



# Flowing Wells High School

## 2018 - 2019

Flowing Wells Unified School District  
Dr. David R. Baker, Superintendent

Flowing Wells High School  
3725 North Flowing Wells Road, Tucson, AZ 85705

Mr. Jim Brunenkant, Principal  
696-8001

Josef Torres  
Assistant Principal  
696-8008

Mr. Alberto Ranjel  
Assistant Principal  
696-8007

Mrs. Rebecca Hurst  
Assistant Principal  
696-8006

District Website: [www.floatingwellsschool.org](http://www.floatingwellsschool.org)  
FWHS Website: <http://www.fwfs.floatingwellsschools.org>  
Fax - 690-2379

Attendance – 696-8024

Registrar – 696-8040

Counseling – 696-8033

### **MISSION STATEMENT**

We the people of Flowing Wells High School, create a safe school  
where students, parents, and staff want to be.  
We provide relevant instruction with active learning for individual educational  
success.  
We value diversity, tolerance, personal responsibility, and life-long learning.  
We expect the best from ourselves and our students.  
We measure our success by our students' contributions to family, school and  
community.

### **STUDENT MISSION STATEMENT**

As members of the Flowing Wells student body, we will use  
our individual strengths to contribute to a positive image of our school.  
We will strive to accept, respect, and embrace the uniqueness of our peers.  
We understand that everyone is both a leader and a follower and  
will support each other in whatever role we play.  
We look to our teachers and staff for encouragement and guidance  
throughout our high school experience.  
We will work to achieve our goals while maintaining a sense of pride in our  
surroundings.

### **FLOWING WELLS FIGHT SONG**

Gold and Blue, tried and true  
Caballeros we are for you  
Show your might, really fight  
For the score that will pull us through  
Make the play, win today  
Make the spectators shout hoo-rah (rah-rah)  
For it's go, go, go team go  
Caballeros we are for you.

# DAILY BELL SCHEDULE

Monday-Friday  
(7 minute passing period)

00 Hour	6:30-7:30
0 Hour	7:40-8:35
1 <sup>st</sup> Hour	8:45-9:40
2 <sup>nd</sup> Hour	9:47-10:47
3 <sup>rd</sup> Hour	10:54-11:49
Lunch	11:49-12:24
4 <sup>th</sup> Hour	12:31-1:26
5 <sup>th</sup> Hour	1:33- 2:28
6 <sup>th</sup> Hour	2:35- 3:30

## Early Release Schedule

0 Hour	7:55-8:35
1 <sup>st</sup> Hour	8:45-9:18
2 <sup>nd</sup> Hour	9:25-10:01
3 <sup>rd</sup> Hour	10:08-10:41
4 <sup>th</sup> Hour	10:48-11:21
5 <sup>th</sup> Hour	11:28-12:01
6 <sup>th</sup> Hour	12:08-12:41

## FWHS GRADUATION REQUIREMENTS

<b>COURSE</b>	<b>BLUE DIPLOMA</b>	<b>ARIZONA SCHOLAR</b>	<b>GOLD DIPLOMA</b>
ENGLISH	4 credits	4 credits	4 credits - College Prep**
MATH	4 credits	4 credits through Algebra 3-4	4 credits - Alg. 1-2 and beyond including a senior year class
SCIENCE	3 credits	3 credits of Lab Science	3 credits of Lab Science
HEALTH	1/2 credit	1/2 credit	1/2 credit
SOCIAL STUDIES	3.5 credits - including World History, Economics ½, US History, and US Government	3.5 credits - including World History, Economics ½, US History, and US Government	3.5 credits - including World History, Economics ½, US History, and US Government
LANGUAGE	1 credit 1-2 level	2 credits, 1-2 and 3-4 levels	2 credits, 1-2 and 3-4 levels
CTE or FINE ARTS	1 credit of either	1 credit of either	1 credit of Fine Arts or CTE

**STANDARDS OF EXCELLENCE ENDORSEMENT:** The Flowing Wells School District has endeavored to provide the highest possible level of achievement among all students. To this end the Governing Board has provided the opportunity for all students to receive a standards of excellence endorsement which will be placed on the diploma of each student who maintains an overall grade point average of 3.7 or higher. The grade point average will be computed at the end of the fall semester preceding graduation and will reflect all course work taken at the high school level.

\* Arizona Scholars can graduate with either blue or gold diplomas.

For more information please visit [www.azacademicscholars.org](http://www.azacademicscholars.org).

\*\* ELL and Resource English are not college prep English.

Students who meet the requirements for a gold diploma are eligible for admission to all Arizona state colleges.

### **OTHER GRADUATION REQUIREMENTS**

All juniors are required to complete this college preparation test for graduation; this is the State Competency Test.

All students must complete a FAFSA

CPR: All graduating students must complete CPR training prior to graduation (Arizona requirement).

Civics Test: All students must pass a Civics Test (Arizona requirement).

### **ALTERNATIVE WAYS TO EARN HIGH SCHOOL CREDIT**

1. Summer school classes
2. Correspondence coursework
3. Credit by exam - 80% proficiency on the test

Students wishing to "challenge out" of a class in which they are currently scheduled have the first two weeks of each semester in which to do so; exams are available in core academic areas.

5. Flowing Wells Digital Courses.
6. Pima College Course.
7. University of Arizona course.

### **COLLEGE AND UNIVERSITY CREDIT**

Students may receive credits toward high school graduation for courses completed at an accredited college or university upon receipt of official transcripts in the high school registrar's office. These courses must be 100 level or higher. Students may receive 1/2 high school credit for every three-credit units earned at the college/university level.

### **GRADUATION DEFICIENCIES**

At the start of the senior year, parents will be notified by mail as to graduation deficiencies and a suggested plan for completion of graduation requirements.

### **PARTICIPATION IN CEREMONIES**

Only students who have completed graduation requirements will be permitted to participate in Baccalaureate and Commencement exercises. Participation in ceremonies is contingent on attending practices in full. Participation in these ceremonies is voluntary and not a requirement.

### **EARLY GRADUATION**

Juniors and/or seniors who plan to graduate early must inform the guidance office of their intent by September 15th of the school year in which they plan to finish. Failure to do so will eliminate the individual from consideration for class honors such as Valedictorian, Salutatorian and Regent Waivers and may delay graduation proceedings for that individual.

## **ACADEMIC INFORMATION**

### **CLASS STANDING**

- FRESHMAN: A student who has completed the eighth grade and has less than 6 units of credit will be given FRESHMAN class standing.
- SOPHOMORE: A student who has completed at least 6, but less than 12, units of credit by the first day of first semester will be given SOPHOMORE class standing.
- JUNIOR: A student who has completed at least 12, but less than 16, units of credit by the first day of first semester will be given JUNIOR class standing.
- SENIOR: A student who has completed 16 or more units of credit by the first day of first semester will be given SENIOR class standing.
- SENIOR PLUS: A student who has completed 18 or more units of credit by the first day of first semester or 20.5 or more units of credit by the first day of second semester will be given SENIOR PLUS class standing. Changes in class standing will not be made after school begins (except for Senior Plus). A student is expected to attend the meetings and other

activities of the class in which the number of completed units of credit places him/her.

## **GRADING POLICY**

Guidelines for academic grades in grades 9 -12:

A - Superior	90 -100%
B - Good	80 - 89%
C - Average	70 - 79%
D - Poor	60 - 69%
F - Failure	0 - 59%

Grades for the semester will be determined by the following formula:

1st 9 weeks grade =2/5 of final grade

2nd 9 weeks grade =2/5 of final grade

Final Exam/Project =1/5 of final grade

## **PRE-AP AND ADVANCED PLACEMENT COURSES**

The advanced placement program at Flowing Wells High School includes English, foreign language, mathematics, social studies, and science. The pre-AP courses provide a challenging college preparatory curriculum. The advanced placement classes are taught at the college level and adhere to a prescribed curriculum.

- The pre-AP courses will prepare students for the next rigorous levels of study.
- Courses labeled AP will prepare students for the advanced placement exam.

## **CALCULATION OF GRADE POINT**

Students who are in AP/honors classes earn an additional .5 grade point when computing grade point averages. For example, an "A" grade earned in an AP/honors course is worth 4.5 grade points while an "A" grade in other courses is worth 4.0 grade points. However, if a student enrolled in an AP class does not take the AP exam, his/her grade point average will be calculated on the standard scale.

## **HONOR ROLL**

A student who earns no grade lower than a "B" and maintains a 3.5 average will be eligible for Blue Honor Roll. A student earning all A's or a 4.0 average will be eligible for Gold Honor Roll. A student earning all A's and maintaining perfect attendance is eligible for the Platinum Honor Roll.

## **FOUR YEAR PLAN**

In the 9th grade, each student, aided by the career center director and his/her counselor, shall formulate a four year plan of the courses he/she intends to take. Parents/guardians will receive a copy of this plan for approval. All students will be required to enroll in six classes each year except for their senior year, during which time they must enroll in at least five classes. Seniors must be scheduled in all classes required for graduation.

## **SCHEDULE CHANGES**

Schedule changes will be kept to a minimum. No schedule changes will be permitted after the first two weeks of school of each semester without penalty of a failing mark.

## **DROPPING CLASSES**

Students may not drop a class after the 2<sup>nd</sup> week of the semester.

## **SPECIAL EDUCATION PROGRAM**

The high school offers programs for students with disabilities. Programs are available to serve students with specific learning disabilities, emotional disabilities, or mental retardation. Other services available include audiological services, speech services, and language development

services. Call the district Pupil Services Office at 696-8836 for more information.

### **GENDER EQUITY**

All students are encouraged to enter non-traditional programs or courses. Registration for all courses is open to all students.

### **HOMEWORK**

Flowing Wells High School considers homework to be an integral part of the learning experience. When used as a reinforcement or practice tool, homework serves to enhance the total education program by encouraging student learning. Homework assignments are to be turned in on time; failure to do so may result in a reduced grade.

### **LATE WORK DUE TO ABSENCES**

A student shall be required to initiate contact with each of his/her teachers to obtain appropriate make-up work for any excused absences. For pre-planned absences, including field trips, a student must inform each of his/her teachers prior to the date of the event. The student may have as many days to make up work missed as the number of days he/she was absent plus one. Work missed by the student due to unexcused absences and/or suspension may not be made up for credit. **Extended projects (term papers, etc.) will be due on the assigned date unless prior arrangements have been made with the instructor.**

### **DEPARTURE PRIOR TO END OF SEMESTER**

Administrative permission must be obtained if a student must depart from school prior to the end of either semester. Early departure will be authorized for no more than five school days prior to the end of the semester. Students must contact the attendance office for necessary forms. **Early exams will not be permitted.** Make-up exams dates will be scheduled within a three week period following the official exam period.

### **WITHDRAWAL FROM SCHOOL**

The signature of all personnel indicated on the withdrawal form must be secured prior to final clearance through the registrar's office. All debts must be paid at the bookstore prior to completing the withdrawal process.

### **NON-RESIDENT STUDENTS**

Students whose parents live outside the Flowing Wells District must file an annual application for admission and have permission from the principal and from the Governing Board to attend Flowing Wells High School.

## **STUDENT SERVICES**

### **LIBRARY**

- Philosophy ~ The Flowing Wells High School Library strives to support the curriculum and meet the information needs of the school community through the effective management of resources and an emphasis on dependably excellent service to students and faculty alike.
- Resources ~ The library houses more than 17,000 books, forty-four Internet workstations, and a laptop lab. It can seat up to two classes at a time, including drop-in students.
- Hours of Operation ~ The library is open from 7:45 AM to 4:00 PM, Monday through Friday. On half days, the library closes at 12:45 AM.
- Policies and Procedures ~ Operational policies and procedures are available at the circulation counter by request.

### **FOOD SERVICES**

Breakfast is served daily before school from 8:00 AM - 8:30 AM. Lunch may be purchased with your student ID card or cash. Your student ID card will work like a debit card. Money can be

deposited before school or during lunch into your account. Students **MUST** present their ID card when using it to purchase meals. Failure to do so may result in a delay of service and limited food selection. Charges are allowed only in emergency situations and are limited to three times per year. Parents are encouraged to apply for free or reduced priced meals for their student at any time during the year.

## **HEALTH SERVICES**

All students beginning or returning to Flowing Wells School District must have current immunization record on file in the health office from their health care provider. Students without proper documentation will not be allowed to enroll, according to Arizona Revised Statutes 15-871-8744 and the Arizona Administrative Codes R9-6-701-708. Any parent or guardian requesting a medical exemption for any vaccinations must have a signed physician's statement on file. Parents requesting a personal exemption must have a signed risk/benefit statement on file.

If a student becomes ill and wants to leave campus, he/she must check out through the health office. Students will not be sent home unless a parent/guardian/emergency contact has been contacted.

The health office is not allowed to dispense or carry any prescription or over the counter medication without physician orders and parent approval. All prescription or over the counter medications must be stored by the health office.

## **BOOKSTORE**

- Identification Cards ~ Each student will be issued an identification card through the bookstore, which he/she is to have at all times and must show on request by school personnel. There is no cost for the initial ID. There is a charge of \$5.00 for each replacement.
- Lockers ~ Lockers will be available on a first come, first serve basis. A \$4.00 non-refundable, locker rental fee will be required from each student at the beginning of the school year. School locks must be used and students are encouraged to keep their lockers locked at all times. Students should report any locker damage or theft immediately to the administration. A reward of up to \$50.00 will be paid to any student providing information leading to the conviction of any person who willfully damages or defaces school lockers. Student lockers are subject to being searched at any time.
- Graduation Supplies ~ Seniors will have opportunities to order caps and gowns and graduation announcements from the official school vendor. Students who participate in graduation ceremonies must wear an official cap and gown.
- Class Rings ~ Students will have an opportunity to order class rings from the official school vendor.
- Payment of Debts ~ A student's transcript will not be sent to another school, nor will he/she receive a diploma, until all debts to the school are paid.
- Fee Refunds ~ After 2 weeks in a class, no refunds will be issued.
- Students who sign up for an AP test will be required to pay the fee for the test, even if they opt out of taking it the day of the test.
- Lost and Found: **The school is not responsible for stolen property.** All stolen items should be reported to the front office. During the year, lost items not claimed within 30 days will be donated to a charitable organization. At the end of the year, lost items will be held for one week prior to donation. Lost items may be claimed at the bookstore.



## STUDENT ACTIVITIES

### STUDENT GOVERNMENT

Student council is a class in which members agree to willingly participate in activities that improve school spirit and increase our understanding of leadership. We will do our best to make FWHS a place students want to be and to represent the wants and needs of the entire student body.

### NATIONAL HONOR SOCIETY MEMBERSHIP

A faculty selection committee selects students who demonstrate outstanding performance in all four national criteria of scholarship, service, leadership and character. For further information, please contact the counseling office at 696-8033.

### DANCES

All school rules and regulations will be in effect for all school dances. Students must provide school ID for admittance to all dances. Non-student guests must have a guest pass pre-approved by the high school administration.

### YEARBOOK

Any student who wants a Flowing Wells yearbook should reserve a copy by pre-paying in the bookstore no later than December 1st. A limited number of yearbooks are printed each year and students must reserve a copy early to be guaranteed a book. The cost of the yearbook is subject to increase after the first day of school.

### SCHOOL PHOTOS

All students who wish to be included in the yearbook must have their pictures taken by the school photographers. These pictures will be scheduled during the first weeks of school. Retakes will be scheduled for those who are absent or enroll late. There is no charge for this service. Students who wish to purchase photos will have the opportunity to do so.

## ATHLETICS

### ACTIVITY PASS

- **Student Activity Pass:** Students wishing to purchase an **activity pass** must do so at the bookstore. This pass will permit the student entrance to school sponsored functions, excluding any Conference games, A.I.A. tournaments, and school tournaments. This is a good value and all students are encouraged to purchase a pass. Students currently attending the high school are included in the family pass.
- **Family Activity Pass:** A family pass is available. This pass allows immediate members of a student's family entrance into school only sponsored events, excluding any Conference games, A.I.A. tournaments, and school tournaments. The family pass **INCLUDES** students who currently attend the high school.
- **Adult Activity Pass:** This \$35 pass allows one (1) adult entrance into school only sponsored events, excluding any Conference games, A.I.A. tournaments, and school tournaments.

## **PARENT PERMISSION**

All athletes must turn in a completed copy of the athletic eligibility packet. These packets must be signed by the parents or legal guardian of the athlete. The athletic eligibility packets are available in the athletic director's office and the administration office.

## **PHYSICAL EXAMINATION**

All students wishing to participate in a sport must have a current physical on file for each year of competition. This physical can be done after MARCH 1 and is good for one (1) school year only. The Spectator Code of Conduct form must be signed by the student and his/her parent and on file in the athletic office before a practice permit is issued.

## **ATHLETIC PRACTICE PERMIT**

The athletic secretary shall issue an Athletic Practice Permit (pink slip) to the student when all eligibility requirements have been verified. Until the Athletic Practice Permit is completed and signed by the athletic secretary and is presented to the coach, no equipment of any kind shall be issued to the student, nor shall he/she be permitted to practice or participate in interscholastic athletics.

## **ATHLETIC ELIGIBILITY**

A student shall be enrolled in a minimum of five courses and must pass them with a minimum of a "D". Eligibility will be checked at the end of each week.

## **RETURN FROM INJURIES**

If an athlete seeks medical advice from a doctor or other health-care professional for an injury, that professional **MUST** provide the school with a release to participate and that release must be on file with the trainer **BEFORE** the athlete may practice or compete in a game.

## **ATTENDANCE ON GAME DAY**

Attendance in all classes on game day is required before an athlete can participate in an athletic contest. Excused absences for medical appointments are exempt from this policy with the approval of the athletic director or school administrator.

## **ATHLETES ON SUSPENSION**

Athletes who are suspended may *not* practice or participate in athletic contests on the day(s) of their assigned suspension from classes. The suspension from practices or games is removed as soon as the athlete resumes attendance in all classes.

## **COMPETITION OF SCHOOL TEAM**

A student who is a member of a school team shall not compete for or with any other group, club, organization, association, etc., in that same sport during the interscholastic season of competition of that sport as defined in the Arizona Interscholastic Association (A.I.A.) Handbook. Any student violating the above rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport. A student competing as an individual and in his/her name shall not be coached by, transported by, financed by, or chaperoned by the school or school personnel. He/she shall not be identified as a representative of the school. He/she shall not use any school equipment when competing.

## **RESIDENCE REQUIREMENTS**

A student, whether an adult or not, is privileged with eligibility for interscholastic competition only at the school district in which his/her parents or legal guardians are domiciled. Exceptions to this

policy must meet A.I.A. regulations and must be cleared by the athletic director.

### **TRANSFERS**

A student who transfers from one high school to another without an accompanying change of residence of parents or legal guardians is ineligible to participate in interscholastic competition in the school to which he/she transfers for one calendar year from the date of transfer or until his/her parent(s) or legal guardian(s) moves into the school attendance zone, whichever occurs first. Exceptions to this policy must meet A.I.A. regulations and must be cleared by the athletic director.

### **INELIGIBILITY**

Students declared ineligible will be able to attend practices, but will not be able to participate in any competition or performance. Students who are declared ineligible will receive academic assistance through a variety of support services. An ineligible student will not be allowed to travel with the team to athletic events.

### **PARTICIPATION RESTORATION**

An athlete who makes a team in one sport and who does not finish the season in that sport will not be eligible to start practicing for any other sport before the season of competition in the sport dropped has been completed.

### **Sports/Activities offered at FWHS:**

#### **FALL**

Football	Girls' Volleyball
Boys' and Girls' Golf	Chess
Boys' and Girls' Swimming	Spirit line
Boys' and Girls' Cross Country	

#### **WINTER**

Boys' and Girls' Basketball	Bowling *
Boys' and Girls' Soccer	Wrestling

#### **SPRING**

Baseball	Boys' and Girls' Track
Softball	Boys' Volleyball
Boys' and Girls' Tennis	

\*Club sport

**For the most up-to-date sports schedules, please check the Arizona Interscholastic Association website at [aiaonline.org](http://aiaonline.org).**

### **NON-DISCRIMINATION NOTICE**

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

El FWSD está comprometido a mantener las normas no discriminatorias basadas en la raza, color de la piel, religión, género, orientación sexual, edad, origen nacional y discapacidades. Esta norma prevalecerá en todo momento con relación a miembros del personal, los estudiantes, el público, los programas y servicios educativos, e individuos con quienes la Junta Escolar tiene vínculos comerciales.

The Section 504 and Title IX compliance officer is:  
Dr. Kimberley Parkinson, Assistant Superintendent Flowing Wells School District  
1556 W. Prince Road  
Tucson, AZ 85705  
520-696-8822  
[kimberley.parkinson@fwusd.org](mailto:kimberley.parkinson@fwusd.org)

### **ACCEPTABLE USE AGREEMENT FOR STUDENTS**

#### **INTRODUCTION**

The internet is an electronic network established to connect millions of individual users and computers all over the world. The goal of Flowing Wells School District is to promote academic excellence by providing students with access opportunities to information, communication, and research sources throughout the world. Therefore, the district endorses the use of the Internet as an educational tool. The district has taken reasonable precautions to limit inappropriate use and restrict access to offensive or questionable material; however, due to the nature of the technology, absolute control of all on-line activities is impossible. Therefore, ultimate responsibility of Internet activity rests in the hands of the user.

#### **DISCLAIMER OF LIABILITY**

Although the district uses filtering software and effective monitoring methods in an attempt to limit access, the very nature of the Internet makes the ultimate responsibility reside with the student/user. Therefore, the district cannot be held liable for unacceptable use.

#### **CONSEQUENCES**

Infractions of the provisions set forth in this Acceptable Use Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action. Activities in violation of state and federal statutes will be subject to prosecution of those authorities. Disciplinary action may be taken by the district as appropriate.

## **MISCELLANEOUS INFORMATION**

### **ENROLLMENT**

Students who have completed the following will **not** be eligible for enrollment:

- GED (General Equivalency Diploma)
- High school diploma from another public or private institution.

Each student will be required to complete an information sheet and have his/her parents sign this document prior to registering for the school year. All bookstore debts must be paid in full prior to enrollment. Special payment plans may be made with an administrator's approval.

### **CLOSED CAMPUS LUNCH POLICY**

Students are not allowed to leave campus during lunch. However, students with Senior Plus standing (18 credits or more as of the first day of the first semester **OR** 20.5 credits or more as of the first day of the second semester) will be allowed to leave campus during lunch.

### **FIELD TRIPS**

Field trip permits must be signed by a parent. Students must be currently passing all classes and have approval from each teacher prior to participation on the field trip.

### **TELEPHONE USE**

Office phones are not to be used for personal calls. Cell phones may be used before and after school, during passing periods, and at lunch. Teachers may allow phones to be used for instruction.

### **MESSAGES**

Except for emergencies, students will not be allowed to leave class for phone messages. Due to the large numbers of students, the school is limited in its ability to deliver non-emergency type messages.

### **REPORT CARD SCHEDULES**

Parents will be informed by mail of the student's progress at the end of each semester. Interim grades are available online through PowerSchool access. Contact the counseling Office for more information.

### **MANDATORY REPORTING**

Under A. R. S. 13-3620, a school employee may be subject to a Class Six felony criminal charge for failing to make a mandatory report concerning a "reportable sex offense." A school employee may also be subject to a Class One misdemeanor criminal charge for failing to make a mandatory report concerning physical injury, child abuse, or neglect. Reports must be made to the appropriate law enforcement officials. Reports will always be made when a minor is the victim of serious harm, whether caused by self, an adult, or another minor. Reports may need to be filed for such actions as fighting, grabbing of the buttocks or breasts, "goosing," "groping," and sexual proposition.

## **RIGHTS AND RESPONSIBILITIES**

### **CLASSROOM DISCIPLINE PLANS**

At the beginning of each new term and with each new student, teachers will take time to explain their individual classroom rules and the progressive consequences for violating rules. A copy of this plan will be available to each student, and he/she will be expected to adhere to all classroom rules and regulations. Students who refuse to accept the teacher's consequences for violations will be subject to immediate referral to the assistant principal.

## GENERAL CAMPUS CONDUCT

1. The campus is closed at all times. Students are not permitted to leave campus during passing periods or breaks. Students may not leave once they arrive on campus, even prior to the first bell. Non-students are not allowed on campus and may be arrested for trespassing.
2. Nuisance items such as water pistols, skateboards, pocket video games, and shaving cream will not be permitted in school. These items will be confiscated. Riding bicycles, scooters or skateboards is not permitted on school property.
3. Cell Phones – Students may use their cell phones before and after school, during passing periods, and at lunch. The use of cell phones during class time as an instructional aid will be at the discretion of the teacher. Violations of cell phone use expectations will result in a referral.
4. Electronic Devices – Electronic devices such as iPods may be used in class at the discretion of the teacher. **If a student chooses to bring personal items on campus, the school assumes no liability if the items are damaged, lost or stolen, and will not replace the items.**

**If a student chooses to bring personal items on campus, the school assumes no liability if the item is damaged, lost or stolen, and will not replace the item.**

5. Food and drinks are not to be consumed or brought into classrooms and other school buildings.
6. Students will not engage in public displays of affection.
7. Students must have a pass issued by a teacher or school official when on the campus during class hours. Students will be required to show this pass whenever requested by a school official. Leaving class without permission of the teacher will be considered defiance of authority.
8. Seniors who have fewer than six scheduled classes are required to either remain in the commons area or leave campus during any non-class time. Special arrangements may be made with the administration to visit the library or other campus areas during this non-class time.
9. Student Driving On Campus
  - A. All student drivers must be licensed, covered by insurance, and have a parking permit. The school is not responsible for the automobile or its contents.
  - B. Student Driving - During lunch, only students with Senior Plus standing may drive or leave in a vehicle. Students will be required to show proper ID when leaving campus.
  - C. Student parking is located south of the cafeteria. Students may not park in the staff/administration parking area (north of the main campus), or in the staff/administration parking area (south of the high school administration office).
  - D. During school hours, students must receive written permission from the attendance office to leave campus via a vehicle. All students must obtain a student parking permit from the bookstore and display it by hanging it from the vehicle's rearview mirror.
  - E. Vehicle speed on campus is restricted to 5 m.p.h.
  - F. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons or other contraband might be present in that vehicle.
  - G. Students driving vehicles to school are required to abide by state, county, city and school district traffic laws and regulations.
  - H. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicles and/or suspension from school may occur when violations of these regulations occur.
  - I. Students may not hang out in parked cars during lunch or school hours. Student parking areas may be closed during school hours.

## **Student parking areas may be closed during school hours.**

### **STUDENT DRESS CODE**

The district encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Only shorts and skirts that are appropriate in length may be worn. Preferred length is mid-thigh or longer.
- Bare midriffs, halter tops, and spaghetti straps are not acceptable.
- Bare feet are never acceptable. In the interest of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- No bandannas, headscarves of any color, size, or shape may be carried or displayed on campus or at any school activity. This also includes simulations of anything representing "colors."
- Gang related personalization is not permitted on hats, on items of clothing, or on one's person. This includes anything worn or carried on campus, including items with price tags attached.
- Obscene language or symbols, or symbols relating to drugs, drug use, sex, sexual innuendo, sexual activity, or alcohol on clothing are expressly prohibited.

Exceptions for special activities or health considerations must be preapproved by the administrator.

In addition to the above, students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to any additional standards of dress as defined by the sponsors of such activities.

Violations: Students who violate the dress code will be referred to Administration and appropriate action will be taken.

These are a few current examples of inappropriate dress:

- Shoulder straps less than 1" wide
- Clothing considered undergarments
- Clothing exposing midriff, upper torso, etc.
- Halter tops (exposing front or back)
- Swimwear
- Shorts and skirt lengths should be an appropriate length (Preferred length is mid-thigh.)
- No shoes
- Socks only
- Oversized pants
- Spiked dog collars
- Displaying references to illegal or controlled substances (including tobacco, alcoholic beverages, marijuana, etc.)
- Any combination of clothing which, upon guidance from law enforcement agencies, is

considered gang-related (these may change)—i.e., bandanas, hair nets, metal belt buckles with gang-style monograms, dangling belts or chain accessories, slippers

- Sexually suggestive, profane, or provocative wording or images
- Excessive make-up

## **NEGATIVE CONSEQUENCES**

When referred for violations of school wide rules or as a result of continual classroom problems, negative consequences will occur. One or more of the following actions may be taken by the school administration. This list is a range of possible disciplinary measures; it is not intended to be an exclusive list:

- Reprimand
- Detention
- Parent Conference
- Loss of Privileges
- Restitution
- After School/Lunch Detention
- Recovery (3 hour after school detention)
- Saturday School
- Placement in Mandatory Study Class
- Short Term Suspension (9 days or less)
- Removal from Class
- Long Term Suspension
- Expulsion

Suspended students may not be on any district campuses during suspension.

## **POSITIVE CONSEQUENCES**

Students who maintain high standards of conduct may be recognized in the following manner:

1. Letters of commendation (mailed to parent, placed in file)
2. Nomination for the Student of the Month/ Building Blocks of Character program
3. Parental phone calls from administrators or counselors and teachers
4. Other awards designed and implemented by faculty and administration

## **SCHOOL BUS RULES**

Bus transportation for students is a privilege. A student who does not obey directions of the driver or does not obey regulations shall forfeit his/her riding privilege. Students being transported are under the authority of the group sponsor or the bus driver and shall observe the following rules:

1. Shall show bus pass (ID card) to the driver for permission to board and ride the bus
2. Shall immediately sit down after boarding
3. Shall remain seated during transit
4. Shall keep animals or unsafe items off the bus
5. Shall be quiet and conduct themselves properly
6. Shall obtain driver's permission to open doors or windows



## **VIOLATION OF THE BUS RULES**

1. **First Offense:** Warning or other appropriate consequence.
2. **Second Offense:** Loss of bus privilege for one to ten days.
3. **Third Offense:** Loss of bus privilege for ten days to the remainder of the school year.
4. **Serious Violation** may result in immediate loss of privilege. This may occur on the first offense if deemed serious by the high school administration.

## **STUDENT ATTENDANCE POLICY**

Attendance in class is an integral part of the academic process. Excessive absences, whether excused or unexcused, may result in a student being withdrawn from class without credit. Truancy and tardiness may also result in suspension, expulsion or other forms of discipline.

### **ATTENDANCE CRITERIA**

To be in attendance, a student must be physically present for more than one-half of the class. Absences shall not be counted against the student for the purposes of this policy when they result from: a) the student's participation in a school related activity; b) the student's excused absence for religious purposes; c) the student being suspended for misconduct; d) the student being absent due solely to illness, accident or disease when the student's absence is certified by a medical doctor, and the student has completed all course requirements.

### **PREARRANGED ABSENCES**

Prearranged absences include a maximum of five excused absences per class per semester which have been prearranged by a parent or guardian at least one school day prior to the absence. Arrangements must have been made in advance with the principal or designee by written request, including the reason for the absence. The student must obtain a Pre-Planned Absence Form in the attendance office. Each teacher must sign the form.

### **EXCUSED ABSENCES**

Excused absences are absences from any class caused by illness or medical appointments, a death in the immediate family, mandated court appearances, approved religious absences, or an emergency outside the control of the student or student's family. Parents must notify the school concerning the absence in a timely fashion. **The school ultimately decides if an absence is excused.**

### **UNEXCUSED ABSENCES/TRUANCY**

A student is considered to have an unexcused absence if any of the following occur:

1. An absence without parental or guardian permission
2. The student is on or near campus and not in his/her assigned classroom without legitimate permission
3. The student leaves campus and is absent from any assigned class without a pre-planned excuse, off-campus pass from attendance office, or approval from the school's nurse

### **LIMITATION ON ABSENCES**

For all students grades nine through twelve, the number of unexcused absences will be limited to three (3) per class per semester. The number of approved prearranged absences shall be limited to five (5) per class semester. **The total number of excused, unexcused and prearranged absences shall be limited to ten (10) per class per semester.**

## **COMMUNICATION FROM PARENTS**

Within two (2) days after any absence, parents must provide the school with a written note or make a telephone call to the school verifying the reason for the absence. Noncompliance will result in the absence being considered unexcused. The attendance call-in line is 696-8024. Parents must provide a written note or sign out their child in person to check a child out of school before the school day ends.

## **CONSEQUENCES FOR UNEXCUSED ABSENCES**

- Recovery
- Saturday School
- Suspension
- Dropped from class with an "F"
- Long Term Suspension Hearing

As per ARS-15-802, students age 15 or younger who fail to attend high school will be referred to the Pima County juvenile authorities.

## **EXTRACURRICULAR EVENTS**

Attendance in all classes on the day of the extracurricular event is required before a student can participate in an event or contest. Excused absences for doctor appointments or family emergencies are exempted from this policy with the approval of the school administrator.

## **DUE PROCESS PROCEDURES FOR EXCESSIVE ABSENCES**

The parent or legal guardian will be informed that the student has excessive absences through a letter mailed by first class mail to the recorded residence of the student. The letter will contain the student's attendance record. The letter states that the student will be dropped with an "F" in his/her class(es) unless there are extenuating circumstances. Extenuating circumstances are defined as absences that are due to illness, accident or disease when a medical doctor certifies the student's absences. However, absences may not exceed ten (10) days per class per semester.

## **SUSPENDED FROM SCHOOL FOR ATTENDANCE**

Students who have excessive absences may be suspended and taken to an attendance hearing. Parents will be notified by phone prior the suspension.

## **CONSEQUENCES FOR TARDIES**

- Tardies 1 - EXCUSED (Use for emergencies only)
- Tardies 2, 3 and 4 – UNEXCUSED (Lose bell work points) Detention
- Tardy 5 and each additional tardy – UNEXCUSED (Referral) The 1st and 2nd tardy referral received in the office, regardless of class period, will result in a consequence of one day in Recovery.

Any additional tardy referrals received in the office, regardless of class period, will result in a consequence of out of school suspension. Twelve tardies in a class will result in being dropped from that class with "F."

## **TARDY SWEEPS**

A *tardy sweep* is an unscheduled procedure in which students are asked to report to the cafeteria if they are tardy after the sweep is announced. Consequences for being caught in a tardy sweep include, but are not limited to:

1<sup>st</sup> infraction – warning

2<sup>nd</sup> infraction – Recovery

3<sup>rd</sup> infraction – the student’s parents have the choice of the student being suspended for three (3) days, or the parent agrees to attend school and escort his/her student to the student’s first four classes.

## **PRACTICE PERSONAL RESPONSIBILITY WHEN YOU ARE GIVEN RECOVERY.**

### **GOAL: ON TIME EVERY DAY**

1. It is your responsibility to get yourself to Recovery on time on the dates you are assigned. The times are 3:45 PM to 6:10 PM in the cafeteria. Consequence for no-show = Saturday School.
2. It is your responsibility to clear and turn-in unexcused absences at least 2 days prior to your Recovery assignment.
  - A. Ask your parents about all day absences.
  - B. Ask your teachers about single period absences. If you signed in tardy, your teacher will change those dates to reflect a tardy.
  - C. Turn in attendance profile to ATTENDANCE OFFICE administrative assistant.
  - D. WAIT for written notification from her/him that your Recovery is canceled. Keep this note.

### **SATURDAY SCHOOL INFORMATION**

- 8:00 am – 12:30 pm – No Breaks.
- Parent permission and/or notification is required.
- Cost is \$10 (funds are used to pay the teacher) cash or checks, payable to **Flowing Wells Extension Programs**.
- May be paid IN ADVANCE at the bookstore.
- Bring your own school work to Saturday School
- Any discipline problems will result in immediate dismissal and a three (3) day suspension
- Failure to attend Saturday School will result in a three (3) day suspension
- Any further question? See the discipline office administrative assistant.

## **DISTRICT GUIDELINES FOR STUDENT BEHAVIOR**

Guidelines for student behavior are desirable for the operation of orderly, successful schools. Most students come to learn and to participate in educational and extracurricular activities and do not encounter problems with school rules. Unfortunately, the behavior of some students creates problems for everyone. This policy describes student behavior and indicates whether that conduct is or is not permitted in Flowing Wells Schools. Parents and students should become aware of these responsibilities and be informed of what they must do to make student behavior acceptable. These guidelines are designed to support, not stifle, students. Our schools should be a source of community pride and a place where students have freedom to learn.

## **DISTRICT STUDENT DISCIPLINE RULES AND DUE PROCESS PROCEDURES**

### **PURPOSE OF POLICY**

The purpose of this policy is to: (1) define conduct that may result in discipline of a student; (2) set forth due process procedures for various types of discipline; and (3) describe actions that may be taken as a result of excessive absences.

### **APPLICATION OF POLICY**

A student who engages in conduct prohibited by this policy may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand, parent conferences, detention, Recovery, Saturday School, temporary exclusion from the classroom, loss of privileges, loss of credit, withdrawal from class, suspension or expulsion.

This policy is intended to regulate conduct of a student when the student is: (1) on school grounds or at a school sponsored event; (2) traveling to or from school or a school sponsored event; or (3) is under a suspension or expulsion from another school district or has engaged in misconduct while attending another school district; or has (4) engaged in misconduct that is in any other manner school related or affects the operation of any school. For the purpose of this paragraph, the term "school grounds" includes all property owned or controlled by the school district and all property reasonably adjacent thereto where students congregate during or immediately before or after school.

### **PROHIBITED STUDENT CONDUCT**

The following is a list of some prohibited student conducts. Note that this list is no inclusive.

#### **DISRUPTIVE CONDUCT**

A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process or activity.

#### **VIOLATION OF SCHOOL POLICIES AND RULES**

A student shall not violate any Governing Board policy, administrative regulation or school rule. A student shall not violate any federal, state or local law.

#### **DEFIANCE OF AUTHORITY - TRUTHFULNESS**

A student shall obey the reasonable orders of teachers, administrators, and other school district employees and shall respond to requests for information from these persons in a truthful manner. A student shall not speak or refer to teachers, administrators, and other school district employees in a vulgar or profane manner.

#### **ALCOHOL, DRUGS AND DRUG PARAPHERNALIA**

A student shall not possess, sell, offer to sell, use, transfer or be under the influence of alcohol, drugs or medication (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription Governing Board policies). For the purpose of this policy, drugs include any narcotic or dangerous drug, vapor releasing toxic substance enumerated in A.R.S. § 13-3401, as well as any imitation controlled substance listed in A.R.S. § 13-3451. The term medication means patent or proprietary medicines as defined in A.R.S. § 32-1901(39). Medication also means substances that are available legally by prescription only. A student shall not possess, sell, offer to sell, transfer or use drug paraphernalia as defined by A.R.S. § 13-3451. A student shall not violate Policy JFCI (Substance Abuse).

## **VANDALISM, LITTERING AND DESTRUCTION OF PROPERTY**

A student shall not damage, destroy or deface any school property or property belonging to any other person, and shall not litter on school property or at a school event.

## **POSSESSION OF WEAPONS AND DANGEROUS ITEMS**

A student shall not possess or use firearms, weapons, explosives, fireworks, or any other instrument capable of harming any person or property or reasonably susceptible of creating the impression of such harm.

## **THREATS, ASSAULTS AND FIGHTING**

A student shall not verbally or physically threaten, abuse, assault or engage in a fight with any student, school employee or any other person.

## **DEFAMATION**

A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction or are false and have a tendency to impugn a person's occupation, business or office.

## **OBSCENITY AND VULGARITY**

A student shall not use obscene or vulgar language or gestures or distribute obscene or vulgar materials. Obscene materials, language or gestures are those that an average person, applying contemporary standards of the school community, would find; taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school community, in recognition of the fact the students are, as a group, younger and more sensitive than the general adult population. Vulgar language, materials or gestures include language, materials or gestures that depict sexual and/or excretory activities in a patently offensive manner.

## **DRESS AND APPEARANCE**

A student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene words, slogans or graphics shall not be worn or displayed. Immodest or indecent attire is not acceptable. Footwear must be worn.

## **FORGERY AND CHEATING**

A student shall not use, or attempt to use, the identity, signature, academic work or research of another person and represent that it is his or her own. A student shall not share his or her knowledge or work with another student during an examination. A student shall not bring into an examination any materials or notes unless approved by the teacher.

## **GAMBLING**

A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

## **INITIATION AND HAZING**

Unless the activity is properly supervised and has received the express approval of the school principal, a student shall not participate in an initiation. Initiations or hazing that involved actual or threatened verbal, physical or sexual abuse are absolutely prohibited. Initiations related to any school club, athletic team, or other groups are subject to the above prohibitions whether or not the conduct occurs on school grounds.

## **EMERGENCY ALARMS AND FIRE CONTROL DEVICES**

A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying use of the device.

## **ARSON**

A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher approved class activities such as an approved and supervised experiment in a chemistry class.

## **UNAUTHORIZED ENTRY**

A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds.

## **MISREPRESENTATION, EXTORTION AND THEFT**

A student shall not take, use or borrow any property by misrepresentation, deception or by expressed or implied threat. A student shall not take, use or borrow property belonging to another person without that person's permission to use or take the property.

## **TOBACCO AND CIGARETTES**

A student is not permitted to possess or use tobacco or cigarettes. Smoking is not permitted on any part of FWHS campus at any time.

## **TARDINESS AND TRUANCY**

A student shall not be tardy or truant to class or to any required school activity.

## **ENDANGERING THE HEALTH AND SAFETY OF OTHERS**

A student shall not engage in conduct that endangers, or reasonably appears to endanger, the health or safety of other students, school employees, or other persons.

### **Traffic and school bus rules**

When operating a motor vehicle on campus or at a school event, a student shall follow all school and other traffic rules and shall operate the motor vehicle in a safe and prudent manner. A student shall abide by all school rules regulating the student's conduct while in a school bus or other vehicle, and shall obey the directives of school bus drivers.

## **GANG ACTIVITY OR ASSOCIATION**

A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or cause and participate in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the schools. A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation, in such a group, is prohibited because of the disruption to the educational activities that result from such activities addressed. It is the District's position that such activities and dress also present a clear and present danger to other district students, to district staff members and to the community.

For the purpose of this policy, a "gang" is defined as a group of individuals (1) who refer to themselves as a group by a group name or moniker and (2) whose primary group activities, whether conducted individually or in a group setting, involve activities that are unlawful or contrary to Governing Board Policy, including, but not limited to, the following : intimidation of others, acts of assault and similar acts of unjustified physical violence against others, and/or activities that

damage real property such as graffiti. Gangs also often claim a territory or area and have similar groups that are deemed rivals or enemies.

### **Reporting/Complaint Procedure**

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

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

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

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

## **DUE PROCESS PROCEDURES**

### **Emergency Suspension - due process procedures**

An emergency suspension occurs when a student is removed from school without prior use of due process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person or property or an ongoing threat of disruption to the academic process. The due process procedures for a short-term suspension must be provided to the student as soon as practicable following the student's removal from school pursuant to an emergency suspension. The student's parent(s) should be notified of the suspension as soon as reasonably possible.

### **Temporary Exclusion from Class - due process procedures**

If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for the remainder of the class session that day. In such cases, the teacher shall direct the student to report immediately to the Principal or other school administrator responsible for student discipline. The teacher shall inform the student of the reason or reasons why the student is being excluded from class and, if practicable and if requested by the student, the teacher shall allow the student to explain his or her version of the events to the teacher.

### **Short-term Suspension-due process procedures**

A short-term suspension is a suspension for a period of time less than or equal to ten (10) school days. Before a short-term suspension is imposed, a school administrator authorized to suspend from school shall inform the student of the alleged misconduct and describe generally the evidence known at that time to support the allegations of misconduct.

This notice may be given to the student orally or in writing. The administrator shall invite the student to discuss the student's version of the situation with the administrator. This is so the student has an opportunity to dispute the allegations of misconduct. The administrator shall then determine if a short-term suspension should be imposed and shall inform the student of his or her decision. If the student is suspended, the student's parent(s) shall be notified of the suspension by mail, telephone, or personal contact.

### **Long-term Suspension - Due Process Procedures**

A long-term suspension is a suspension that exceeds ten (10) school days in duration. It may extend up to one (1) full year in duration. A student subject to a long-term suspension during the semester before graduation will not be allowed to graduate until an additional semester of course work is completed.

### **Prohibited Discrimination**

Flowing Wells High School does not, and shall not, unlawfully discriminate against persons on the basis of their race, color, ethnicity, religion, sex (including sexual harassment, as described in the District's policy concerning sexual harassment), sexual orientation, gender identity, gender expression, age, national origin, color or disability, in any program or activity sponsored by the District. In addition, Section 504 of the Rehabilitation Act (29 U.S.C. 794, et seq) requires, and it is the policy of the District, that otherwise qualified disabled persons must not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination solely on the basis of disability, under any district program or activity that receives federal financial assistance. The District expressly prohibits all such unlawful discrimination by its agents and employees.

### **Compliance Officer**

Any person who believes he or she has been the victim of unlawful discrimination by an agent or employee of the district or who knows of such discrimination against another person should file a complaint with the Principal (the Compliance Officer). If the Compliance Officer is the one alleged to have unlawfully discriminated, a complaint against the Compliance Officer should be filed with the Assistant Superintendent who, for all other purposes of this policy, shall act as the Compliance Officer.

### **Complaint Investigation Procedure**

The District is committed to investigating each complaint thoroughly and to taking immediate and appropriate corrective action on all confirmed violations of this policy, as is reasonably practical after a complaint is filed. In investigating the complaint, the Compliance Officer will maintain



confidentiality to the extent reasonably possible.

If the initial investigation discloses reasonable cause to believe that a violation of this policy has occurred, the Compliance Officer shall so advise the Assistant Superintendent, who shall determine whether to hold an administrative hearing and/or whether to bring the matter before the Superintendent. The determination of "reasonable cause" is not a determination that discrimination actually has occurred.

It means only that there is a reasonable basis to the allegations such that the matter should proceed to a hearing on the allegations. If the person alleged to have violated this policy is a teacher or administrator, the due process provisions of the District's rules for Disciplinary Action Against a Teacher, or rules for Disciplinary Action Against an Administrator, whichever is applicable, shall apply. In cases of serious misconduct, dismissal proceedings in accordance with A.R.S. 15-531, et seq., may be initiated. If the person alleged to have violated this policy is a classified employee, the Compliance Officer, Superintendent, or the Superintendent's designee shall hold a hearing on the allegations and may impose discipline, short of a suspension without pay, if the evidence at the hearing so warrants. The Superintendent also may recommend that the Governing Board impose a suspension without pay, dismissal, or other appropriate discipline. If the Compliance Officer's investigation reveals no reasonable cause to believe that this policy has been violated, the Compliance Officer shall so inform the complaining party in writing.

District Compliance Officer:      Dr. Kimberley Parkinson  
Assistant Superintendent  
Flowing Wells School District  
1556 W. Prince Road, Tucson AZ 85705  
(520) 696-8822