follow all school rules. Once students enter the event, they may not leave until they are going home. Students must be present in 4 academic classes the day of the dance/party in order to attend.

## VISITORS

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival. For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal. (Policy KI-R)

## DISCIPLINE

The Fountain Hills Unified School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning and, would interfere with the orderly conduct of our public schools. Furthermore, the Governing Board charges the staff with the responsibility for enforcing the rules of conduct, establishing consistency in their enforcement and maintaining an appropriate learning and behavioral environment.

The following section is most appropriate to middle and high school students; however, the same expectations are held for elementary students. Parents of elementary students are encouraged to consult their school's handbook for information regarding individual school discipline policies.

According to Arizona law (A.R.S. 15-341), the Governing Board also has the authority to discipline students for disorderly conduct on their way to and from school. The Governing Board gives this responsibility to the local school administration. The Governing Board also gives the school administration authority to discipline students for disorderly conduct and other offenses at school sponsored activities.

- Creates an atmosphere of threat, intimidation or undue pressure, or displays or advocates the use of illegal substances.

## STUDENT RECORDS INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for a parent's right to inspect, review and seek correction of a child's educational records. Parents also have the right to file a complaint against the school if they feel that the school has failed to comply with district policy concerning student records. Copies of this policy are on file in each school office and at the District Administrative Center.

If you wish to review your child's record, you may request the school principal to set up a convenient time for such a review. If your child is enrolled in a special education program, you should contact the Director of Special Education to arrange such a review. The district will comply with your request as soon as possible.

If when reviewing the records, you feel that the information on your child is inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may request the deletion or modification of the records or enter into the records your own statements of clarification or explanation.

Upon reaching the age of 18, a student has all of the legal rights and responsibilities previously given to a parent or legal guardian. Parents who claim a student 18 years or older as a dependent may still have access to all records.

Student records may be released to authorized district personnel or another school that the student wishes to attend. Student records will be released to others only with the signed, written dated request of the person legally responsible for the student.

Directory information will be gathered and issued for each student. This information includes, but is not limited to: student's name, address, telephone number, date and place of birth; yearbook information such as major field of study, dates of attendance, school organizations and awards received; sports information such as height and weight. If there is personal information that you DO NOT wish to have included in directory information, the person legally responsible for the student must notify the district's public relations officer in writing BEFORE September 10 of each school year. Send any correspondence to: Superintendent, District Administrative Center, 16000 E. Palisades Blvd., Fountain Hills, AZ 85268.

The releasing of directory information to any agency with a profit motive is prohibited unless specific approval of the Governing Board is granted.

## TRANSPORTATION

### *Bus Information*

At the elementary school level, pupils in grades kindergarten through five living more than one mile from school are eligible to ride the school bus. At the middle and high school levels, students must live more than one and one-half miles from school to be eligible for transportation.

### *Field Trips*

Parent-signed permission slips are required for student participation on field trips.

### *School Bus Discipline*

The safety of students is of primary concern. Students causing disruptions by violating the rules of the bus risk the welfare of other students and possibly the community at large. All students are expected to abide by the bus rules and to show respect for the driver of the bus. Students breaking the rules will be subject to disciplinary action and may suffer the loss of bus riding privileges.

## CRISIS/EMERGENCY PLAN

Each school in the Fountain Hills Unified School District has an emergency response plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lock-down and evacuation procedures. In addition, each plan is updated annually by the school emergency response team and followed up with training for staff members.

## CUSTODY

In cases where custody/visitation affect the school, the school will follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. Restraining orders can only be rescinded by the court.

## DUE PROCESS

Students involved in any type of disciplinary problem must enter the discipline process at the preliminary investigative point where early guilt or innocence of charges is determined.

Dependent upon the seriousness of the offense, the student MUST be accorded the following basic rights.

- Notice of the charges, nature of the evidence supporting the charges and the consequences if the charges are proven true.
- Notice of a right to a hearing at which time he or she may respond to the charges.
- A fair hearing, including the right to present witnesses and evidence.
- A fair and impartial decision.

## ELECTRONIC DEVICES (A.R.S. 13-3019)

Electronic devices often interfere with the orderly operation of the school and may cause a disruption to the learning environment. School rules may prohibit such items as cell phones, iPods, audio/video devices, electronic games or any other electronic devices. The school is not responsible when these items are lost or stolen.

Unless previously authorized by the school's administration or designee, students are not to use personal electronic devices for the purpose of recording conversations, taking pictures or video footage of others at school, on the bus or at school-related activities/events.

## EXTRA-CURRICULAR ELIGIBILITY

All students in grades 6-12 must pass all classes in which they are enrolled in order to participate in extra-curricular activities. Eligibility will be determined on a semester grading period for high school and a quarterly grading period for middle school. All students losing their eligibility at the quarter will be monitored every two weeks.

## FOOD IN CLASSROOMS

According to the Maricopa County Department of Environmental Services, food brought in to the classroom for snacks and parties must come from a commercial source and cannot be homemade. Items should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing disposable gloves must serve the food.

## **FOOD SERVICES**

### ***Elementary and Middle School***

Elementary and middle schools are on the Federal Type A lunch and breakfast program. A free and reduced-price lunch program is available. Applications are available and distributed to all students at the beginning of school. Pre-paid lunch cards or cash may be used daily to purchase lunches. Parents may make payments in advance on line. The middle school offers ala carte and salad bar selections in addition to the regular lunch menu.

### ***High School***

The high school lunchroom offers daily lunch specials, hot and cold sandwiches, salad bars, mobile snack carts and various snack menus. Free lunches are available with applications obtained in the school office.

## **HARASSMENT**

### **Harassment, Bullying, Hazing and Threats of Harm (Board Policy JICK)**

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.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

### ***Definitions***

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

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

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

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

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

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturb-

- Vision and Hearing
- Motor Control or Coordination
- Behavior or Social Skills
- Speech or Language Skills
- Thinking or Performing Tasks

The Fountain Hills Schools use a screening process in these areas to see if further evaluation is necessary. Children found eligible will be offered, as appropriate, free preschool special education programs and or services in the district.

### ***Parents' Rights and Responsibilities***

#### ***Student Education Records***

Parents have the right to inspect and review all educational records, and all other rights guaranteed by the Family Educational Rights and Privacy Act.

#### ***Destruction of Education Records***

The district destroys all psychological and special education records on students five years after those students have been removed from special education, have been withdrawn from the district or have graduated.

#### ***Notifying the District Prior to Unilateral Placement in a Private Special Education School***

If you disagree with the district and consider enrolling your child in a private special education school, you must provide the district with a written notice 10 business days before you enroll your child. The notice shall include a statement that you are rejecting the placement offered by the district, what your concerns are about the offered placement, and your intent to enroll your child in a private school at public expense.

#### ***More Information***

If you do not understand special education and what it may offer your child, you should speak with the child's teacher, school psychologist or school administrator where your child receives educational services, or the director of special education. Parent Information Network Specialists, a support group sponsored by the Arizona Department of Education, can also help you to better understand the procedure. Phone 480-654-1559. The Exceptional Student Services Division of the Arizona Department of Education is also available to assist you. Phone 602-364-4000.

## **STRUCTURED ENGLISH IMMERSION**

The Fountain Hills Unified School District provides Structured English Immersion (SEI) services for qualified students at all schools. Students with a primary home language other than English who do not demonstrate grade level competencies in oral English, reading and writing are eligible for services. For further information, please contact your school principal.

## **STUDENT DRESS, CONDUCT & APPEARANCE**

Student dress, personal appearance or conduct shall not disrupt nor distract from instructional procedures, school-sanctioned social functions or the disciplinary control of the teachers.

District dress standards prohibit student dress and/or grooming that:

1. Presents a risk to the health, safety or general welfare of student or staff.
2. Interferes with or disrupts the educational environment or process.
3. Is counterproductive to curriculum goals and/or educational objectives.
4. Displays obscene language or symbols.
5. Immodestly exposes the chest, abdomen, genital area or buttocks.

## SPECIAL EDUCATION

### *Child Find*

Federal and state law requires school districts, charter schools and other public education agencies to provide a free, appropriate public education to eligible children with disabilities.

This free, appropriate public education refers to special education and related services, described in an Individual Education Program and provided to the child in the least restrictive environment.

Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth through age 21. The law and its implementing regulations also provide methods to help you assure that your input is considered.

If you want a copy of the procedural safeguards, please call the district's Special Education Department. Phone: 480-664-5018.

If your child is having difficulty in school, please check with the teacher, school counselor or building principal to determine what interventions have been tried to help your child succeed. The building Student Study Team (SST) process has been established as the primary support to teachers and students.

If the interventions are unsuccessful, a referral for special education Review of Existing Data meeting will be held. This is to establish the need for a special education evaluation. You may make a written request for consideration of a special education evaluation to the building principal, school psychologist or director of special education.

If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has a disability that affects his or her learning and, if so, to determine what special education and related services are required.

The evaluation will be done only after we have your written permission and we have explained what we plan to do during the evaluation. We will use tests and procedures selected specifically for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school.

This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, we will provide you the complete results within 60 calendar days of your written consent.

If your child is found to be eligible for special education and in need of services, we request that you serve as part of a team to help us develop an Individual Education Program and identify the special education and related services your child needs. You may ask others to be present at the IEP meeting, if you wish.

### *Preschool Childfind*

If you have concerns about your child's development or progress in school, you may receive help from the Arizona Early Intervention Program (AzEIP) at [www.azdes.gov/azeip](http://www.azdes.gov/azeip) or call 1-888-439-5609 or the Fountain Hills Unified Schools at [www.flhusd.org](http://www.flhusd.org) or call 480-664-5017.

Contact the AzEIP, your neighborhood school, or the Special Education Department (480-664-5017) for children aged birth until their 3rd birthday, if you are concerned about how your child:

- Plays and interacts with others
- Learns
- Communicates
- Moves
- Sees
- Hears

Contact your neighborhood school or the Special Education Department (480-664-5017) for preschool children aged 3 through 4.9 if you are concerned about your child's development or performance in the areas that affect the development and learning in school:

ing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

### *Prohibitions and Discipline*

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

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

### *Reporting Incidents of Bullying*

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

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

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate all reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of

this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and  
the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to
- Governing Board policy,
- preventive measures,
- incident reporting procedures,
- available support services for students (both proactive and reactive), and
- student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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

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

## HEALTH INFORMATION

### **Dispensing Medication**

Students may not carry or self-administer medication (including over-the-counter drugs) or dietary supplements unless an Individualized Health Care Plan has been developed and signed by the parent/guardian, school nurse and principal. All prescription medications must be in the original pharmacy container, labeled with the child's name, prescription number, name of medication, dosage and number of times a day to be administered. Non-prescription medications must also be in the original container with information as to the date(s), time(s) and amount(s) to be given completed on an appropriate medication administration request form. All medications must be supplied by the parent(s)/guardian(s) and will be kept in the school health office. Nursing personnel, or other school-designated personnel, have the authority to administer medications, both prescription and non-prescription, to minor students only with written permission from the parent(s) or legal guardian(s).

### **Immunizations**

As provided in Arizona Revised Statutes 15-871, the Governing Board shall exclude from school attendance any pupil not in compliance with immunization requirements. **Documented Proof of Immunization must be provided prior to enrollment and attendance.** Proof of immunization is defined as written documentation which includes the type of vaccine administered, the month and year of each immunization (except MMR immunization, for which the month, day and year is required), and the name of the physician or health agency administering the vaccine, or laboratory evidence of immunity.

### **Parent Notification of Communicable Diseases**

For the well-being of all students, parents are expected to contact the school nurse when their children have contracted a communicable disease.

under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the step well.

- 17. Skateboards, scooters and roller blades are not allowed on the school bus.
- 18. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's **written** request, counter-signed by a school official.
- 19. Students are permitted to ride only their assigned bus. Any exceptions must be requested **in writing** by the student's parent or legal guardian and approved by a school official.
- 20. Remain seated while bus is in motion **and until it comes to a stop**.
- 21. Secondary students are required to show student ID card to bus driver upon request.  
These expectations are taken from various regulatory sources including, federal regulations and laws, Arizona state laws and regulations, DPS regulations, and FHUSD School District policies.

### **List of Consequences for School Bus Infractions**

(Infractions and consequences also apply to behavior at bus stops)

#### **First Offense: (Elementary)**

You will be issued a warning slip. This must be signed by your parent/guardian and returned the next day. Your parent/guardian will also be called to discuss the incident.

#### **Second Offense: (Elementary)**

You will be issued a second warning slip which will result in the loss of your bus riding privileges for up to one week. Your parent/guardian will have to make other arrangements for your transportation. Your parent/guardian will once again be called to discuss your behavior on the bus.

#### **Third Offense: (Elementary)**

The third offense is the same as the second, except that the suspension time is for up to two weeks.

#### **Fourth Offense:**

The fourth offense results in a loss of bus privileges for up to the remainder of the school year.

#### **Middle School and High School:**

Please see the middle school and/or high school handbook for a list of consequences for bus infractions.

## SEARCH AND SEIZURE

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search for and obtain the contraband from students or non-students if there is reasonable suspicion that the student possess such contraband.

Automobiles may be searched with student consent or as a result of a school official observing items which provide a reasonable suspicion of illegal or unauthorized property inside the vehicle.

Student lockers, desks and school textbooks and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, desks, books and other property and equipment. Inspections of lockers and desks may be conducted by school authorities at any time without a search warrant or student consent. This may include the use of canine searches of lockers.

## **REPORTING CHILD ABUSE**

By state law, school employees must report suspected cases of child abuse to Child Protective Services and local law enforcement agencies.

Individuals required to report suspected abuse are protected by state law from civil or criminal liability. Each school site has a school coordinator for processing suspected cases of child abuse.

## **SCHOOL AND STUDENT PROPERTY**

Student lockers, desks and school textbooks and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, desks, books and other property and equipment. Inspections of lockers and desks may be conducted by school authorities at any time without a search warrant or student consent. This may include the use of canine searches of lockers.

Automobiles may be searched with student consent or as a result of a school official observing items or activity which provide a reasonable suspicion of illegal or unauthorized property inside the vehicle.

Personal items which are not considered necessary for the student's educational experience should be left at home, as the school cannot assume responsibility for these items.

The use or possession of electronic devices which may interfere with the orderly operation of the school may be prohibited during the school day. Examples included but are not limited to mp3 players, tablets, cameras, pagers, cellular telephones, electronic games, laser pointers, etc.

The use of school property after hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited.

## **SCHOOL BUS CONDUCT**

The school bus is an extension of the school and the same rules apply regarding discipline and general conduct. Additionally, students must remain properly seated, keep the aisle clear and ensure that all parts of their body (e.g., hands, heads, etc.) remain inside the bus. The specific rules regarding school bus conduct are as follows:

1. Obey the bus driver at all times.
2. Be at bus stop 5 minutes prior to scheduled pick-up time in the morning. Be on time to the bus in the afternoon.
3. Stand a safe distance from the curb or highway.
4. Stay off private property.
5. Stay out of the street.
6. Be courteous to the driver and other bus passengers.
7. When crossing street by school bus, always cross in front of the bus.
8. Always use the steps and handrail when boarding and leaving the bus.
9. Sit quickly and quietly in assigned seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
10. Always identify yourself when asked by the driver.
11. No eating, drinking (except water in plastic bottles), smoking, chewing gum or spitting inside the bus.
12. Keep hands, head, arms and all objects inside the bus at all times
13. Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
14. Keep the bus clean and free of damage.
15. State law prohibits the following items on school buses: *alcoholic beverages, dangerous or narcotic drugs, legally prohibited substances, animals, insects or reptiles, weapons, glass items, smoke or stink bombs, other dangerous objects, explosives, fireworks, tobacco.*
16. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be

### ***Head Lice***

Lice are commonly transmitted when children share combs, brushes, hats and coats. Lice crawl; they do not hop or fly. Lice checks are performed on students as needed. If a child is found to have head lice, the parent/guardian will be notified immediately by telephone and asked to take the child home. Guidelines for getting rid of lice and removing their eggs (nits) from the hair are available at your school health office. All nits must be removed before the child may return to school. Children treated for lice must report to the health office before being readmitted to school.

## **INSURANCE**

The District does not carry insurance for student' medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance.

An optional school-day or 24-hour accident policy is available at school through a private agency. Like most insurance policies, there are some coverage limitations and exclusions.

Information on the policy is available from each school's office. The schools issue these forms as a service to students and parents; the district has no other connection with the insurance company. Parents may pick up additional forms and purchase insurance at any time throughout the school year.

In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are paid for by the parent.

## **INTERVIEWS—CHILD PROTECTIVE SERVICES WORKERS**

Interviews by Child Protective Services workers who are investigating abuse/neglect may be conducted at district schools. The parent of a student who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

## **INTERVIEWS—LAW ENFORCEMENT OFFICERS**

In cases where students are interviewed for criminal investigations by law enforcement officers, the building administrator shall make reasonable efforts to notify the student's parent of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation.

If the law enforcement officer refuses to allow notification prior to the student interview, either the officer or a representative of the district will notify the student's parent within a reasonable time after the interview. A school official may be present during the interview, unless directed otherwise by the law enforcement officer. If a school representative was denied the right to be present during the interview, this fact shall be made known to the student's parent.

If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. The building administrator shall request the officer to notify the parents of the arrest or shall make reasonable efforts to notify the parent when a student is arrested or when a student is taken into temporary custody and identify the law enforcement agency involved.

## **NON-DISCRIMINATION/EQUAL OPPORTUNITY**

No person connected with the Fountain Hills Schools, whether a student, employee or volunteer shall, on the basis of sex, creed, color or disabling condition, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity.

## **OPEN ENROLLMENT**

The Fountain Hills Unified School District has an open enrollment policy consistent with Arizona state law. Annually the superintendent or designee, in consultation with building principals, determines which schools, grade levels, and programs have capacity to accept students from other districts. Parents may pick up open enrollment applications beginning October 1 of each school year. In order to be considered the application must be received by May 15. If space is still available after May 15, additional applicants may be considered on a first-come, first-served basis by the receiving school administrator.

## **PARENTAL COMPLAINT PROCEDURE**

1. **The parent MUST confer with the staff member involved** concerning the complaint before initiating the following procedure. The employee will have five working days in which to reply to the complaint at each administrative level at which the matter is reviewed.
2. If not satisfied with the outcome of that conference, the parent may obtain a Public Concerns/Complaint Form from the school office or the district website at [www.fhusd.org](http://www.fhusd.org). **(Informal communication between the parent and/or principal, and/or staff member is encouraged prior to step 3).**
3. The immediate supervisor provides the parent with a copy of the Public Concerns/Complaint Form prior to scheduling a meeting with the concerned parties. A summary of the conference and proposed resolution will be written by the supervisor and made available to the involved parties.
4. If the complaint is not resolved between the originator of the complaint and the employee, the complaint shall be reviewed by the employee's supervisor. Until the matter is resolved, it may be reviewed at each successive administrative level.

## **PARENTS' RIGHT TO KNOW**

Under federal "Elementary and Secondary Education Act" provisions, all school districts are required to notify parents of children who attend a Title I school that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Specifically, upon request, districts must provide the following information:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching
- Whether the teacher is teaching under emergency or other provisional status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **PERSPECTIVE: THE TEAM APPROACH TO ACHIEVING EXCELLENCE IN EDUCATION**

The Fountain Hills Unified School District recognizes the importance of the professional staff, parents, students and other adults working together as a team to ensure that each student has the opportunity to learn in an educational environment that promotes excellence in learning.

In maintaining an appropriate environment, all persons connected with the school have a dual commitment: to promote the school mission and to recognize and protect the rights of others.

*The professional staff, in teaching the district curriculum is expected:*

- To cooperate and collaborate with students and parents to maximize student learning
- To ensure that student conduct is conducive to a quality educational program.
- To maintain an effective learning atmosphere.
- To help students achieve responsibility and self-discipline.

- To help students realize their full potential.

*The parents are expected:*

- To cooperate and work collaboratively with the school, support its policies and notify the school of any special circumstances which may affect the child's learning.

*The students are expected:*

- To cooperate and work collaboratively with staff and other students in the pursuit of learning.
- To abide by the policies of the school and district.
- To come prepared with all materials and homework necessary for participation in class.
- To behave in a way that enhances the learning process.

*The team approach affords many opportunities for community involvement. The District encourages parent participation on:*

- District committees involving policies and procedures.
- Curriculum revision and redevelopment.
- Personnel interview committees.
- District planning—long and short range.
- Parent advisory councils.
- Site-based councils.

Each school has an invaluable community of students, staff, parents and other adults. Participation by the community is encouraged; for it takes a whole community to educate a child. When the community members are committed to a team approach, excellence in education is achieved.

## **PEST CONTROL**

The support services division will notify any school 72 hours before using any pesticide (or herbicide). Notifications will include school office, front door postings, school newsletters and public address announcements.

## **PROMOTION/RETENTION**

Students will normally progress from grade to grade. However, when facts indicate that retention is in the best interest of a student's academic progress, there needs to be close cooperation and communication between the parents and appropriate school personnel. Each child considered for retention will be given individual consideration and the decision regarding retention will be made only after careful review of all data related to the student's growth and development.

In accordance with state law, teachers make the decision for promotion or retention of students. ARS 15-701 also stipulates that a pupil not be promoted from the third grade if the pupil obtains a score on the reading portion of the Arizona instrument to measure standards test, or a successor test, that demonstrates that the pupil's reading falls far below the third grade level.

Decisions for kindergarten through eighth-grade students should be based on the following criteria:

- A student's academic achievement
- Attendance/discipline records
- Standardized and alternative assessment results and
- Any other information considered pertinent to the recommendation.

Measures of student achievement are defined as grades. A student successfully completes a course/subject if she/he earns a "satisfactory" in grades K-2 and at least a grade of "D" in grades 3-8.

If a parent or legal guardian chooses not to accept the teacher's (s') decision to promote or retain a student, the parent or legal guardian may file an official appeal. Only the Fountain Hills Unified School District Governing Board may overturn the teacher's decision.

Should the board overturn the teacher's decision, the teacher is automatically released of all liability for actions done in good faith relating to the child's promotion or retention.