

FOUNTAIN HILLS HIGH SCHOOL

2015-2016
STUDENT - PARENT
HANDBOOK & CALENDAR



“We engage, challenge, and support every student, every day.”

16100 E. Palisades Boulevard
Fountain Hills, AZ 85268
480-664-5500

Property of: _____

Address: _____

Phone # _____

In case of emergency, please notify:

Name: _____ Phone # _____

Fountain Hills Unified School District #98 affirms its intent to comply with all federal and state laws relating to the prevention of discrimination. All courses, services, activities, and employment opportunities are offered without regard to race, color, creed, national origin, age, sex, or handicapping condition.

Annual Public Notification of Nondiscrimination

Fountain Hills Unified School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its program, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Fountain Hills Unified School District also does not discriminate in its hiring or employment practices.

This notice provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator (s).

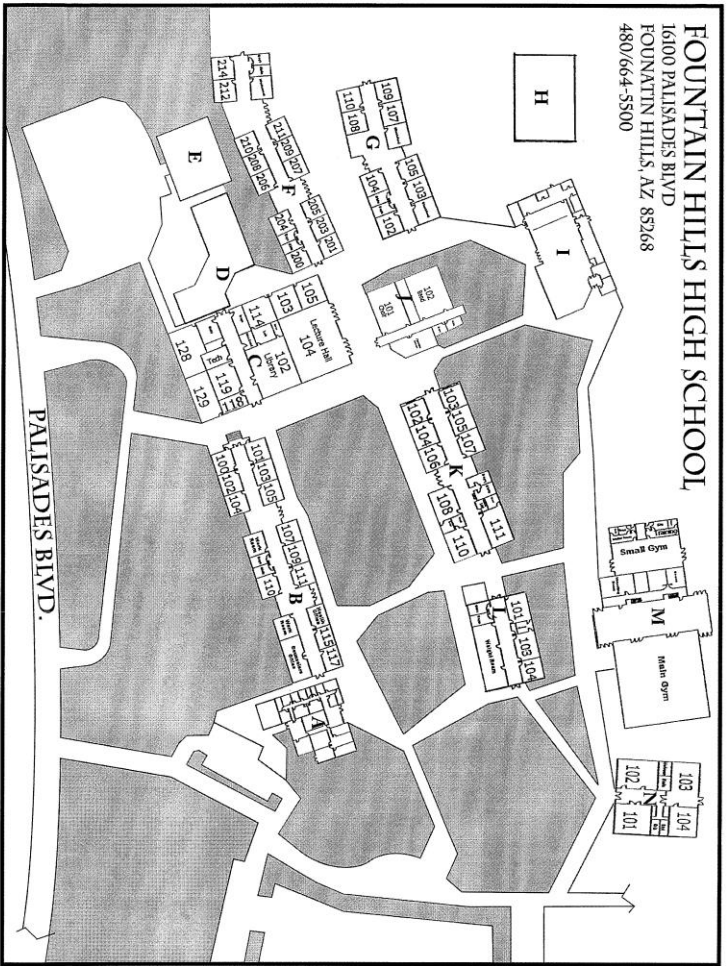


Notification de Non Discriminacion

Fountain Hills Unified School District no discrimina raza, color, nacionalidad, genero, edad, o incapacidad de admission a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Fountain Hills Unified School District tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden remitir por al coordinador de compliance.

FOUNTAIN HILLS HIGH SCHOOL
16100 PALISADES BLVD
FOUNTAIN HILLS, AZ 85268
480/664-5500



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DIRECTORY INFORMATION

School address:

16100 E. Palisades Blvd.
Fountain Hills, AZ 85268

Phone numbers (480-664-xxxx):

Principal, Tom Brennan	5511
Athletic Director/Dean of Students 9-10, Mike Briguglio	5534
CTE Director/Dean of Students 11-12, Jennifer Ray	5591
Attendance	5513
Counselor, Marie Cooper (10 & 12)	5521
Counselor, Erika Phillips (9 & 11)	5522
Fax	5599
Finance, Cheryl DuBois	5509
Health office, Paula Goblet, R.N.	5501
Maintenance, Rick Harris	5535
Media Center, Kathy Galietti	5506
Receptionist, Jodi Langworthy	5514
Registrar, Dena Bruch	5515
School Resource Officer (MCSO)	5539
Security/Parking	5578
Social Worker	5516
Special Education Director, Caroline Lynch	5017

FOUNTAIN HILLS **FALCONS**

The Falcon Way

The values of the Falcon Way were identified and defined in collaboration with the entire FHHS community. They represent the way we conduct ourselves at FHHS. These are the standards by which our actions are measured.

Accountability: To own your actions & accept responsibility

Discipline: To demonstrate self-control

Excellence: To rise above the standard; to go above and beyond what is expected

Integrity: To do the right thing (even when no one is looking); to act in a way that matches the moral code

Professionalism: To be a model for the standards of excellence upheld by our organization in front of other individuals or organizations

Respect: To treat others in a way that you would like to be treated by them; to accept one another's differences and treat everyone with dignity

Responsibility: To be conscious of and to act with the understanding that you are liable for another person, thing, or event

STUDENT/PARENT/GUARDIAN RESPONSIBILITIES

Students and parents/guardians are expected to read all information provided in this handbook. Lack of knowledge of this handbook, administrative policy, board policy, or state statute will not be a justifiable reason for someone making an inappropriate decision.

REGULAR BELL SCHEDULES

Regular Bell
Schedule

Period 1	7:30	8:26
Period 2	8:32	9:27
Period 3	9:33	10:28
Period 4	10:34	11:29
Lunch	11:29	12:06
Period 5	12:12	1:07
Period 6	1:13	2:08

Wednesday Bell
Schedule

Period 1	7:30	8:16
Period 2	8:22	9:07
Period 3	9:13	9:58
Period 4	10:04	10:49
Lunch	10:49	11:26
Period 5	11:32	12:17
Period 6	12:23	1:08

*Every Wednesday except:
8/12, 10/21, 12/16, 3/9, 5/25*

SPECIAL DAY BELL SCHEDULES

Homeroom Schedule

Period 1	7:30	8:20
Period 2	8:26	9:15
Period 3	9:21	10:10
Homeroom	10:10	10:46
Period 4	10:52	11:41
Lunch	11:41	12:18
Period 5	12:24	1:13
Period 6	1:19	2:08

To be announced as needed

Assembly Schedule

Period 1	7:30	8:20
Period 2	8:26	9:15
Period 3	9:21	10:10
Period 4	10:16	11:05
Lunch	11:05	11:42
Period 5	11:48	12:37
Period 6	12:43	1:32
Assembly	1:32	2:08

To be announced as needed

Exam Schedule

Exam	7:30- 9:15
Exam	9:30-11:15

No lunch is served.

SCHOOL CALENDAR

August

- 10 First day of school
- 19, 26 Staff Dev/1 Hour Early Release
- 20 Open House (6:30-8:30 p.m.)
- 27 School Picture Day

September

- 7 Labor Day – No School
- 2, 9, 16,
- 23, 30 Staff Dev/1 Hour Early Release
- 16 P1 Grades posted in Power School

October

- 7, 28 Staff Dev/1 Hour Early Release
- 6 School Picture Re-Take Day
- 9 First quarter ends
- 12-16 Fall Break – No School
- PSAT – TBA
- 21 Q1 Grades posted in Power School
- 23 Staff Development – No School

November

- 4, 18, 25 Staff Dev/1 Hour Early Release
- 11 Veterans Day – No School
- 25 P2 Grades posted in Power School
- 26-27 Thanksgiving break – No School

December

- 2, 9 Staff Dev/1 Hour Early Release
- 2 Fall Sports Awards Night
- 10 Band & Choir Holiday Concert
- 16-18 Finals (exam schedule each day)
- 18 First semester ends
- 21-31 Winter break – No School

January

- 1 Winter Break – No School
- 4 Students Return
- 6, 13,
- 20, 27 Staff Dev/1 Hour Early Release
- 6 S1 Grades posted in Power School
- 18 MLK Holiday – No School

February

- 3, 10,
- 17, 24 Staff Dev/1 Hour Early Release
- 10 P3 Grades posted in Power School
- 15 President’s Day – No School

March

- 2, 23, 30 Staff Dev/1 Hour Early Release
- 2 Winter Sports Awards Night
- 10 Third quarter ends
- 11 Staff Development – No School
- 14-18 Spring Break – No School
- 23 Q3 Grades posted in Power School
- 25 District Recess – No School

April

- 6, 13,
- 20, 27 Staff Dev/1 Hour Early Release
- 27 P4 Grades posted in Power School

May

- 2 AP Chemistry Exam
- 4, 11, 18 Staff Dev/1 Hour Early Release
- 4 AP English Literature Exam
- 5 Spring Band Concert
- 5 AP Calculus AB & BC Exam
- 6 AP US History Exam
- 6 AP Studio Art Deadline
- 10 AP U.S. Government Exam
- 11 AP English Language Exam
- 11 Senior Recognition
- 12 Spring Choir Concert
- 12 AP World History Exam
- 18 Spring Sports Awards Night
- 20 Band Banquet
- 24-26 Finals (exam schedule each day)
- 26 Last Student Day
- 27 Graduation; Falcon Fiesta

June 3 Report Cards / Transcripts Mailed

ACADEMIC INFORMATION

Fountain Hills High School offers a tiered diploma system intended to encourage and reward higher levels of academic achievement. All graduating students must complete a minimum of 24 hours of community service work.

Requirements for the Standard High School Diploma

English	4.0 Credits
Social Studies	3.0 Credits
Mathematics	4.0 Credits
Science	3.0 Credits
Fine Art /Practical Art	1.0 Credit
PE / Health/PE Elective	1.0 Credit
Electives	6.0 Credit

****Total Credits Required 22.0***

Requirements for the High School Diploma with Honors

English	4.0 Credits
Social Studies	3.0 Credits
Mathematics	4.0 Credits
Science	3.0 Credits
Foreign Language	2.0 Credits
Fine Art	1.0 Credit
PE/Health/PE Elective	1.0 Credit
Electives	5.0 Credits

****Total Credits Required 23.0***

Additional criteria for the Diploma with Honors: minimum 3.5 weighted GPA; at least five Honors and/or Advanced Placement classes over four years; all required English, math, science, and social studies courses must be completed in the traditional classroom setting during the regular school year.

Requirements for the High School Diploma with Highest Distinction

English	4.0 Credits
Social Studies	3.0 Credits
Mathematics	4.0 Credits
Science	3.0 Credits
Foreign Language	3.0 Credits
Fine Art	1.0 Credit
PE/Health	1.0 Credit
Electives	5.0 Credits

****Total Credits Required 24.0***

Additional criteria for the Diploma with Highest Distinction: minimum 3.75 weighted GPA; at least five Advanced Placement classes in three different disciplines; all required English, math, science, and social studies courses must be completed in the traditional classroom setting during the regular school year.

Credit is awarded on a semester basis (0.5 credit per completed semester course).

The 0.5 Physical Education elective credit may be earned if a student completes two full varsity seasons on a FHHS interscholastic athletic team. The student must remain in good standing with the team and participate for the entire two seasons.

Community Service

Community service is a graduation requirement. Prior to graduation, students must complete a **minimum of 24 hours** of community service activities (prorated for transfer students). Community service hours must be earned through volunteer work with a non-profit organization. Students may begin accumulating hours after promotion from eighth grade. More information and a list of suggested local agencies are available in the administration office. **Students are responsible for turning in community service hours to the office. FHHS will record a maximum of 24 community service hours.**

Graduation Ceremony Participation

Students may participate in the graduation commencement ceremony if they have earned 22 credits, have completed 24 hours of community service, and have completed any pending disciplinary and/or attendance consequences. Participation in the commencement ceremony is optional. Students **must** attend (beginning to end, and on time) the commencement ceremony rehearsal in order to participate in the commencement ceremony. **Students who fail to attend the rehearsal will not be allowed to participate in the commencement ceremony.**

Early Graduation

Students may complete high school early in order to meet career goals. Students desiring early graduation must submit a written request to the principal during the first half of the semester preceding the semester of desired completion. The request must contain the reasons for the request and the written approval of the student's parents or guardian. All graduation requirements must be met by the early completion date. (*FHUSD Board Policy IKFA*)

Course Load/Credits

All freshmen, sophomores, and juniors must enroll in six (6) classes each semester. Seniors may enroll in fewer than six (6) classes only if they are on track to meet graduation requirements by having earned eighteen (18) of the required credits by the fall of their senior year. All seniors must enroll in a minimum of four (4) on-campus FHHS courses regardless of how many total credits beyond 18 that they may have. **TA may not be the fourth course in a four-period minimum day**

Course / Level Change Request

Schedules may be changed for the following reasons **ONLY**: conflict/error in schedule, to satisfy graduation requirement, failure in a pre-requisite course, change required for health reasons (physician's note required), completion of summer school or correspondence course, or inappropriate placement as determined by teacher/counselor consultation. Course level changes must be made by the end of the first progress-reporting period (5th week).

Course changes may be requested up to the fifth school day of the semester through the guidance department without penalty. Students who request to drop a course after the fifth school day of either semester may receive a "WF" (withdraw/failing) for that course; may be assigned to another course at administration's discretion; and may be ineligible to participate in athletics and/or clubs for the remainder of that semester. If an administrative decision is made to drop a student from the class, the student will receive a "WF" and may be assigned to another course. *The preceding policies will be reflected on the student's permanent transcript.

Credit for Courses Completed at Non-District Schools

Core credit for purposes of this policy shall be the credits specifically named as required for graduation by the State Board of Education in R7-2-302.02.

The district welcomes students who were previously enrolled in a school outside of the district and wish to transfer to Fountain Hills High School. The district will encourage such students to meet with a counselor to discuss transfer of course credits and placement in courses that will enable the student to earn a high school diploma and meet the student's personal interests. Credits earned by a student in ninth grade or higher at a non-district school will be accepted by Fountain Hills High School as elective credits for graduation purposes. Fountain Hills High School will accept a credit as a core subject credit for graduation purposes under any of the following four standards designed to ensure that a course credit reflects the student's proficiency in the subject matter of the course:

1. The course (or a similar course) is offered in the District curriculum, and the transfer course was provided by a secondary school that is an accredited Arizona college or university or is fully accredited (excluding special purpose and distance learning designations) by the North Central Association of Schools and Colleges or such other accrediting agencies as determined by the Superintendent;
2. The student demonstrates competency in the subject matter of the course by earning a grade of 70% or better on an end-of semester examination administered by the district;

3. With regard to certain mathematics or English language arts credits, the student has demonstrated proficiency by obtaining a passing score on the high school AIMS test.
4. The student obtains prior approval and completes a course in a core or elective subject, and is concurrently enrolled at an accredited Arizona community college or university. The student may receive credit, with one-half high school credit awarded for each three-semester hour college or university course.

(FHUSD Governing Board Policy JFABC-R)

Correspondence Courses / Online Classes

Students may enroll in a correspondence course through approved entities with prior permission from the counselor and/or administration. The amount of credit FHHS will accept for such work will be determined prior to enrollment. The student is responsible for all financial, registration, academic, and assessment obligations associated with correspondence courses. **All correspondence work must be completed and an official transcript on file with FHHS by May 15th** of a given school year to count for credit for that year.

Home Schooled Students

The Fountain Hills Unified School District does not automatically allow credit for students entering high schools from home school situations.

Procedures for admitting home schooled students:

- In order to transfer high school credits earned in a home school setting, an official transcript must be submitted from an accredited institution.
- If a home schooling service was not used, students will be tested to determine course credit. Department tests will be used, and students will be awarded credit based on the grade they earn on these tests. All tests will be proctored and taken only once. If the student passes the department test, a grade of “P” (pass) will be posted on the transcript. If the student fails the department test, he or she will be required to enroll in the course.
- The school does not provide books and materials for home school classes.

Advanced Placement/Honors Courses

Advanced Placement and honors courses are offered to provide students the opportunity to take upper level courses while in high school. The advanced placement test, at the end of the school year, is a requirement of taking the advanced class. The cost of the test is the responsibility of the student; however, scholarship monies are available with principal approval. Additional advanced placement information is available from your school counselor or visit www.collegeboard.com.

Dual Enrollment Program

The dual enrollment program allows high school students to earn college credit. Prior approval from the counselor and/or administration is required. The high

school agrees to apply these approved college courses toward the high school requirements for graduation, so students have the opportunity to earn dual college and high school credit. One half high school credit may be earned for each three, four, or five-hour semester college course that is posted on that college’s transcript. **Students are responsible for the enrollment tuition and fees established by the college.** For more information, contact the high school counselor.

Independent Study

Independent study is available to additionally enhance the highest-level course offered in a given curriculum area. Teachers must submit a proposal to administration for approval including course content objectives and evaluation procedures. Additionally, students must get counselor and administrative approval prior to enrolling in any course through independent study. Physical education **may not** be taken through independent study.

Grading Policy/Grade Point

Courses offered in the high school curriculum are assigned grade points on a 4.0 grade point scale for regular courses, 4.5 grade point scale for honors courses, and a 5.0 grade point scale for Advanced Placement courses. Transfer credit for weighted courses shall be given for Advanced Placement and honors courses according to the FHHS grading scale. Students may contact a school counselor or administrator for additional information. Semester grades are calculated as follows:

Quarter = 40%, Quarter = 40%, Semester Exam = 20% = 100%.

Grading Scale/GPA

“R” – Regular GPA Status

“H” – Honors GPA Status

“AP” – Advanced Placement GPA Status

Grade	Percentage	“R”	“H”	“AP” *
A+	97-100	4.0	4.5	5.0
A	93-96	4.0	4.5	5.0
A-	90-92	4.0	4.5	5.0
B+	87-89	3.0	3.5	4.0
B	83-86	3.0	3.5	4.0
B-	80-82	3.0	3.5	4.0
C+	77-79	2.0	2.5	3.0
C	73-76	2.0	2.5	3.0
C-	70-72	2.0	2.5	3.0
D+	67-69	1.0	1.5	2.0
D	63-66	1.0	1.5	2.0
D-	60-62	1.0	1.5	2.0
F	59 and below	0.0	0.0	0.0
NC	No Credit	0.0	0.0	0.0
W	Withdraw	0.0	0.0	0.0

WF Withdraw/Failing 0.0 0.0 0.0

*Student must be enrolled in the class at FHHS to earn weighted credit.

Online Grade Book

All FHHS teachers maintain an Internet-based grade management system. Parents and students can access student grades at any time. Teachers update grade books weekly. In order to access student information, parents need to know the student's school issued computer password. Teachers, counselors, administrators, or office staff can assist parents with log in if necessary.

Four-Year College/University Requirements

The three state universities in Arizona all require the following courses for incoming freshmen:

English	4 credits
Math	4 credits <i>and</i> completion of a math class for which Algebra II is a prerequisite
Science	3 credits in lab sciences
Social studies	2 credits
Foreign language	2 credits in the same language
Fine arts/CTE	1 credit

Repeating a Course

A course may be repeated for remediation of an "F" or to improve a poor grade. The higher grade will be used in computing the GPA and class rank. Transcripts for students repeating a course will reflect the original and the repeated course grade.

Repeated classes count only once toward course credit total.

Teacher's Aide / Office Aide

Teacher's Aide (TA) is designed as an opportunity for junior or senior students to assist on the high school campus with a variety of duties. ***Freshmen and sophomores are not eligible to be a teacher's aide.*** Students who wish to be a TA must submit an application in the counseling office, and must meet course-specific prerequisites in order to be accepted as a TA. **Qualified students may be scheduled as a TA based upon teacher demand.** Students must maintain a minimum of a 3.0 grade point average, have no failing grades and be on track to graduate. Students may earn up to one elective credit in this area within the 22 credits required for graduation. Students are permitted to be an aide only one period per semester and earn 0.5 credits each semester. **TA may not be the fourth course in a four-period minimum day.**

Valedictorian/Salutatorian

The Valedictorian and Salutatorian at FHHS are the two top-ranked students (respectively) in their class as determined by their class rank at the conclusion of the eighth semester of that particular class. Grade point averages for valedictorian

and salutatorian are based on all course work on the student's official FHHS transcript, and are rounded to the one-thousandth (.000) place. A student may be considered for valedictorian or salutatorian if the student attends a minimum of one full semester of his/her senior year as a full time student (enrolled in four credit-bearing classes at FHHS).

Testing Information

All students are required to participate in state-mandated testing. State testing is based on state adopted standards in reading, writing, mathematics, and science. ACT, PSAT, and SAT may be taken by students desiring to continue the pursuit of post-secondary education. Students should contact the school's counseling department for details and test sites. **For ACT, PSAT, and SAT tests, the FHHS code number is 030124.** Advanced Placement Tests will be administered at FHHS in May. Students should contact the school's counseling department for details.

Foreign Exchange Programs

The following policies apply to graduation, commencement ceremony, class rank, and scholarship opportunities for currently enrolled FHHS students who participate in a foreign exchange program or off-campus program prior to the end of the second semester of their senior year:

FHHS students:

- May receive credit upon submission of an official transcript from accepted foreign exchange or accredited off campus schools.
- May be considered for class rank in either the junior or the senior year if the student attends a minimum of one full semester as a full time student at FHHS (enrolled in four credit bearing classes on the FHHS campus) in that particular year.
- May receive a diploma from FHHS if all graduation requirements are met.
- May participate in the commencement ceremony if the student meets all FHHS graduation requirements.
- May request to be included in class rank at the end of junior year for senior year for tuition waiver opportunities at state universities if the student attends a minimum of one full semester of his/her junior year as a FHHS student.
- May be considered for valedictorian or salutatorian if the student attends a minimum of one full semester of his/her senior year as a FHHS student.
- May be considered for scholarship opportunities (primarily those associated with senior recognition) as a student attending FHHS if the student attends a minimum of one full semester of his/her senior year as a FHHS student.

Homework

Students should expect to be assigned homework as a regular part of their course requirements. These assignments may average approximately 30 minutes per

class per day. Students enrolling in more academically challenging courses should expect to exceed this average. **In addition to homework, students are expected to study course content on a regular basis.**

Textbooks

As stated in ARS 15-723-5, “Governing Boards shall furnish free required textbooks and related printed subject matter materials in the high schools.” The assigned textbooks must be returned to the school at the end of the course, or the student must pay the actual current replacement cost. **Students are responsible for reimbursement or replacement for lost, damaged, or stolen books.**

Library/Media Center

FHHS provides a library/media center for student and staff use. The library is open 7:15-3:15 each regular school day, but closed during fourth period. Hours may vary on early release days, in-service days, or testing days. Students are not allowed in the media center during class time unless accompanied by their teacher or unless they have a written pass from their teacher. **Students must have their ID card in order to use or checkout resources from the media center.**

Withdrawing from School

Parents/guardians must complete and submit a withdrawal form to the school office to withdraw a student from FHHS. Upon withdrawing, the student shall return all books and district property through the high school office. Students are financially responsible for any school property checked out to them. Students who withdraw prior to the end of a semester will receive withdrawal or transfer grades; credit is not issued to students who do not complete the entire semester.

FEES

Fees are charged to maintain programs and offset costs.

General Fees (all fees may be paid online through the school’s website)

\$100	Parking fee (per vehicle used on campus)
\$50	Athletic event pass fee (admission for a student to all regular season home athletic events)
\$20	Physical Education Uniform (required for all P.E. classes including Lifetime Sports and Weights). Paid to the School Store.
\$5	Locker use fee
\$5	Replacement for student ID, parking permit or student handbook
\$50	Commencement ceremony fee (seniors only)
\$20	PSAT Test

\$95 AP Test (AP Chemistry, AP Eng. Language and Composition, AP Eng. Literature and Composition, Calculus AB, Calculus BC, AP U.S. Government, AP World History, AP US History, AP Studio Art)

Fine Arts Supply Fees

(Failure to pay these fees may result in being dropped from the class.)

\$50 AP Studio Art, AP Art History, Elements of Design I, Drawing and Painting, Sculpture/Ceramics/3D Design

Performing Arts Supply Fees – paid directly to the Music Director

(Failure to pay these fees may result in being dropped from the class.)

\$100 Band School Instrument Fee

\$70 Choir Apparel Fee

\$50 Band Apparel Fee

Practical Arts/CTE Supply Fees

(Failure to pay these fees may result in being dropped from class.)

\$50 Graphic Design, Fashion Design, Photography, Health Careers I & II, Sports Medicine

Science / Engineering Classes

\$30 Science Lab Fee (all science and engineering classes)

Co-curricular Class Fees (per activity)

\$25 Academic Decathlon, Choir, Band, Robotics, Research Club, Yearbook

Extra-curricular Club Fees (per activity)

\$50 Art Club/National Art Society, Band Guard, Chess Club, Dance Club, Falcon Leadership, Jazz Band, Key Club, Teen Court, STUGO

Activities that are subject to a \$5.00 fee

\$5 DECA, FCCLA, FEA, HOSA, NHS, Skills USA, Teen AA

Athletic Fees (paid directly to the head coach)

(Athletes may not participate in a contest until the fees have been paid in full.

Athletic fees are turned in to the head coach; check payable to “FHHS Athletics”

\$150 Per sport

ATHLETICS & EXTRACURRICULAR ACTIVITIES

A wide variety of athletics, co-curricular and extracurricular activities are available to students at FHHS. Student government (STUGO), clubs, school committees, community programs, art, dance, sports, and music are all ways the high school experience is enriched for students. Please see the athletic director or

the activities secretary for a listing of current activities available on campus. Please see the current copy of the Club Handbook for more information.

Sports and Club Fees

Fees must be paid prior to participation. Please refer to pages 14 & 15 for the fee list.

FHHS offers the following athletic programs during the following seasons:

Fall

Spirit Line
Boys Cross Country
Girls Cross Country
Football
Volleyball

Spring

Baseball
Golf (co-ed)
Softball
Boys Tennis
Girls Tennis
Boys Track
Girls Track

Winter

Boys Basketball
Girls Basketball
Boys Soccer
Girls Soccer
Wrestling

Participant Responsibilities

- The participant's first responsibility at FHHS will be his/her classes. The participant's second responsibility will be to the team or club. These are both very important to the participant, teammates, coaches, and teachers.
- Students must submit all physical forms and parent consent forms to the athletic director **prior** to any tryouts, practice, or participation in a given sport.
- Participants are responsible for all assignments and assessments that are missed due to absences for home or away events. Previously assigned work that is due the day of an away event must be turned in prior to departure. Assessments or assignments that are missed due to an away event must be made up the next school day or as arranged by the teacher.
- Participants are responsible for all equipment assigned to them. Participants who fail to return and/or properly account for their equipment will be ineligible until their account is satisfied with their coach/advisor and the FHHS athletic director.

Athletes & Activities Participants and Discipline

Student athletes and activities participants are expected to conduct themselves in a first-class manner around FHHS and in the community.

Participants may be deemed ineligible at the discretion of administration if the student's attendance, behavior, conduct (both in school and in the community) or

academic progress falls below a standard of performance appropriate for an athlete or participant representing Fountain Hills High School. Eligibility may be reinstated at the discretion of administration. (FHUSD Board Policy JKDA)

Participants who are assigned in-school or out-of-school suspension (ISS/OSS) are not eligible to participate in any athletic or club activities (practices or contests) at any time on the days of their suspension. Participants must complete their ISS or OSS and attend school the following day in order to regain their eligibility status.

Self-Reporting

Fountain Hills High School believes in early intervention to assist students in dealing with at-risk behaviors. To encourage early intervention, participants may confidentially self-report violations to a school administrator, counselor, teacher, advisor, or coach. Participants will be referred to an intervention program and may be held to modified consequences.

Class Attendance

Participants must be in attendance for the entire school day in order to participate in activities held on that day. However, verified medical/dental or court appointments are accepted as excused absences. Participants are required to be in attendance in their first regularly scheduled class the day after an away event. Participants who lose credit due to excessive absences or discipline problems may be assigned a grade of “WF” for that course and become ***ineligible*** to participate for the remainder of that season or academic period.

Issue Resolution Protocol

Participants, parents and coaches are required to follow the **Issue Resolution Protocol** when addressing concerns or issues regarding FHHS athletics or extracurricular activities. Issues and concerns are to be addressed by the following persons in the order listed.

1. Participant to coach/advisor
2. Participant and parent to coach/advisor
3. Participants, parent and coach/advisor to District Athletic & Activities Director.

Athletic and Activity Academic Eligibility

- Academic eligibility is determined on a cumulative basis every two weeks throughout the school year.
- Changes in eligibility status take place the first school day after the end of each two-week eligibility grading period.
- **Participants who, upon having their work checked on a cumulative basis (per semester) at the end of each two-week period, show that they are not working to capacity and have one or more failing grades will be ineligible for any team or activity (FHUSD Governing Board Policy JJJ).** Reinstatement forms are available in the office.

- Participants must maintain satisfactory progress toward graduation. The following *minimum* credit totals must be met in order to maintain eligibility:

Credits required at start of:	Fall Semester	Spring Semester
Ninth Grade	N/A	2.5
Tenth Grade	5	8
Eleventh Grade	11	14
Twelfth Grade	16.5	19.5

Participants who are not on track from this standard of progress should meet with a guidance counselor to discuss credit recovery options.

- Participants who are ineligible may not participate in any contests or events, nor be excused to miss any school time for away events or activities. The participant is allowed to practice during this time.
- At the discretion of FHHS administration, students may be allowed to participate in co-curricular events that affect the student's grade in a class.
- After improving their respective grades such that they are passing all classes, participants shall be reinstated to the team/club until a subsequent check is performed, unless they are ineligible for some reason other than academic performance.
- If a participant's ineligibility time frame occurs during a break or holiday, that participant will be ineligible during the break or holiday.
- Students may be deemed ineligible at the discretion of administration if the student's attendance, behavior, conduct (both in school and in the community) or academic progress falls below a standard of performance appropriate for an athlete representing Fountain Hills High School. Eligibility may be reinstated at the discretion of administration.
- Pursuant to A.R.S 15-802.01, students who reside within the FHHS attendance boundary and are instructed at home are eligible to participate in interscholastic activities on behalf of FHHS. Home-schooled students must meet and maintain all eligibility requirements required for participation.
NOTE: **"A child who is instructed at home and who was previously enrolled in a school shall be ineligible to participate in interscholastic activities for the remainder of the school year during which the child was enrolled in a school."** (A.R.S. 15-802.01. B)

Dances

The school sponsors dances throughout the school year as a part of the student activities program. Dances must be placed on the activities calendar with the permission of the administration. The following guidelines are applied to dances:

- All dances must be approved by FHHS administration prior to any advertising, ticket sales, or contracting with vendors.
- All dances must be supervised by a FHHS certified staff member. A sufficient number of chaperones must be approved in advance by the administration.

- The club sponsoring the dance is responsible for the organization and preparation before the dance, and clean up after the dance.
- The club sponsoring the dance is responsible for arranging appropriate security and supervision (in consultation with administration) at the dance or activity.
- Dances must start and end at predetermined times. On campus dances must end by 11:30 p.m.
- No dances may be held on the evening preceding a school day.
- Attendance at Prom is limited to FHHS juniors and seniors and their dates; excluding freshman, and not to exceed 21 years of age.
- Middle school students may not attend high school dances or Prom.
- Students are required to show their student ID for admittance to dances.
- All Prom attendees must complete and sign the FHHS Prom Information and Permission Slip form.
- **Students who wish to bring a non-student as their guest must fill out a Guest Pass Contract and submit the form one week prior to the event for administration to review, prior to purchasing a ticket for the guest.** Guests will not be allowed to enter the dance without a guest pass.
- Once a student leaves a dance, he/she may not return to that dance.

ATTENDANCE

Arizona state law (A.R.S. 15-802) requires regular attendance at school until the age of sixteen. Pursuant to 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. Students whose absences are excessive will be referred to FHHS administration and/or MCSO School Resource Officer.

At Fountain Hills High School, we believe:

- We have a responsibility to uphold Arizona State Statutes and FHUSD Governing Board Policies.
- We have a responsibility to hold students accountable for absenteeism in excess of 10% of the required attendance days. (A.R.S. 15-803)
- Classroom teachers are the primary resource for attendance referrals to administration.
- The school, the student, and the parent/guardian all share in the responsibility to monitor student attendance and to intervene when problems arise.
- Teachers are responsible for making class time relevant, meaningful, and engaging.
- Students and staff have a responsibility to be present, be on time, and be engaged whenever class is in session.
- Absenteeism negatively affects student learning and teacher effectiveness.

- Students should only miss class time for “necessary and important reasons” (per FHUSD Board Policy JH): illness, bereavement, family emergencies, and observance of religious holidays of the family’s faith.
- Families should take vacations during established school holiday periods.
- Although they may be allowed to complete make-up assignments if absent, students cannot make up for lost time in the classroom..
- Students are not allowed to make up work for unexcused absences or unexcused tardies.

Absence Communication

Parents/guardians must contact the school attendance office at (480) 664-5513 by 11:30 a.m. the day of an absence to excuse their child’s absence. If the parent/guardian is unable to call the day of the absence, the student must have the parent/guardian write a note or call the next morning before the student is readmitted to class after the absence. Absences not excused within 24 business hours of the absence date may remain unverified on the student’s permanent attendance record.

Once a student is present on campus for a portion of the day, and needs to be excused for a subsequent absence on that day, two things must occur: 1) The parent must call the attendance office to report the absence prior to the student’s dismissal; and 2) the student must check out through the office prior to leaving campus. Failure to follow both procedures may result in the student’s absence being marked unexcused.

Absences/tardies

Students who fail to attend school on time **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 or tardies will be treated as serious disciplinary issues. Students with unexcused absences or tardiness may be assigned one or more of the following consequences:

- | | |
|-----------------------|----------------------|
| • Loss of privileges | • Placed on contract |
| • Community Service | • Alt Ed. Placement |
| • ISS, OSS, Detention | • Loss of Credit |

Absence Make-up Policy

The following rules apply to make up work for excused absences & tardies:

- When an absence is excused, students are allowed one school day for each school day absent to complete and submit missed work/assessments and receive full credit.
- When a student is absent **only one day**, the student is responsible to get his/her make-up work during the next school day.

- When a student is absent **two or more consecutive days**, parents may email the teachers to request make-up work. Otherwise, the student may get his/her make-up work during the next school day of attendance.
- Students assigned to ISS or OSS are responsible to have their make up work completed and be ready for any assessments the day they return to class.

When the absence or tardy is unexcused, students are strongly encouraged to do missed assignments but must understand that **they may not receive any credit for assignments or assessments as a result of unexcused or unverified absences.**

Emancipation

Emancipation is granted with the approval of the parents/guardians to students who are eighteen years of age or older. Forms for emancipation are available in the registrar's office. Students who are not emancipated (even though the student may be 18 years of age or not living at home) must have their parent/guardian call in to excuse an absence.

STUDENT CONDUCT AND DISCIPLINE

Arizona state laws and FHUSD Governing Board policies empower school administration with the task of maintaining a safe and orderly educational environment. The policies and procedures in this section apply to student conduct when the student is:

- on school grounds or at school-sponsored events.
- traveling to or from school-sponsored events.
- engaged in any activity that is in any manner school related or affects the operation of the school.

Rules and expectations in this section are designed to meet the following goals:

1. Maintain a safe and orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of theirs and others' lives.

A student who engages in conduct prohibited by these policies will face consequences. Consequences may include, but are not limited to any combination of the following:

- Informal conference
- Loss of privileges
- Temporary exclusion from the classroom

- Formal conference
- Detention
- In-school suspension
- Community service
- Intervention activities
- Restitution payment
- Loss of credit for a class
- Withdraw (W or WF) from class
- Out-of-school suspension
- Long-term suspension
- Expulsion

The school will keep an official record of all student disciplinary matters.

Fountain Hills High School Expectations:

1. Uphold the values of the Falcon Way.
2. Treat others with the same respect with which you are treated by the adults in this school.
3. Your actions, dress, possessions, etc., may not cause a problem for anyone else.
4. If your actions, dress, or possessions cause a problem for anyone else, you will be asked to solve the problem.
5. If you cannot solve the problem, or choose not to, staff members will impose upon you an appropriate consequence. This consequence will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
6. If students and/or parents feel that the consequences are unfair, they may request a “due process” hearing. (A due process hearing may not be formal in nature. It is simply a time for concerned individuals to meet and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

FHHS Core Beliefs that Guide Enforcement of School Expectations

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The FHHS staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to

individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, we encourage parents to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with these core beliefs.

FHHS Core Beliefs

The following list of core beliefs outlines the professional actions and attitudes of all staff members of our school.

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and to live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a “due process hearing” whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

District policies and legal responsibilities

The following areas are governed by laws and policies established by the US Federal Government, Arizona State Legislature, and the FHUSD Governing Board. Behavior violations that fall within these areas will be referred directly to school administration and local law enforcement:

Alcohol/Drugs: A student shall not distribute, consume, possess, use, or be under the influence of any drug, alcohol, or controlled substance or possess drug paraphernalia of any kind on school grounds or at school sponsored activities at any time. **Local law enforcement agencies will be contacted any time a student is involved in a drug or alcohol offense.** This policy includes any item or substance that is intended to simulate a drug or controlled substance (i.e. “look-alike” substances).

Assault: Physically attacking any other person in any way is a violent act and will result in serious disciplinary consequences. Local law enforcement may be contacted as well.

Bullying, harassment, intimidation:

The Governing Board of the Fountain Hills Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

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 cyberbullying,
- ♦ 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.

Cyberbullying: Cyberbullying 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 disturbing 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 orientation, 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.

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 acts result 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

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case 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.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit 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 (FHSUD Governing Board Policy JICK, JICK-R, JICK-EA, JICK-EB)

Hazing/Initiations: Students shall not request, make, or force someone to do something that may cause physical, social, or emotional harm. (FHUSD Governing Board Policy JICFA, JICFA-R, JICFA-EA, JICFA-EB)

Fighting: Violence will not be tolerated on campus or at any school-related activity. Students who engage in fighting will be subjected to suspension, and possibly, expulsion. Students are expected to utilize every measure available (report the issue to a teacher, counselor, administrator, or any other staff member) to resolve conflicts and to avoid physical confrontation.

Sexual Harassment: Unwelcome sexual advances (verbal, written, or electronic), request for sexual favors, or any other verbal or physical conduct of a sexual nature by a student to another student or by a student to a staff member is considered sexual harassment and will not be tolerated.

Theft: A student shall not take, use, or borrow school property or personal property belonging to another person without his/her permission. Thefts may be reported to administration, security and/or local law enforcement.

Tobacco: A student shall not use or possess any form of tobacco or tobacco products at any time while on school grounds or at any school-sponsored activity. Tobacco infractions may be referred to local law enforcement agencies.

Vandalism: A student shall not damage, destroy, or deface any school property or property belonging to any other person. Violations of this policy will result in appropriate disciplinary consequences, which may include community service or restitution payment to the victim for the amount of the damage incurred. Vandalism infractions may also require a referral to local law enforcement authorities.

Violation of Civil/Criminal Statutes: Violations of any civil or criminal statute while on school property or at any school-sponsored activity will be referred to the appropriate law enforcement authority.

Weapons: A student shall not possess a firearm, explosive, knife, or any other weapon (real or simulated) at school or any school-related activity. Violators are subject to expulsion and will be referred to the appropriate law enforcement authority.

In-school (ISS) and Out-of-school Suspension (OSS)

Students involved in serious and/or repetitive violations of school policies may be removed from the classroom, campus, or district. In-school suspension allows students to continue educational activities in a more restrictive environment. Out-of school suspension (short-term and long-term) and expulsion prohibit a student from participating in school and school-related activities. The FHUSD Governing Board has established policies and procedures regulating a student's due process rights in disciplinary matters: JK, JK-RA, JK-RB, JK-EA, JK-EB, JK-EC.

CAMPUS SAFETY AND SECURITY

Student Identification

Students are required to carry and/or wear a current-year, school-issued student identification card with them at all times while in attendance at school or any school-related activity on or off campus. Separate ID cards are issued to indicate closed-campus, open-campus, early release, and EVIT status. One identification card is supplied free of charge to each student upon enrollment each year. If a student loses his/her ID card, he/she is responsible to purchase a replacement in the administration office for \$5. Failure to carry a student ID card will result in disciplinary action. Failure to identify oneself to school administration, security, teachers, para-professionals, or classified staff will result in disciplinary action.

Concerns, Complaints, Grievances

A parent/guardian or student is expected to confer directly with the staff member involved regarding concerns, complaints, or grievances **prior to** involving the staff member's immediate supervisor or initiating a formal complaint procedure. If a resolution to the concern, complaint, or grievance does not take place after this conversation, the parent/guardian or student then has the option of bringing the matter to the attention of the staff member's immediate supervisor or initiating a formal complaint. Formal complaint forms may be picked up in administrative office.

Dress Code

The Governing Board believes there is a relationship between proper dress, good grooming, and student conduct. A student's dress should reflect appropriateness for the occasion, and, therefore, should not include:

- Any apparel that is a disruption to the educational process is a distraction to others, or is provocative as determined by FHHS administration.
- Clothing that is overly revealing as determined by FHHS administration.
- Any dress and/or grooming that is counterproductive to curriculum goals and/or educational objectives, or presents a risk to health, safety or general welfare of student or staff.
- Attire or make-up that creates an atmosphere of threat or intimidation.
- Clothing, jewelry, paraphernalia or any personal items depicting or promoting tobacco, alcohol, drugs, hate messages, violence, gang association, or expressions considered offensive, obscene, or vulgar by the administration.

Lockers

District-owned lockers are available for voluntary student use and are assigned during the registration process in the fall. Students must pay a \$5 locker fee to use a FHHS campus locker. The following guidelines apply to the use of lockers:

- Each locker on campus is equipped with a school-assigned combination lock. No other locks may be used on FHHS lockers. Locks other than school-assigned locks will be cut off and the contents of the locker will be confiscated and held in the administration office.
- Students are responsible for the lock, locker, and contents of the locker. **FHHS and FHUSD will not assume any liability for any student property stored in lockers.**
- The student assigned to a locker is responsible for any schoolbooks or equipment stolen or lost from that locker and must replace or purchase the items at current replacement cost.
- Lockers must be cleaned out and left in good working condition at the end of the year. Students are responsible for any graffiti, stickers, or damage done to the locker. **Students will be required to reimburse the school for any locker damage, clean up, repairs, or loss of lock.**
- Students may not change their assigned locker without administrative approval.
- Lockers may be searched by the administration at any time.

Surveillance cameras and security system

Surveillance cameras and alarm systems are operated on campus. Cameras are capable of surveying various areas of the campus to maintain appropriate safety and behavior at all times. Alarm systems are armed at appropriate times and will alert local law enforcement of campus intrusions.

Searches

An administrator, or designee, may search students, lockers, and/or their personal belongings when there is a reasonable suspicion that a search will yield some form of contraband.

Text-A-Tip

FHHS and MCSO have established a text mailbox which students, parents, or community members can call to report campus safety or security concerns anonymously. Students are encouraged to use this as a means of communicating delicate information without getting directly involved in the situation. Steps to Text-A-Tip to MCSO are: 1) Create a new text, 2) Type 274637 in the “TO” field (this spells CRIMES), 3) Type **FHHS** at the beginning of the message (this is the **Keyword** and must be the first letters of the text), 4) Type in your tip, and 5) Press send.

Visitors

Generally, student visitors **are not allowed** on campus during school hours. Exceptions may be made at administration’s discretion for tours, specific activities, etc. Adult visitors must check in at the reception desk and obtain a visitor’s pass prior to entering the campus.

Parents/guardians who wish to observe their child's classes during the school day need to make an appointment with the teacher of that class two days prior to the visit. Parents/Guardians must check in and out in the administration office when visiting classes.

Vehicles and parking lot

Students who drive to school and wish to park in the student parking lot must obtain a school-issued parking permit. The following guidelines will apply to student vehicles and the student parking lot:

- Student vehicles parked on campus must display a valid parking permit. Permits are \$100.00 for the entire year or \$50.00 if purchased after January 1. Parking fees will not be pro-rated in any other way. (**NOTE: Students who have received two or more parking citations in the first semester will not be eligible to purchase a one-semester permit.**)
- Students must register their vehicle, license plate number, make and model, and driver's license number when obtaining a parking permit.
- Parking permits must be displayed on the vehicle in accordance with current-year security staff directions. Improperly displayed permits are not considered valid permits and a citation will be issued.
- Students must park in designated student parking spaces.
- Students are not allowed to park in the District Office parking lot.
- FHUSD does not assume any liability for damage to or theft of vehicles and their contents while in District parking lots.
- Vehicles will be cited for parking lot violations. Parking citations will result in consequences.

Car-pooling spaces are available, and FHHS encourages students to assist in promoting clean air through car-pooling as much as possible. Students must register for car pool spaces in the security office. Car pool spaces are available on a first-come, first-served basis.

Off-campus Privilege

- Only juniors and seniors may apply for off-campus lunch privileges. Parents must fill out and submit a **notarized** off-campus application form before their child may be granted off-campus lunch privileges. The form may be picked up at the receptionist area in the high school administration building or on the school's website.
- School-issued student identification cards will signify off-campus privileges. **Students must show their picture ID card to staff to verify off campus privileges and receive permission to leave campus. Students will not be allowed to leave campus for off-campus lunch without their school-issued student identification card in their possession.**
- Students with off-campus privileges are expected to observe all school, district, town, and state regulations while off campus.

- Students with disciplinary, academic, and/or attendance problems may be denied off-campus lunch privileges.

Cafeteria

The following guidelines apply to the cafeteria:

- Any student, who remains on campus during his/her lunch period, must report to the cafeteria during the lunch period.
- Students are allowed to leave the cafeteria if they have a pass from a staff member or a library pass.

Handbook Modification Procedures

The policies and procedures of this handbook may be modified at any time as needed. Notification of changes will be made to students and/or parents/guardians verbally and/or in writing.

HEALTH OFFICE

The FHHS student Health Office is located in room B-113, across from the counselors department.

Medications

Students are not allowed to have any prescribed or over-the-counter medications in their possession at any time while on campus or at any school-related activity.

The only exception would be if a student has a breathing disorder or anaphylaxis, refer to “*Breathing Disorders and Anaphylaxis Medications.*”

Students in possession of any medication will be referred to administration. If your child requires medication during school hours contact the health office. We have no stock medications on any school campus.

Breathing Disorders and Anaphylaxis Medications

Per Arizona State HB2229/SB 1309, allows students while at school and school sponsored activities to possess and self-administer prescription medication for breathing disorders and/or anaphylaxis by the student who has been prescribed the medication by a licensed health care provider.

Please contact the health office if your child must carry medication for a breathing disorder or anaphylaxis.

Medication on Field Trips

Per Arizona State Law (A.R.S. 32-1901) the Health Office cannot transfer medication to an envelope or another container. The Health Office must have a separate prescription-labeled bottle for each prescription medication taken on a field trip. If the Health Office does not have a separate prescription-labeled bottle the medication cannot be taken on the field trip.

Latex Restrictions

FHUSD promotes a latex-free environment. No latex products are allowed on school campuses. Specifically, no Latex balloons will be allowed.

Health Concerns

Parent/guardians **please** contact the Health Office regarding any physical/health concerns that may occur during the physical school year.

Emergency Card - PINK

Each year the parent/guardian is required to complete a separate (PINK) emergency card for each child in the school district. If your child is ill and needs to go home, parents/guardians must pick up or arrange for their child to be picked up from school within one hour from initial notification.

In the event of an accident or illness when authorization for medical treatment cannot be obtained from the Parent/Guardian it is understood that they have given permission and assumes full responsibility for the school Health Office and or school administrator to call for emergency medical assistance, including ambulance services. The Parent/Guardian is financially responsible for ambulance and other health care expenses which may occur as a result of illness or injury to their child.

Immunizations

A.R.S. 15-872 requires that every student complete an immunization history at the time of enrollment. Each child must be current on his/her immunization schedule on the first day of the school year unless an exemption form has been signed and is on file in the Health Office. Parents are expected to keep the district nurse and health aide informed of any new immunization their child received at a clinic or private physician's office so the health record can be updated. All immunization records must be signed by a physician and/or clinic where the immunization(s) were received.

If a child is not current on his/her immunization schedule, he/she cannot attend school until the proper documentation is received in the Health Office.

Physical Education Excuses

If a student has a physical reason for not being able to participate in P.E. class, the parent/guardian must write a note explaining the illness or condition and request a P.E. excuse. The student must bring the note to the Health Office at the beginning of the school day. If the child is not able to participate in P.E. for longer than five (5) days, the Health Office must receive a physician's note stating the reason why the student is not able to participate. The Health Office

must have a physician's note stating the student has been released from the physician's care and is able to return to P.E. classes.

Hearing and Vision Screening

Students will be screened for hearing and vision by Arizona State guidelines. If the parent/guardian does not want his/her child screened, a letter must be submitted annually, at the beginning of the school year, to the Health Office.

When to Stay Home

Good attendance is vital, but not when it may jeopardize your child or the health of others. If your child becomes ill at school, you will be notified. The school nurse/health aide is not permitted to diagnose any condition or illness. If a student is prescribed an Antibiotic they must be on them for 24 hours before returning to school. Students must be fever free for 24 hours without any medications before returning to school.

911 will be called for any student experiencing a medical emergency.

ACADEMIC INTEGRITY

Preventing Plagiarism: Student Resources

In a research paper, you have to come up with your own original ideas while at the same time using work that's already been done by others. But how can you tell where their ideas end and your own begin? What's the proper way to include sources in your paper? If you change some of what an author said, do you still have to cite that person?

Confusion about the answers to these questions often leads to **plagiarism**. If you have similar questions, or are concerned about preventing plagiarism, we recommend using the checklist below.

A. Consult with your instructor

Have questions about plagiarism? If you can't find the answers on our site, or are unsure about something, you should ask your instructor. He or she will most likely be very happy to answer your questions. You can also check out the guidelines for citing sources properly. If you follow them, and the rest of the advice on this page, you should have no problems with plagiarism.

B. Plan your paper

Planning your paper well is the first and most important step you can take toward preventing plagiarism. If you know you are going to use other sources of information, you need to plan **how** you are going to include them in your paper. This means working out a balance between the ideas you have taken from other sources and your own, original ideas. Writing an outline, or coming up with a thesis statement in which you clearly formulate an argument *about* the information you find, will help establish the boundaries between your ideas and those of your sources.

C. Take Effective Notes

One of the best ways to prepare for a research paper is by taking thorough notes from all of your sources, so that you have much of the information organized before you begin writing. On the other hand, poor note-taking can lead to many problems – including improper citations and misquotations, both of which are forms of plagiarism! To avoid confusion about your sources, try using different colored fonts, pens, or pencils for each one, and make sure you clearly distinguish your own ideas from those you found elsewhere. Also, get in the habit of marking page numbers, and make sure that you record bibliographic information or web addresses for every source right away – finding them again later when you are trying to finish your paper can be a nightmare!

D. When in doubt, cite sources

Of course you want to get credit for your own ideas. And you don't want your instructor to think that you got all of your information from somewhere else. But if it is unclear whether an idea in your paper really came from you, or whether you got it from somewhere else and just changed it a little, **you should always cite your source**. Instead of weakening your paper and making it seem like you have fewer original ideas, this will actually strengthen your paper by: 1) showing that you are not just copying other ideas but are processing and adding to them, 2) lending outside support to the ideas that are completely yours, and 3) highlighting the originality of your ideas by making clear distinctions between them and ideas you have gotten elsewhere.

E. Make it clear who said what

Even if you cite sources, ambiguity in your phrasing can often disguise the real source of any given idea, causing inadvertent plagiarism. Make sure when you mix your own ideas with those of your sources that you always clearly distinguish them. If you are discussing the ideas of more than one person, watch out for confusing pronouns. For example, imagine you are talking about Harold Bloom's discussion of James Joyce's opinion of Shakespeare, and you write: "He brilliantly portrayed the situation of a writer in society at that time." Who is the "He" in this sentence? Bloom, Joyce, or Shakespeare? Who is the "writer": Joyce, Shakespeare, or one of their characters? Always make sure to distinguish **who** said **what**, and give credit to the right person.

F. Know how to Paraphrase:

A paraphrase is a restatement **in your own words** of someone else's ideas. Changing a few words of the original sentences does NOT make your writing a legitimate paraphrase. You must change **both the words and the sentence structure** of the original, **without** changing the content. Also, you should keep in mind that paraphrased passages **still require citation** because the ideas came from another source, even though you are putting them in your own words.

The purpose of paraphrasing is not to make it seem like you are drawing less directly from other sources or to reduce the number of quotations in your paper. It is a common misconception among students that you need to hide the fact that you rely on other sources. Actually it is advantageous to highlight the fact that other sources support your own ideas. Using quality sources to support your ideas makes them seem stronger and more valid. Good paraphrasing makes the ideas of the original source fit smoothly into your paper, emphasizing the most relevant points and leaving out unrelated information.

G. Evaluate Your Sources

Not all sources on the web are worth citing – in fact, many of them are just plain wrong. So how do you tell the good ones apart? For starters, make sure you know the **author(s)** of the page, where they got their information, and when they wrote it (getting this information is also an important step in avoiding plagiarism!). Then you should determine how credible you feel the source is: how well they support their ideas, the quality of the writing, the accuracy of the information provided, etc. We recommend using Portland Community College's "[rubrics for evaluating web pages](#)" as an easy method of testing the credibility of your sources.

One of the values of the **Falcon Way** is *integrity*, which means doing the right thing, even when no one is looking. You demonstrate *academic integrity* when you take the time to create your own authentic work and you correctly cite the work of others.

Whether it's homework, a quiz, an exam, or a major research project, let your own unique skills shine! Take ownership of your important academic career--have integrity and do your own work!

Student commitment:

I affirm that I will demonstrate academic integrity at FHHS and will always do my own work. Furthermore, I will not share my original work with others for them to plagiarize or copy.

Student, please sign "Student handbook and policy acknowledgement page."

DISTRICT POLICIES AND SIGNATURE PAGES

Bring Your Own Technology (BYOT) Agreement Form and Protocol for the Use of Technology on Campus

At Fountain Hills USD, we use technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. These technologies may include, but are not limited to, district-provided equipment as well as personal devices. With these new opportunities come new responsibilities. We want students to embrace appropriate use of technology so they may become responsible, digital citizens.

Definition of “Technology”

For purpose of BYOT, “Technology means privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDA’s), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/ storing, etc.”

Internet

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices including, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time.

Security and Damages

Responsibility to keep the personal technology secure rests with the individual owner. FHUSD is not liable for any device stolen or damaged on campus. FHUSD cannot replace or provide financial restitution for any stolen or damaged personal technological device. If any technological device is stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your personal technology from others. Additionally, protective cases for technological devices are encouraged.

BYOT Student Agreement

The use of technology to provide educational material is a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly the

Responsible Use Principles (RUP). Additionally, technology:

- May be used only with permission of the staff member in charge.
- Should be in silent mode while on school campuses and while riding school buses.
- May not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit, or post photographic images or video of a person, or persons on campus during school activities and/or hours for non-instructional purposes.
- May only be used to access files, applications or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.

Students acknowledge that:

- The district's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the RUP.
- Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the RUP.
- The district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- Printing from personal technology will not be possible at school.
- Personal technology must be charged prior to bringing it to school and must run off its own battery while at school.
- The district is NOT responsible for stolen or damaged personal technological devices.
- The district is NOT responsible for the maintenance or repair of any personal technology.
- The district is NOT responsible for any cost incurred due to use of personal technology.

Student and parent, please sign "Student handbook and policy acknowledgement page."

FHUSD Responsible Use Principles for Students

At Fountain Hills USD, we use technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. These technologies may include, but are not limited to, district-provided equipment as well as personal devices (computers, tablets, cell phones, laptops, netbooks, e-readers and more).

We recognize that there are guidelines for students to use new technologies in a meaningful, safe, and responsible way. But with these new opportunities come new responsibilities. We want students to embrace the following principles so they may become responsible, digital citizens.

In accepting this agreement, the student acknowledges the following rules and conditions:

- I will use technology in a meaningful, safe and responsible way.
- I understand that what I do on social networking websites should not reflect negatively on my fellow students, teachers, or on the District.
- I will use technology resources productively and appropriately for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will use personal technology devices only with the permission of the staff member in charge.
- I will use email and other means of communications (*e.g.*, blogs, wikis, podcasts, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly.
- I will conserve District resources through the proper use of printers, server space, video or audio streaming, and network bandwidth.
- I understand that my school network and my school account are property of FHUSD and anything that I do can be monitored.
- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- I will use technology in accordance with the laws of the United States and the State of Arizona:
 - Criminal acts--These include, but are not limited to, “hacking” or

attempting to access computer systems without authorization, harassing email, cyber-bullying, cyber-stalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.

- Libel laws--Publicly defaming people by publishing material on the Internet, email, etc.
- Copyright violations--Copying, selling or distributing copyrighted material without the express written permission of the author or publisher. Users should assume that all materials available of the Internet are protected by copyright.
- Plagiarism--Presenting another person's work (words, ideas, images, music, etc.) as your own.

I understand and will abide by the above Responsible Use Principles. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

Student, please sign “Student handbook and policy acknowledgement page.”

As the parent or guardian of this student, I have read the Responsible Use Principles. I understand that technology is provided for educational purposes in keeping with the academic goals of the District, and that student use for any other purpose is inappropriate. I recognize it is impossible for the District to restrict access to all controversial materials, and I understand that children's technology activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to use technology resources at the District.

Parent, please sign “Student handbook and policy acknowledgement page.”

United States Federal Code / Fountain Hills Unified School District Notification of the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and a Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents of eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure to without consent.

One exception, which permits disclosure without consent, is disclosure to school official with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Notification of the Family Educational Rights and Privacy Act (FERPA) Student Records Designation of Directory Information

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

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

If you *do not* want any or all of the below-designated information about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by checking off any or all of the rejected information, signing the form at the bottom of this page, and returning it to the Principal, within two (2) weeks of receiving this form. If the School District does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given* to release your son/daughter's designated directory information.

I *do not* want any or all the information I have checked below concerning (student's name) _____ designated as directory information and released to any person or organization without my prior written consent:

- | | |
|--|---|
| <input type="checkbox"/> Name | <input type="checkbox"/> Address |
| <input type="checkbox"/> Telephone listing | <input type="checkbox"/> Electronic mail address |
| <input type="checkbox"/> Date and place of birth | <input type="checkbox"/> Dates of attendance |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Grade level |
| <input type="checkbox"/> Major field of study | <input type="checkbox"/> Honors and awards received |
| <input type="checkbox"/> Enrollment status (part time/full time) | <input type="checkbox"/> Participation in activities and sports |
| <input type="checkbox"/> Weight, height of athletes | <input type="checkbox"/> Most recent school attended |

Parent, please sign “Student handbook and policy acknowledgement page.”

FOUNTAIN HILLS HIGH SCHOOL

STUDENT AND PARENT/GUARDIAN HANDBOOK AGREEMENT FORM

Please take the opportunity to thoroughly read the FHHS Student Handbook. This handbook addresses both your rights and responsibilities. Any individual involved in activities at FHHS is subject to the standards created by the state statutes, board policy, administrative policy, and this handbook. Please read the following and return this signed page to the appropriate homeroom teacher or to the administration office within the timeframe guidelines established.

- I have received the Fountain Hills Student Handbook for this current school year.
- Press and media personnel often wish to have photographs or stories of our students. I understand that the district or media may use photographs and/or interviews. The media has permission to photograph and/or interview this student.
- Reasonable access to student records shall be provided to parents/guardians and students. Student records may also be released to law enforcement, probation officers, and military personnel as permitted by the Federal Education Rights and Privacy Act of 1974 (FERPA).
- I understand that I may obtain a copy of the district's student records policy and regulations without cost upon written request.

Student, please sign "Student handbook and policy acknowledgement page."