



### **Flowing Wells High School**

3725 North Flowing Wells Road | Tucson | AZ | 85705

Mr. Jim Brunenkant | Principal  
Mrs. Rebecca Hurst | Assistant Principal  
Mr. Alberto Ranjel | Assistant Principal  
Mr. Josef Torres | Assistant Principal

FWHS Website: <http://www.fwhs.flowingschools.org>

### **Flowing Wells Unified School District**

1556 West Prince Road | Tucson | AZ | 85705

Dr. David R. Baker | Superintendent  
Dr. Kevin Stoltzfus | Associate Superintendent  
Dr. Kimberley Parkinson | Assistant Superintendent  
Mrs. Stacy Trueblood | Chief Financial Officer

District Website: [www.flowingschool.org](http://www.flowingschool.org)

## **Flowing Wells High School Mission Statement**

**We the people of Flowing Wells High School, create a safe school where students, parents, and staff want to be.**

**We provide relevant instruction with active learning for individual educational success.**

**We value diversity, tolerance, personal responsibility, and life-long learning.**

**We expect the best from ourselves and our students.**

**We measure our success by our students' contributions to family, school, and community.**

## **Student Mission Statement**

**As members of the Flowing Wells student body, we will use our individual strengths to contribute to a positive image of our school.**

**We strive to accept, respect, and embrace the uniqueness of our peers.**

**We understand that everyone is both a leader and a follower and will support each other in whatever role we play.**

**We look to our teachers and staff for encouragement and guidance throughout our high school experience.**

**We will work to achieve our goals while maintaining a sense of pride in our surroundings.**

## **Flowing Wells Fight Song**

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



**Potential Finds Opportunity**

## Flowing Wells School District 2020-2021 School Year Calendar

<p><b>July</b></p> <p>3 Independence Day (observed) District Offices Closed (7/3, 10, 17, 24)</p> <p>27 New Teachers Report</p>	<p><b>July 2020</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>August 2020</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>August</b></p> <p>3 All Teachers Report</p> <p>6 Classes Begin</p> <p>School Days: 18</p>
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<p><b>November</b></p> <p>11 Veterans Day (Observed) All Students – No School</p> <p>25 Early Release Day All Students – ½ Day</p> <p>26 Thanksgiving Holiday 11/26 - 11/27/2020</p> <p>School Days: 18</p>	<p><b>November 2020</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p><b>December 2020</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p><b>December</b></p> <p>15 HS Final Exams – 12/15, 12/16, 12/17</p> <p>16 JH Final Exams – 12/16, 12/17</p> <p>18 First Semester Ends Student Records Day - No School</p> <p>21 Winter Vacation Begins 12/21/2020-1/1/2021</p> <p>School Days: 13</p>							
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Approved by the Flowing Wells Governing Board: April 23, 2019

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# BELL SCHEDULES

## Regular Daily Class Schedule

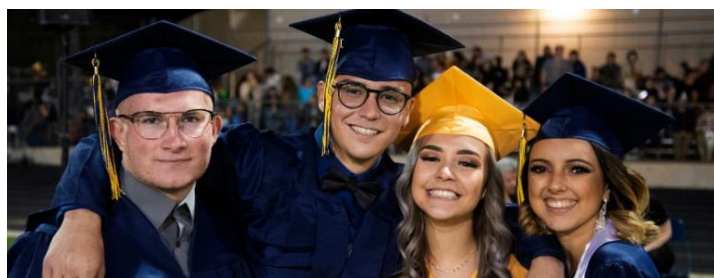
Monday – Friday Time (7 Minute Passing Period)		
0 Hour	7:40 – 8:35	55 minutes
1st Hour	8:45 – 9:40	55 minutes
2nd Hour	9:47 – 10:47	60 minutes
3rd Hour	10:54 – 11:49	55 minutes
Lunch	11:49 – 12:24	35 minutes
4th Hour	12:31 – 1:26	55 minutes
5th Hour	1:33 – 2:28	55 minutes
6th Hour	2:35 – 3:30	55 minutes

## Early Release Schedule

Monday – Friday Time (7 Minute Passing Period)		
0 Hour	7:55 – 8:35	40 minutes
1st Hour	8:45 – 9:18	33 minutes
2nd Hour	9:25 – 10:01	36 minutes
3rd Hour	10:08 – 10:45	33 minutes
4th Hour	10:48 – 11:21	33 minutes
5th Hour	11:28 – 12:01	33 minutes
6th Hour	12:08 – 12:41	33 minutes

## Assembly Schedule

Monday – Friday Time (7 Minute Passing Period)		
0 Hour	7:55 – 8:35	40 minutes
1st Hour	8:45 – 9:27	42 minutes
2nd Hour	9:34 – 10:21	47 minutes
3rd Hour	10:28 – 11:10	42 minutes
Activity	11:17 – 12:19	62 minutes
Lunch	12:26 – 1:02	36 minutes
4th Hour	1:09 – 1:51	42 minutes
5th Hour	1:58 – 2:40	42 minutes
6th Hour	2:47 – 3:29	42 minutes



## Early Release Assembly Schedule

Monday – Friday Time (7 Minute Passing Period)		
0 Hour	8:14 – 8:35	21 minutes
1st Hour	8:45 – 9:06	21 minutes
2nd Hour	9:13 – 9:34	21 minutes
3rd Hour	9:41 – 10:02	21 minutes
4th Hour	10:09 – 10:30	21 minutes
5th Hour	10:37 – 10:58	21 minutes
6th Hour	11:05 – 11:25	21 minutes
Activity	11:33 – 12:33	60 minutes

# GENERAL SCHOOL INFORMATION

## Bookstore

**Identification Cards** – Each student is issued an identification card, which he/she is to have at all times and must show on request by school personnel. There is no cost for the initial ID. There is a charge of \$5.00 for each replacement.

**Lockers** – Lockers are available on a first come, first serve basis. A \$4.00 non-refundable locker rental fee is payable at the beginning of the school year. School locks must be used and students are encouraged to keep their lockers locked at all times. Students should report any locker damage or theft immediately to the administration. A reward of up to \$50.00 is paid to any student providing information leading to the conviction of any person who willfully damages or defaces school lockers. Student lockers are subject to being searched at any time.

**Graduation Supplies** – Seniors may order caps and gowns and graduation announcements from the official school vendor. Students who participate in graduation ceremonies must wear an official cap and gown.

**Class Rings** – Students may order class rings from the official school vendor.

**Payment of Debts** – A student's transcript will not be sent to another school, nor will he/she receive a diploma, until all debts to the school are paid.

**Fee Refunds** – No class fee refunds will be issued sixteen (16) or more school days after the start of the semester.

**Advanced Placement (AP) Test Fees** – Students who sign up for an AP test are required to pay the non-refundable test fee.

**Lost and Found** – Report all lost or stolen items to the front office. During the year, lost items not claimed within 30 days are donated to a charitable organization. At the end of the year, lost items are held for one week prior to donation. Lost items may be claimed at the bookstore. The school is not responsible for lost or stolen property.

## Closed Campus Lunch Policy

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

## Clubs

One of the best things about high school is its clubs. Being involved in positive activities fosters friendships and leads to a more positive attitude toward school, which produces happier students and better grades. With 69 clubs on campus, there is something for everyone. For an up-to-date listing of clubs, please visit:

[http://fwhs.flowingwellschools.org/find\\_your\\_inner\\_clubs](http://fwhs.flowingwellschools.org/find_your_inner_clubs)

## Dances

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

## Departure Prior to End of Semester

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

## Enrollment

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

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

Each student must submit a completed information sheet with a parent/guardian signature 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.

## Exceptional Student Services

Flowing Wells High School offers quality programming for students with special needs and their families. Services are available to meet the needs of all students with disabilities in district who are eligible and need special education and related services in order to benefit from their educational program.

## Field Trips

A parent must sign field trip permits. Students must be currently passing all classes and have approval from each teacher prior to participation on the field trip.

## Food Services

Breakfast is served daily before school from 8:00 AM - 8:30 AM. Lunch may be purchased with a student ID card or cash. A student ID card works like a debit card. Money may be deposited into a student's account before school or during lunch. The student ID card must be presented when used to purchase meals. Failure to do so may result in a delay of service and limited food selection. Charges are allowed only in emergency situations and are limited to three times per year. Parents are encouraged to apply for free or reduced priced meals for their student at any time during the year.

## Gender Equity

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

## Health Services

All students beginning or returning to flowing wells school district must have current immunization records from their health care provider on file in the health office. Students without proper documentation will not be allowed to enroll, according to Arizona revised statutes 15-871-8744 and the Arizona administrative codes r9-6-701-708. Any parent or guardian requesting a medical exemption for any vaccinations must have a signed physician's statement on file. Parents requesting a personal exemption must have a signed risk/benefit statement on file.

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

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

## Homework

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

## Late Work Due to Absences

A student **shall be required to initiate contact with each of his/her teachers to obtain appropriate make-up work** for any excused absences. For pre-planned absences, including field trips, a student must inform each of his/her teachers prior to the date of the event. The student may have as many days to make up work missed as the number of days absent plus one.

Work missed by the student due to unexcused absences and/or suspension may not be made up for credit. Extended projects (term papers, etc.) will be due **on the assigned date** unless prior arrangements have been made with the instructor.

### **Library**

Philosophy – The Flowing Wells High School Library strives to support the curriculum and meet the information needs of the school community through the effective management of resources and an emphasis on dependably excellent service to students and faculty alike.

*Resources* – The library houses more than 17,000 books, 44 Internet workstations, and a laptop lab. It can seat up to two classes at a time, including drop-in students.

*Hours of Operation* – The library is open from 8:00 AM to 4:00 PM, Monday through Friday. On half days, the library closes at 12:45 AM.

*Policies and Procedures* – Operational policies and procedures are available at the circulation counter by request.

### **Mandatory Reporting**

Under A.R.S. 13-3620, a school employee may be subject to a Class 6 felony criminal charge for failing to make a mandatory report concerning a “reportable sex offense.” A school employee may also be subject to a Class 1 misdemeanor criminal charge for failing to make a mandatory report concerning physical injury, child abuse, or neglect. Reports must be made to the appropriate law enforcement officials. Reports are always made when a minor is the victim of serious harm, whether caused by self, an adult, or another minor. Reports may need to be filed for such actions as fighting, grabbing of the buttocks or breasts, “goosing,” “groping,” and sexual proposition.

### **Messages**

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

### **Non-Resident Students**

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

### **Report Card Schedules**

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

### **School Photos**

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

### **Student Council**

Student Council is a class in which members develop and participate in activities that improve school spirit and increase their understanding of leadership. Student council strives to make FWHS a place students want to be and to represent the wants and needs of the entire student body.

### **Telephone Use**

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

### **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.

### **Yearbook**

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

## **ACADEMIC INFORMATION**



Flowing Wells High School provides comprehensive educational and extracurricular programs to prepare students for their post-secondary goals. The FWHS program is designed to fully involve students throughout their high school career. It is important that students plan their four-year curriculum in order to take advantage of the scope and depth of the course offerings.

College entrance requirements, job skill development, and special interests are included within the framework in the elective area.





## Grading Policy

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

Grades for the semester are by the following formula:

1st Quarter	2/5 of final grade
2nd Quarter	2/5 of final grade
Final Exam	1/5 of final grade

## Education Career and Action Plan (ECAP)

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Each student works with counselor and the career center counselor to develop an Education Career and Action Plan (ECAP) designed to assist in course selection, post-secondary educational plans and career goals.

## Course Load

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Freshmen, sophomores, and juniors must be enrolled in six (6) classes. Seniors must be enrolled in a minimum of five (5) classes.

## Course Selections

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Students select courses after reading the course descriptions and restrictions:

- Some classes have **prerequisites**. A student may not enroll in a course unless the prerequisite course or courses have been successfully completed and all criteria met.
- Some classes have **grade-level** restrictions.
- A one-semester course is worth **.5 credit**. A full year course is worth **1 credit**. Once enrolled in a course, students are expected to complete the course
- Courses that meet four-year college entrance requirements are designated as **college preparatory**.

## Course Availability

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At times, student course requests are not fulfilled because:

- Class cancellation due to low enrollment.
- Class cancellation due to program needs.
- Class schedules are typically developed by seniority of grade—senior schedules first, then juniors, then sophomores, and finally freshmen. As a result, some freshmen may not receive their requested electives. Alternate courses are selected in the order listed by the student on the pre-registration sheet or by availability.
- Limited class enrollment due to facility constraints (for example, use of the weight room, computer room, or culinary arts kitchen).

All courses, except those specifically noted, are yearlong commitments.

## Schedule Changes

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Every effort is made to place students in their first or second choice courses. Upon the first day of school, a student's schedule will not be changed without administrative approval. The FWHS administration reserves the right to change student

schedules without parent permission in order to better balance class size, create a safer environment, or improve the education of the student and the educational climate of the school.

FWHS **does not** make schedule changes for the following reasons:

- The student prefers a different teacher.
- The student prefers a class with a friend.
- The student prefers classes in a different order.

FWHS **does** make changes for the following reasons:

- The student has already received credit for the same course.
- The student has completed a correspondence course or summer school course.
- The student has failed a class required for graduation.
- The student did not complete the appropriate prerequisite class.

Students requesting a schedule change must complete a **Schedule Change Request Form** for consideration.

## Withdrawing From a Class

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With administrative approval, a student may request to withdraw from a class within the first fifteen (15) days of the semester without any record on the transcript.

If the student withdraws from a class ten (10) or less days after the start of the semester, schedule change procedures apply.

If the student withdraws from a class eleven (11) or more days after the start of the semester, the student will be placed in an alternate class on audit status for the remainder of the semester.

## Replacement Grades

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Students may retake any class once for self-improvement. If the student's second (retake) grade is higher than the first (original) grade, the higher grade is recorded on the student's transcript, followed by an "R" designating that the grade is a "replacement" grade. The replacement grade is averaged into the student's grade point average (GPA) and the original grade is deleted from the student's transcript and is not averaged into the student's GPA.

For example:

School Year	Class	Grade
2017-2018	Algebra I A	C (original grade)
2018-2019	Algebra I A	A-R (replacement grade)

### **Credit Accepted Towards FWHS Graduation Requirements From Non-FWHS Classes (IKF-RA)**

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Course transfers from schools fully accredited (excluding special purpose and distance learning designations) by AdvancED or other such accrediting agencies as determined by the Superintendent – Courses are reviewed for acceptance as a core or elective credit, as determined by FWHS course offerings and graduation requirements.

*Distance Learning Courses* (including correspondence and on-line courses) – Credit is limited by the rules of the Board of Education to four (4) credits, and only one (1) may be earned in each of the following subjects: English, social studies, mathematics and science. Students **must** contact the Counseling Department for information on approved programs and registration procedures (and complete a **Distance Learning Policy form** with their counselor before registering for a course. Seniors taking distance-learning classes to meet graduation requirements must complete the course(s) by December 1 and May 1 of their senior year. Students may not participate in commencement ceremonies with their class if a final transcript is not received by the deadline.

Certain courses require a challenge exam to earn credit on the high school transcript.

*Challenge Examinations* – A student may take a challenge examination for a particular course one (1) time only in an academic year. To receive graduation credit, the student must demonstrate accomplishment of the standards and competencies adopted by the State Board of Education and the Governing Board, respectively. Demonstration of accomplishment of the skills and competencies shall be determined in accord with accepted practices in evaluation of students. If the student scores seventy percent (70%) or higher on the examination, the course will be accepted as a core subject credit. The fee for each challenge test is \$35; this fee is waived if the academic credit for a course was previously earned in an Arizona online instruction course or at any public school in Arizona.

*Out of District 7th and 8th Grade* – A student who completes a course in the seventh (7th) or eighth (8th) grade will not receive FWHS credit (unless the course is Algebra 1-2 [or higher] or first year foreign language [or higher] and the student was enrolled in a school fully accredited [excluding special purpose and distance learning designations, including on-line courses] by a District-recognized accreditation agency.)

*Accredited Arizona Community College or University Courses* – A student who completes a course in a core or elective subject at an accredited Arizona community college or university will

receive credit at a rate of one-half (.5) high school credit for each ONE (1) semester college or university course.

When offered, students may take college classes at an accredited Arizona community college or university for dual credit. Dual credit allows a student to receive course credit simultaneously at the college and FWHS. Students must consult with the FWHS Counseling Department before enrolling in a college course required for high school graduation. A senior who enrolls in a college class to meet graduation requirements during the semester he/she plans to graduate **MUST** complete an **Early Grade Report form** available in the FWHS Counseling Department. All college classes taken for dual credit are included in calculating the student's high school GPA.

Non-FWHS courses not accepted for credit as core subject credits are accepted for elective credit except religious study, study hall, and correspondence courses for which credit is not available. Grades for courses accepted for elective or core subject credit are not factored into a student's grade point average for class ranking purposes.

### **Credit Accepted from Flowing Wells Junior High Algebra 1 and Spanish 1-2**

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A student will receive high school credit for Algebra 1 and Spanish 1-2 courses taken and passed during the student's enrollment at Flowing Wells Junior High School. If the student earns a passing grade of D or above in both semesters in such courses, the grades earned are posted on the student's high school transcript and shall be included in grade point average calculations as if the courses were taken during high school. If the student earns a failing grade in either semester of such courses, no credits are earned and the student shall be required to complete the courses at high school. No grades will be assigned to the student's transcript until the courses are completed at the high school level. If the student earns a passing grade of D or above in both semesters in such courses and wishes to retake the courses to earn a higher grade, the student may retake the course at high school (procedures described in Replacement Grades section of this catalog.)

### **Summer School Courses**

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The Flowing Wells High School Summer School Schedule of Classes is typically available in April. Several area districts also offer classes during the summer. Students must consult a FWHS counselor prior to non-FWHS summer school enrollment in order to ensure that the correct courses are selected and provided at a school that that is fully accredited by AdvancED or other such accrediting agencies as determined by the Superintendent. For classes taken out of district, it is the student's responsibility to ensure an official transcript is sent to the FWHS Registrar as soon as summer course work is completed.

# GRADUATION INFORMATION

## FWHS GRADUATION REQUIREMENTS

Course	Blue Diploma	Arizona Scholar	Gold Diploma
English	4 credits	4 credits	4 credits - College Prep**
Math	4 credits	4 credits	4 credits - including a senior year class
Science	3 credits	3 credits	3 credits
Health	1/2 credit	1/2 credit	1/2 credit
Social Studies	3.5 credits - including World History, Economics ½, US History, and US Government	3.5 credits - including World History, Economics ½, US History, and US Government	3.5 credits - including World History, Economics ½, US History, and US Government
Language	1 credit	2 credits, I and II Levels	2 credits, I and II Levels
CTE or Fine Arts	1 credit	1 credit	1 credit

\*\*Graduating seniors are expected to complete a free application for Federal Student Aid (FAFSA) or college application.

### Arizona Required Assessments

**AzM2 (formerly AzMerit)** – This annual statewide test measures how students are performing in English Language Arts and Mathematics. It is required for high school sophomores. Students are not required to achieve a passing score on the AzM2 to graduate.

**Civics** – Students are required to pass a state-mandated Civics test to meet graduation requirements.

**CPR** – Students are required to receive state-mandated Cardiopulmonary Resuscitation (CPR) training to meet graduation requirements.

### Graduation Deficiencies

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

### Participation in Ceremonies

Only students who have completed graduation requirements and complete a Free Application for Federal Student Aid (FAFSA) or a college application are permitted to participate in Baccalaureate and Commencement exercises. Participation in ceremonies is contingent on attending practices in full. Participation in these ceremonies is voluntary and not a requirement.

### Early Graduation



A junior or senior who plans to graduate early must inform the guidance office of his/her intent by September 15 of the targeted school year. Failure to do so will eliminate the individual from consideration for class honors such as Valedictorian, Salutatorian and Regent Waivers and may delay graduation proceedings for that individual.

## COLLEGE ADMISSIONS TESTS INFORMATION

### College Admissions Tests

ACT and SAT test scores are used for college admissions decisions and awarding merit-based scholarships.

### SAT and ACT T

College-bound students are recommended to take the April or May test during junior year or the June test immediately after their junior year. Students waiting to take the tests in November and December risk missing application deadlines at some selective colleges and they **will miss the priority deadline for state universities' applications**. Students applying to colleges that are more competitive should plan for **at least** two test dates, one for the ACT or SAT and the other for the SAT II. Various aids exist to help students maximize their scores through preparation and practice. The quickest and least expensive is the study guide and test that is part of the registration packet for the test. Taking the test without any preparation is **not recommended**.

### PreACT

ACT offers the PreACT as a preparation for the ACT. The PreACT covers English, Mathematics, Reading and Science. The PreACT results report contains information about the student's skills, interests and goals. Students and parents, with the assistance of the counselor, are able to plan remaining high school courses that best prepare the student for college. The results also help the student and parent to consider options after high school.

### PSAT

The PSAT is taken in the fall of the junior year and is designed to demonstrate how well a student will score on the SAT. The PSAT covers three areas, Critical Reading, Mathematics, and Writing. In addition, there is a PSAT Selection Index, which is a sum of the three scores. The PSAT Selection Index is used in part to qualify for the National Merit Scholarship, which is why

the PSAT is also known as the National Merit Scholarship Qualifying Test (NMQST).

To obtain a complete list of testing dates, fee schedules, and test preparation information, please contact the counseling office or visit the following websites:

AP, PSAT, SAT: [www.collegeboard.com](http://www.collegeboard.com)  
ACT: [www.act.org](http://www.act.org)

## COLLEGE FINANCIAL AID

### Types of Financial Aid Including Grants, Loans, and Work Study

These need-based sources of aid are available to qualified students who completed the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed and submitted after January 1 in senior year to receive maximum benefits. Those applying late will probably receive less financial aid and students cannot apply before October. FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov) starting in October. All students are expected to complete FAFSA prior to walking in graduation ceremonies.

### Financial Aid Scholarship

Another form of financial aid is a scholarship. There are generally three types of scholarships: – Merit, Activity, or Sponsored. Most merit or sponsored scholarships are awarded based upon academic standing while activity scholarships (in music, drama, art, athletics, etc.) are based on demonstrated ability in the area in which the scholarship is given.

## ACADEMIC AWARDS/HONORS

### Arizona Academic Scholars

An initiative of the Arizona Business and Education Coalition (ABEC), Arizona Academic Scholars is a statewide program designed to recognize students who complete a strong course of study. Students who successfully complete the Arizona Academic Scholars program receive a medallion and are acknowledged at commencement ceremonies.

English	4 credits
Math	4 credits (Algebra I, Geometry, Algebra II, and College Algebra or higher)
Science	3 credits Lab Science
Social Studies	3.5 credits (World History, US History, US Government, and Economics)
Foreign Language	2 credits of the same language
Fine Arts or CTE	1 credit of either

A student must earn a **C or better** in core courses AND meet all other district graduation requirements.

### Arizona Seal of Biliteracy

Students who score a 3, 4, or 5 on the Spanish AP exam may qualify for a Seal of Biliteracy on his/her diploma. Juniors in Spanish AP may apply for the seal at the beginning of their senior year. Seniors in Spanish AP may apply to have the Seal of Biliteracy added to the diploma once scores arrive in the summer after graduation.

### Distinguished Seniors

A student achieving 90% or higher on a scale based on grade point average, character, extra/co-curricular activities, community service, and leadership positions is recognized as a Distinguished Senior. Students may submit a completed application during their senior year. Up to four Distinguished Seniors are invited to speak at Baccalaureate or Commencement.

### Gold Diploma

Students earning the Flowing Wells High School gold diploma meet the basic eligibility requirements for enrollment in Arizona public universities.

### Honor Rolls

A student who earns no grade lower than a C and maintains a 3.0 average for the quarter grading period is eligible for General Honor Roll.

A student who earns no grade lower than a B and maintains a 3.0 average will be eligible for Blue Honor Roll.

A student earning all A's or a 4.0 average will be eligible for Gold Honor Roll.

A student earning all A's and maintaining exceptional attendance is eligible for Platinum Honor Roll.

### National Honor Society

The NHS strives to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students at FWHS. Students in grades 10–12 who meet the requirements are eligible to be invited for membership. Qualifications for membership, based on the four pillars of NHS, are scholarship, service, leadership and character.

## HONORS AND ADVANCED PLACEMENT (AP) COURSES

Flowing Wells High School is a self-select school; students who want to experience a higher-level thinking curriculum are eligible to enroll in all Honors and Advanced Placement Courses.



## Honors Courses

Honors classes progress at a faster pace, provide a more rigorous curriculum, and have a more challenging workload than regular courses.

## Advanced Placement Courses

Advanced Placement courses follow a nationally recognized curriculum. This curriculum is designed to be college level. During the month of May, a comprehensive test is offered in each subject where students may earn college credit. Each AP course has a fee associated to help offset the cost of the exam. College credit is determined by each college or university and varies in the type and amount of credit.

Students are strongly encouraged to contact the colleges and universities of their choice for information as to whether credit is given and if so, on the amount of credit available. ***Some recent research indicates that students with high PSAT, ACT and SAT scores will do well on the Advanced Placement exams.*** The research indicates that these higher scores are better predictors of AP exam success than a student's GPA.

Information about AP can also be found at: <http://apcentral.collegeboard.com/> (the official AP website) For questions, please contact an AP/Honors teacher, a counselor, or an administrator.

## Weighted Grading Scale

Advanced Placement (AP), Honors, and Bioscience II receive weighted grading in grade point average (GPA) calculations.

	Weighted (AP, Honors, and Bioscience II)	Unweighted (Standard high school courses)
A	4.5	4
B	3.5	3
C	2.5	2
D	1.5	1
F	0	0

# UNIVERSITY ADMISSIONS AND NCAA INFORMATION

## Arizona Public University Basic Admissions Requirements

The college preparatory requirements for Arizona public universities include the following courses and high school credits:

- 4 credits college preparatory English
- 4 credits mathematics (Algebra I, Algebra II, Geometry, and advanced math for which Algebra II is a prerequisite)
- 3 credits lab science
- 2 credits social studies
- 2 credits of the same foreign language
- 1 credit fine arts or career and technical (CTE)

## Out-of-State & Private University Admissions Requirements

Out-of-state and private colleges/universities vary considerably in admission criteria. Interested students are strongly encouraged to contact schools directly regarding admissions requirements, application procedures, and deadlines.

Information about AP can also be found at: <http://apcentral.collegeboard.com/> (the official AP website) For questions, please contact an AP/Honors teacher, a counselor, or an administrator.

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## Out-of-State and Private University Admissions Requirements

Out-of-state and private colleges/universities vary considerably in admission criteria. Interested students are strongly encouraged to contact schools directly regarding admissions requirements, application procedures, and deadlines.

## National Collegiate Athletic Association (NCAA) Eligibility Requirements

A student athlete who hopes to participate in an intercollegiate sports program at a Division I or II school must graduate from high school and meet specific eligibility standards. Those standards are as follows:

- Achieve a minimum score on the ACT or SAT that corresponds with the core GPA on the qualifier index scale (***Division I Schools***);
- Achieve an ACT sum score of 68 or an SAT combined score of 820 (***Division II Schools***);
- Successfully complete a core curriculum of at least 13 academic courses with a core cumulative GPA of at least 2.0 (***Division I and II Schools***);
- Core curriculum includes the following:
- Be registered with and approved by the NCAA Clearing House whose website is [ncaaclearinghouse.com](http://ncaaclearinghouse.com) (***Division I and II Schools***).

Division I Requirements	Division II Requirements
Four (4) years of English	Three (3) years of English
Three (3) years of Math	Two (2) years of Math
Two (2) years of Science, one of which must be a lab course	Two (2) years of Science, one of which must be a lab course

One (1) additional year of English, Math, or Science	Two (2) additional years of English, Math, or Science
Two (2) years of Social Science	Two (2) years of Social Science
Four (4) additional years in any of the areas of Foreign Language, Computer Science, Philosophy, or Nondoctrinal Religion	Three (3) additional years in any of the areas of Foreign Language, Computer Science, Philosophy, or Nondoctrinal Religion

For more information about NCAA eligibility or the Clearing House, contact the Athletics Department at 696-8021.

## ATHLETICS

### Activity Passes

*Student Activity Pass:* Students may purchase an **activity pass** at the bookstore. This pass will permit the student entrance to school sponsored functions, excluding any Conference games, A.I.A. tournaments, and school tournaments. This is a good value and all students are encouraged to purchase a pass. Students currently attending the high school are included in the family pass.



*Family Activity Pass:* A family pass is available. This pass allows immediate members of a student's family entrance into school only sponsored events, excluding any Conference games, A.I.A. tournaments, and school tournaments. The family pass INCLUDES students who currently attend the high school.

*Adult Activity Pass:* This \$35 pass allows one (1) adult entrance into school only sponsored events, excluding any Conference games, A.I.A. tournaments, and school tournaments.

### Parent Permission

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

### Physical Examination

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

### Athletic Practice Permit

The athletic secretary shall issue an Athletic Practice Permit (pink slip) to the student when all eligibility requirements have been verified. Until the Athletic Practice Permit is completed and signed by the athletic secretary and is presented to the coach, no equipment of any kind shall be issued to the student,

nor shall he/she be permitted to practice or participate in interscholastic athletics.

### Athletic Eligibility

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

### 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.

### Return from Injuries

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

### Attendance on Game Day

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

### Athletes on Suspension

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

### Competition of School Team

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

### Residence Requirements

A student, whether an adult or not, is privileged with eligibility for interscholastic competition only at the school district in which his/her parents or legal guardians are domiciled. Exceptions to this policy must meet A.I.A. regulations and must be cleared by the athletic director.

## Transfers

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

## 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	Chess
Golf – Boys and Girls	Spirit line
Swimming – Boys and Girls	Volleyball – Girls
Cross Country – Boys and Girls	

### WINTER

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

### SPRING

Baseball	Track – Boys and Girls
Softball	Volleyball – Boys
Tennis – Boys and Girls	*Club Sport

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

## 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.

# ATTENDANCE INFORMATION

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

## Attendance Criteria

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

## Prearranged Absences

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

## Excused Absences

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

## Unexcused Absences/Truancy

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

- An absence without parental or guardian permission,

- The student is on or near campus and not in his/her assigned classroom without legitimate permission, or
- The student leaves campus and is absent from any assigned class without a pre-planned excuse, off-campus pass from attendance office, or approval from the health office.

### Limitation on Absences

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

### Communication from Parents

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

### Consequences for Unexcused Absences

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

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

### Suspension from School for Non-Attendance

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

### Consequences for Tardies

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

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

### Tardy Sweeps

A *tardy sweep* is an unscheduled procedure in which students are directed to report to the cafeteria if they are tardy after the sweep is announced. Consequences for being detained in a tardy sweep include:

- 1st infraction – warning
- 2nd infraction – Recovery
- 3rd infraction – the student's parents have the choice of:
  - the student being suspended for three (3) days, or
  - the parent agrees to attend school and escort his/her student to the student's first four classes.

### Recovery

It is the student's responsibility to arrive for Recovery on time on the assigned dates. The times are 3:45 PM to 6:10 PM in the cafeteria. The consequence for a no-show is Saturday School.

It is the student's responsibility to clear and turn-in unexcused absences at least two (2) days prior to the Recovery assignment. It is the student's responsibility to:

- Check with parents about all day absences,
- Check with teachers about single period absences. If the student signed in tardy, the teacher will change those dates to reflect a tardy.
- Turn in attendance profile to the Attendance Office.
- WAIT **for written notification** from the Attendance Office that assigned Recovery is dismissed and then keep this notice as documentation of dismissal.

### Saturday School

- 8:00 am – 12:30 pm – no breaks.
- Parent permission and/or notification is required.
- Fee is \$10 (funds are used to pay the teacher) cash or checks, payable to Flowing Wells Extension Programs.
- Fee must be paid IN ADVANCE at the bookstore.
- Bring assigned schoolwork to Saturday School.
- Any discipline problems will result in immediate dismissal and a three (3) day suspension.
- Failure to attend Saturday School will result in a three (3) day suspension.

Contact the Discipline Office for additional information.



## STUDENT DRESS CODE (JICA)

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.

Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).

Clothing must not be see-through and must cover a student's undergarments, chest and torso, when standing or sitting.

Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.

Jewelry shall not be worn if it presents a safety hazard.



Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any

other protected classification.

F. Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.

Subject to the above, no hats, bandannas, other head coverings, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.

Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are prohibited.

Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. [13-105](#).

Hats and sunglasses may be worn outside.

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

Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities

## STUDENT CONDUCT (JIC)

### Classroom Discipline Plans

At the beginning of each new term and with each new student, teachers will take time to explain their individual classroom rules and the progressive consequences for violating rules. A copy of this plan will be available to each student, and he/she is 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

The campus is closed at all times. Students are not permitted to leave campus during passing periods or breaks. Students may not leave once they arrive on campus, even prior to the first bell. Non-students are not allowed on campus and may be arrested for trespassing.

Nuisance items such as water pistols, skateboards, pocket video games, and shaving cream is not permitted in school. These items will be confiscated. Riding bicycles, scooters or skateboards is not permitted on school property.

*Cell Phones* – Students may use their cell phones before and after school, during passing periods, and at lunch. The use of cell phones during class time as an instructional aid will be at the discretion of the teacher. Violations of cell phone use expectations may result in a referral.

*Electronic Devices* – Electronic devices such as iPods may be used in class at the discretion of the teacher. ***If a student chooses to bring personal items on campus, the school assumes no liability if the items are damaged, lost or stolen, and will not replace the items.***

Food and drinks are not to be consumed or brought into classrooms and other school buildings.

Students will not engage in public displays of affection.

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 is considered defiance of authority.

Seniors who have fewer than six scheduled classes are required to either remain in the commons area or leave campus during any non-class time. Special arrangements may be made with the administration to visit the library or other campus areas during this non-class time.

### Students Driving On Campus

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.

Student Driving - During lunch, only students with Senior Plus standing may drive or leave in a vehicle. Students will be required to show proper ID when leaving campus,

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).

During school hours, students must receive written permission from the attendance office to leave campus via a vehicle. All students must obtain a student parking permit from the bookstore and display it by hanging it from the vehicle's rearview mirror.

Vehicle speed on campus is restricted to 5 m.p.h.

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.

Students driving vehicles to school are required to abide by state, county, city and school district traffic laws and regulations.

Parking regulations are strictly enforced. It is 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.

Students may not hang out in parked cars during lunch or school hours. Student parking areas are closed during school hours.

## PROHIBITED STUDENT CONDUCT

The following is a list of some prohibited student conduct. Note that this list is not exhaustive.

### Alcohol, Drugs, and Drug Paraphernalia

A student shall not possess, sell, offer to sell, use, transfer, or be under the influence of alcohol, drugs (including the use of wax pens or other electronic smoking devices that contain marijuana or THC wax) 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).

### 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.

### Defamation

A student 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.

### 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.

### 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.

### Emergency Alarms and Fire Control Devices

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

### 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.

### 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, including but not limited to information and photos stored on any electronic device or cell phone.

### 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**

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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 involve 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.

### **Misrepresentation, Extortion and Theft**

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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.

### **Obscenity and Vulgarity**

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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.

### **Possession of Weapons and Dangerous Items**

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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.

### **Tardiness and Truancy**

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

### **Threats, Assaults and Fighting**

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

### **Tobacco and Cigarettes**

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

### **Unauthorized Entry**

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

### **Vandalism, Littering and Destruction of Property**

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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.

### **Violation of School Policies and Rules**

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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.

### **Violation of Student Dress Code**

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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.

### **Violation of Traffic and School Bus Rules**

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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.

### **Negative Consequences**

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

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

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

### **Positive Consequences**

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

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

## **School Bus Rules**

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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:

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

## **Violation of the Bus Rules**

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*First Offense:* Warning or other appropriate consequence.

*Second Offense:* Loss of bus privilege for one to ten days.

*Third Offense:* Loss of bus privilege for ten days to the remainder of the school year.

*Serious Violation* may result in immediate loss of privilege. This may occur on the first offense if deemed serious by the high school administration.

## **District Student Discipline Rules and Due Process Procedures (JK)**

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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. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity, or in any other situation in which the District may lawfully exercise its authority to discipline a student. 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.

A student may be subject to disciplinary action when the student:

- Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
  - Fighting or engaging in violent behavior.
  - Making unreasonable noise.
  - Using abusive or obscene language or gestures.
  - Obstructing vehicular or pedestrian traffic.
  - Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.

- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
  - Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
  - Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
  - Selling, using, or possessing obscene materials.
  - Using profane, vulgar, or abusive language (including ethnic slurs).
  - Gambling.
  - Hazing.
- Engaging in lewd behavior.
- Engages in any of the following forms of academic misconduct:
  - Lateness for, missing, or leaving school or class without permission or excuse.
  - Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
  - Plagiarism.
- Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.
- Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator.
- Has a record of excessive absenteeism.
- Is believed to have or actually has committed a crime.
- Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

## **Due Process Procedures (JKD)**

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### *Emergency Suspension – Due Process Procedures*

An emergency suspension occurs when a student is removed from school without prior use of due process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person or property or an ongoing threat of disruption to the academic process. The due process procedures for a short-term suspension must be

provided to the student as soon as practicable following the student's removal from school pursuant to an emergency suspension. The student's parent(s) should be notified of the suspension as soon as reasonably possible.

#### *Temporary Exclusion from Class – Due Process Procedures*

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

#### *Short-Term Suspension – Due Process Procedures*

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

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

#### *Long-Term Suspension – Due Process Procedures*

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

#### **Prohibited Gang Activity or Association (JICF)**

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 District policy, a gang is a group of three (3) or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior - often associated with crime or a threat to the community.
- The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:
- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees.
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

#### **Hazing (JICFA)**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

*Definitions* – "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

*Directions* – It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

*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 School 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.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- 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.

### **Student Bullying/Harassment/Intimidation (JICK)**

The Governing Board of the Flowing Wells 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, harassment, or intimidation 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, harassment, or intimidation 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, harassment, or intimidation 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, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated 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, harassment, or intimidation 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, harassing, or intimidating 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 Policy JICK or this exhibit, 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, harassment, or intimidation is a violation of the law.

### **Student Concerns, Complaints, and Grievances (JII)**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.
- Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained. Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

### **Non-Discrimination Notice (AC)**

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

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

The Section 504 and Title IX compliance officer is:

Dr. Kimberley Parkinson, Assistant Superintendent  
1556 W. Prince Road, Tucson, AZ 85705  
520-696-8822 | kimberley.parkinson@fwusd.org

### **Complaint Investigation Procedure**

Any person who feels unlawfully discriminated against or to have 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 Compliance Officer. The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Compliance Officer shall

investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Compliance Officer will maintain confidentiality to the extent reasonably possible. The Compliance Officer shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Compliance Officer has reason to believe that a violation of policy has occurred, the Compliance Officer shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. [15-539](#) et seq. may be initiated.

If the person alleged to have violated policy is a support staff employee, the Compliance Officer may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Compliance Officer also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Compliance Officer may impose discipline in accordance with policies JK, JKD and JKE.

If the Compliance Officer's investigation reveals no reasonable cause to believe policy has been violated, the Compliance Officer shall so inform the complaining party in writing.

### **Timelines**

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Compliance Officer shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Compliance Officer will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.