



Flowing Wells Digital Campus 2019 - 2020

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

Flowing Wells Digital Campus
Campus Location: www.edgenuity.com

Mr. Jim Brunenkant
Principal
520-696-8001

Mr. Alberto Ranjel
Assistant Principal
520-696-8004

Mr. Daniel Gaona
Digital Campus Technician
520-696-8166

District Website: www.floatingwellsschool.org
Fax: 520-690-2379

Mrs. Cha Duran
Registrar
520-696-8040

GRADUATION REQUIREMENTS

Students must earn 22 credits to graduate. These are broken into required courses and electives.

Required:

- 4 English credits *
- 4 math credits
- 3 science credits
- 1 foreign language credit
- ½ health credit
- ½ economics
- 2 history credits
- 1 government credits
- 1 Fine Arts or CTE credit **
- 5 other elective credits

Total = 22 credits

Grades for the semester will be determined by the percentage assigned at the completion of each Edgenuity course. Incomplete courses will not be assigned any credit, partial or otherwise. Each online course is the equivalent of .5 credit.

* ELL and Resource English are not college prep English.

** Credit of Career Technical Education may be substituted; however, this will not meet the admissions requirements of Arizona universities.

STUDENT CONTACT INFORMATION

Digital Campus students must maintain current contact information in order to participate in the online platform. The following information must be made available to the registrar and the facilitator at all times and should be updated regularly. Call 520-696-8040 to update information.

- Student email address
- Student phone number
- A secondary contact number
- Parent email and phone number
- Mailing address

ONLINE LEARNING

The online learning platform offers a traditional diploma track, but on a flexible schedule. Your school is digitally-based, so your school is available 24 hours per day, 7 days a week.

Students are enrolled in classes on-line and attend school through their Edgenuity.com account. This is where they learn by completing activities, lessons, and assessments. The virtual learning environment is supported by certified Teachers of Record, and a facilitation room is even offered for that personal connection to learning. All FWDC students are expected to take and pass state tests.

Attendance Requirement: Students must maintain a minimum average of 25 hours per week for the attendance requirement. Need a break from the lessons? Then be sure to "bank" hours the week prior. Students may not have a two-week attendance deficit. A 30-hour goal is recommended for students who are behind in credits. The Digital Campus attendance week spans Monday-Sunday, 24 hours per day. It's learning on your schedule!

Completion Requirement: Students should complete an entire semester course every 2 – 3 weeks. This seems like a lot, but if you are focused on your learning and meeting your attendance requirement, you will finish on time. Remember to save your notes for review prior to state testing.

FACILITATION ROOM

Flowing Wells Digital Campus understands that students need personal connections to learning, to instructors, and to a campus. We offer the option of coming to campus to work in the FWDC facilitation room, where Mr. Gaona is available to help navigate the Edgenuity system, to review progress, and to facilitate connections with your teachers.

Room I-1
Flowing Wells High School Campus
3725 N. Flowing Wells Road
Tucson, Arizona 85705

Contact:
Daniel Gaona, Facilitator
daniel.gaona@fwusd.org
520-696-8166

Hours:
Monday through Friday
1:30pm-4:30pm
SUBJECT TO CHANGE WHEN NECESSARY

AZMERIT:**ARIZONA'S MEASUREMENT OF EDUCATIONAL READINESS TO INFORM TEACHING**

All students must complete these end of course assessments in preparation for graduation.

- Students enrolled in the AOI are subject to the same testing requirements as students attending any public school in Arizona (See A.R.S. § 15-741 et seq.).
- If a pupil fails to comply with the testing requirements, the pupil will not be allowed to participate in AOI. The student may be removed from Digital Campus.

ALTERNATIVE WAYS TO EARN HIGH SCHOOL CREDIT

1. Flowing Wells digital courses
2. Summer school classes
3. Correspondence coursework
4. 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 for a fee.)
5. Pima Community College credit (advanced placement)
6. University of Arizona credit (advanced placement)

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.

PARTICIPATION IN CEREMONIES

Only students who have completed graduation requirements will be permitted to participate in Commencement exercises. Participation in ceremonies is contingent upon attending practices in full. Participation in these ceremonies is voluntary and not a requirement. Sentinel Peak High School and Flowing Wells Digital Campus participate in cooperative commencement exercises twice per year, in December and in May.

EARLY GRADUATION

Juniors and/or seniors who plan to graduate early must inform the registrar and administration of the intent by September 15th of the school year in which they plan to finish. Failure to do so may delay graduation proceedings for that individual.

FULL TIME ENROLLMENT

All students enrolled in Digital Campus are expected to enroll as full time students. The Notice of Intended Full Time Enrollment must be signed and filed with the school registrar prior to online coursework if an alternate enrollment is required.

CLASS STANDING

- **FRESHMAN:** A student who has completed the eighth grade and has fewer than 6 units of credit will be given FRESHMAN class standing.
- **SOPHOMORE:** A student who has completed at least 6, but fewer 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 fewer 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.

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 percentage assigned at the completion of each Edgenuity course. Incomplete courses will not be assigned any credit, partial or otherwise. Each online course is the equivalent of .5 credit. If all coursework is completed online, the 22 required credits will equate to 44 online ½ credit classes. Please commit to timely completion of courses.

PRE-AP AND ADVANCED PLACEMENT COURSES

Pre-AP and AP courses are not offered in the digital format.

FOUR YEAR PLAN

In the 9th grade, each student, aided by the career center, counseling and/or administration, shall formulate a four year plan of the courses the student intends to take. Parents/guardians will receive a copy of this plan. All students will be required to enroll in two .5 credit classes at a time, but are required to complete at least six full credits each year. Six or more credits per year in the required courses would ensure graduation. Seniors must be scheduled in all classes required for graduation at the start of their expected graduation semester. Students must call 696-8006 to schedule a transcript review as part of the graduation planning.

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 Digital Campus 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. The online format allows students the flexibility to complete independent practice in their own time, on their own schedule; however, failure to complete practices and assignments in a timely manner will impede learning, interrupt progress, and jeopardize graduation. The pretest option for all courses is flexible. Contact your facilitator or administrator to add or remove that option.

LATE WORK DUE TO ABSENCES

If a student falls behind in coursework or in required minutes, he/she must make up the time, effort, and assignments within one week of the deficient week. Students must maintain the minimum average of minutes and completion. If a student intends to be short one week for vacation, medical reasons, etc., the student must bank hours the week prior to leaving or complete them the week after, thereby maintaining the minimum averages of 1500 minutes per week and 50% completion each week.

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. However, all digital students may continue to work during winter break in order to catch up on minutes or course completion. To complete hours in summer school, contact the Sentinel Peak High School summer school director or contact Flowing Wells Extension Programs. Summer sessions may require a fee.

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 schools. Please contact the Flowing Wells Digital Campus registrar for more information (520-696-8040).

STUDENT SERVICES

ONLINE CLASSROOM

- Campus ~ The digital campus exists in cyberspace, so students have access to their courses and their campus anywhere they have access to the internet. The campus classroom is provided through Edgenuity.com.
- Facilitation Room ~ A facilitation room is provided 4pm-9pm Monday and Wednesday and 1pm-6pm Tuesday, Thursday, and Friday. The calendar coincides with the district's regular calendar, with the exception of 1-2 days. This room, room 42 at FWHS, is supervised by a Digital Campus facilitator. Students must show DC identification in order to gain access to campus. Students who are not working in the Facilitation Room must leave the HS campus immediately. Access to the Facilitation Room may be revoked without interfering with enrollment status. However, campus attendance may impact the minutes requirement.
- Transportation ~ Your classroom is internet-based, so no transportation is provided to school. However, transportation may be available after 6pm. Check with the facilitator.
- Facilitator ~ The Digital Campus facilitator is on hand to provide support for the Edgenuity program, to make connections with students and their learning, and to schedule all meetings and test dates. The facilitator is available in room 42, at 696-8166 or by email.
- Teachers of Record ~ All courses are assigned academic Teachers of Record. These teachers can be reached via email for academic support and advisement. You may also schedule an appointment to speak with Teachers of Record in person.

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. This will be arranged through the Digital Campus facilitator. There is no cost for the initial ID. There is a charge of \$5.00 for each replacement.
- Graduation Supplies ~ Seniors will have opportunities to order caps and gowns and graduation announcements from the official school vendor; however, students may be allowed, with proper notice, to borrow a cap and gown from Sentinel Peak High School.
- Class Rings ~ Students will have an opportunity to order class rings from the official school vendor. Digital Campus students may contact the HS bookstore for contact information regarding ring order dates.
- 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.
- Parking Permits ~ Digital Campus students who drive to campus must be approved for parking permits prior to parking on the high school campus. Contact the Bookstore for more information.

STUDENT ACTIVITIES

ATHLETICS

Digital Campus students may be eligible for Flowing Wells High School sports. Pick up an athletic packet from the Athletic Office. Once the packet is completed and approved, students must remain eligible in order to play. Athletic eligibility for Digital Campus students is contingent upon attendance and completion requirements. Students must meet the minimum attendance requirement (25 hours if coming to campus at least 5 hours per week and 30 hours if working completely off campus) and must meet the minimum completion requirement (1/2 credit every two weeks which is 50% of an online course each week).

PEP ASSEMBLIES

Students will NOT participate in FWHS pep assemblies even if they are playing on one of the high school's teams. Instead, students are asked to use this time to complete online coursework.

DANCES

Digital Campus students are not Flowing Wells High School students and, as such, may attend FWHS dances only as a non-student guest. Non-student guests must attend with a current FWHS student and have a guest pass pre-approved by the high school administration. All school rules and regulations will be in effect for all school dances. Students must provide school ID for admittance to all dances.

ATHLETICS

ACTIVITY PASSES

- **Student Activity Pass:** Students wishing to purchase an activity pass must do so at the bookstore. Cost of this pass will be \$20.00, which 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 Pass:** A family pass is available for \$55.00. This pass allows a maximum of two parents/guardians and the minor child 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 home/school sponsored athletic events, excluding all Invitational, Division, Conference and A.I.A. tournaments. Children & other guests will be charged at the gate.

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

Athletic eligibility for Digital Campus students is contingent upon attendance and completion requirements. Students must meet the minimum attendance requirement (25 hours if coming to campus at least 5 hours per week and 30 hours if working completely off campus) and must meet the minimum completion requirement (1/2 credit every two weeks which is 50% of an online course 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

Logged attendance of no less than 5 hours 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 assigned to suspension 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. Students who transfer between high schools within the Flowing Wells District are eligible to participate. Contact the Athletic Office for more information.

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
Boys' and Girls' Golf
Boys' and Girls' Cross Country

Chess
Spirit Line
Girls' Volleyball

WINTER

Boys' and Girls' Soccer
Boys' and Girls' Basketball

Bowling*
Wrestling

SPRING

Softball
Baseball
Boys' and Girls' Tennis

Boys' Volleyball
Boys' and Girls' Track

**Club Sport*

For the most up-to-date sports schedules, please check the Arizona Interscholastic Association website at aiaonline.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. NOTE: Failure to sign the Acceptable Use Agreement disqualifies Digital Campus students from using the Facilitation Room. Enrollment would continue off campus.

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)
- 22 credits in required graduation coursework
- 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.

TELEPHONE USE

Office phones are not to be used for personal calls. Cell phones may be used before and after school and during breaks. Cell phone use is not permitted while working online in the facilitation room, including but not limited to calls, texts, access to music, and access to the internet.

MESSAGES

Except for emergencies, students will not be allowed to leave the facilitation room for phone calls or messages. Please limit such interruptions to the learning environment. Contact to Teachers of Record or the Facilitator may be made by phone or email.

REPORT CARD SCHEDULES

Parents will be informed by email or phone calls of the student's progress at the end of each nine week grading period. Progress reports may be emailed midway through the nine week period, but are accessible online in Edgenuity at all times. To schedule a review of academic progress, call 696-8004 to make an appointment with Mr. Ranjel.

RIGHTS AND RESPONSIBILITIES

CLASSROOM DISCIPLINE PLANS

At the beginning of each new term and with each new student, the facilitator and/or administration will take time to explain rules and expectations. 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. Non-students are not allowed on campus and may be arrested for trespassing. Digital Campus students should show identification upon arrival, report only to the facilitation room, and leave when not working online.
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. Electronic Devices – Electronic devices such as iPods are not allowed in the facilitation room. These interfere with participation in the online platform that provides instruction through multi-media. **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.**
4. Food and drinks are not to be consumed or brought into the Facilitation Room and other school buildings.
5. Students will not engage in public displays of affection.
6. 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.
7. 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 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).
 - C. During facilitation hours, students must receive written permission from the DC Facilitator or administration 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.
 - D. Vehicle speed on campus is restricted to 5 m.p.h.
 - E. Students may not linger in cars before, during, or after facilitation hours. This may result in a loss of parking privileges.
 - 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.

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. Apparel shorter than mid thigh is not permitted.
- 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.
- 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.

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

These are a few current examples of inappropriate dress:

- Shoulder straps less than 1" wide
- Clothing considered undergarments or undergarments that are visible
- Clothing exposing midriff, upper torso, etc
- Halter tops (exposing front or back)
- Swimwear
- Shorts and skirt lengths should be an appropriate length. (Expected length is mid-thigh.)
- Feet lacking shoes or feet with 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, including images and icons that represent sexual innuendo
- Excessive make-up

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 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. Students who fail to accrue online attendance for ten days in a row will be dropped from Digital Campus enrollment.

ATTENDANCE CRITERIA

Students who work in the facilitation classroom at least five hours per week must complete a minimum of 25 hours (1500 minutes) of course work each week, regardless of short weeks and holidays with the exception of winter break and spring break. Students who work entirely from off campus must complete 30 hours (1800 minutes) of work each week. Students must maintain the minimum average of minutes and completion. If a student falls behind in coursework or in required minutes, he/she must make up the time, effort, and assignments within one week of the deficient week. If a student intends to be short one week for vacation, medical reasons, etc., the student must bank hours the week prior to leaving or complete them the week after, thereby maintaining the minimum averages of 1500 minutes per week and 50% completion each week.

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. If a student falls behind in coursework or in required minutes, he/she must make up the time, effort, and assignments within one week of the deficient week. Students must maintain the minimum average of minutes and completion. If a student intends to be short one week for vacation, medical reasons, etc., the student must bank hours the week prior to leaving or complete them the week after, thereby maintaining the minimum averages of 1500 minutes per week and 50% completion each week.

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. Additionally, students must make up the missed minutes and coursework, thereby maintaining the minimum average. Excused absences do not excuse students from the minimum requirements.

LIMITATION ON ABSENCES

Pursuant to A.R.S. § 15-808, students do not accrue absences when enrolled in an AOI. AOI governing boards may adopt policies and procedures to ensure continued student participation in the AOI. Flowing Wells Digital Campus is governed by the attendance guidelines of AOI compliance as stated: "The Average Daily Required Instructional Time is the number of minutes of attendance the student would need to average each day to meet the full time equivalency of Required Instructional Time." Annual Instructional Time required for credit is 900 hours, which is reported in minutes for AOIs, as well as 6 credits earned. This breaks down to a minimum of 1500 minutes per week, regardless of partial weeks on the district calendar, as well as completion of at least 3 online ½ credit courses each 9 weeks. Students who fail to accrue online attendance for ten days in a row will be dropped from Digital Campus enrollment.

CONSEQUENCES FOR UNEXCUSED ABSENCES

- Suspension in the online format

- Attendance contracts

- 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 attendance violations through a letter mailed by first class mail to the recorded residence of the student, through email that has been provided to the registrar and/or through personal contact via phone.

SUSPENDED FROM SCHOOL FOR ATTENDANCE

Students who have excessive attendance violation may be suspended and taken to an attendance hearing. Parents will be notified by phone of the suspension. Continuing violations may result in a long term suspension hearing. Students who fail to accrue online attendance for ten days in a row will be dropped from Digital Campus enrollment.

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 exist 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.

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 or reports regarding 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.

NONDISCRIMINATION POLICY

Prohibited discrimination

Flowing Wells High School does not, and shall not, unlawfully discriminate against persons on the basis of their race, gender (including sexual harassment, as described in the District's policy concerning sexual harassment), national origin, religion, creed, age, or handicap, 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 handicapped persons must not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination solely on the basis of handicap, 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.