

Student Policies

Section 7.01 Statement of Fundamental Policy

FJA believes that school and life which benefits students and enhances their educational efforts is a product of rights and responsibilities which all must follow in order for students to study and to learn in harmony. Student rights and responsibilities are set forth in this Manual. The Manual explains what each student is entitled to expect, as well as responsibilities each student must accept and possible consequences for failing to act within these policies and procedures.

A student violating FJA policies and rules will be held accountable for his/her behavior or actions and is subject to disciplinary action as set forth herein. The penalty for an infraction may include, but is not limited to restrictions, suspension, and/or expulsion.

Section 7.02 Students' Rights

- Students at FJA have and shall be accorded the following rights:
- The right to an education.
- The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
- The right to freely express their spirituality and culture in a manner that does not infringe on the rights of others.
- The right of freedom of speech and expression so long as the speech and expression does not unreasonably disrupt the educational process or endanger the health and safety of the student and others.
- The right to freedom of the press, except where material in student publications is libelous, slanderous, obscene or harmful to other students, staff or the Academy's mission.
- The right to freedom from discrimination.

Section 7.03 Students' Responsibilities

General student responsibilities are as follows:

- To attend all classes each day except when ill or properly excused.
- Allow others the freedom to learn without upsetting the classroom environment.
- To not bring anything to school that is forbidden by law such as alcoholic beverages, drugs, weapons or stolen property.
- To fully comply with all of the Academy's policies, procedures and rules.
- To express their own religion and culture in a manner that is not prohibited by law or violates other individual's rights.

- To express opinions and ideas respectfully so as not to slander or offend others, and to understand that others should be allowed to express their ideas.
- To not discriminate against others.

Section 7.04 Admissions

Open Enrollment is the last week of each February. If more applications are received than openings, a lottery will take place. Applications for the lottery are received when the school receives the online application via email. The random lottery will take place by April 1st of each year.

Parents of pupils interested in enrollment may visit a classroom. This visit can then be followed by meeting with the Executive Director or Head Teacher. Those applying during the summer may request a meeting with the Lead Teacher or Director.

Applicants may visit the school without the parents as part of the application process.

Siblings of children already enrolled in FJA, as well as current attendees, are given preference in enrollment.

An intent to continue form will be sent in January to parents of current students. Return of this form shall be considered adequate for continuing admission.

FJA does not provide transportation to and from school.

Section 7.05 General Rules

1. Students are to attend classes on weekdays, except for holidays. FJA staff will enforce the Arizona State mandated attendance policy.
2. Students must comply with FJA's policies, procedures, rules and regulations established by FJA at all times.
3. Use of tobacco products is prohibited. This includes possession, use, distribution or selling of the products.
4. The possession, use, distribution or selling of drugs, alcohol and controlled substances is prohibited. Law enforcement and parents will be notified immediately of any violation of this rule.
5. All visitors must report in at the front office.
6. Students, staff and visitors are to maintain buildings in good condition. Vandalism or property damage will not be tolerated. Law enforcement will be notified. Students causing property damage and their parents will be held responsible for all costs necessary to repair or replace said damage.

7. Stealing from students, school, and staff is prohibited. Law enforcement will be notified in the event of a theft.

Section 7.06 Student Dress Code

FJA believes that students should take pride in their attire and dress appropriately. In addition to the following guidelines, students should dress in a manner that takes into account the educational environment, safety, health and welfare for others. The following guidelines are provided to assist students, staff and parents in determining what “is” and what “is not” appropriate with respect to student attire. Failure to abide by the dress code may result in disciplinary action.

1. Sagging is prohibited. Sagging is wearing the pants on the hips or below which would allow underwear to show.
2. Clothing such as bare midriffs, halter-tops and spaghetti straps is unacceptable. See-through clothing is prohibited.
3. “Bandanas” or scarves used for gang identification, any size, color or shape, will not be carried, worn or displayed on school property. This may also include anything that may represent a display of “colors.”
4. Any type of jewelry or body adornment presenting a health and/or safety hazard to self or others is prohibited (i.e., nose ring, excessive earrings, body studs).
5. Wearing chains in excess of twelve inches (12”) long and with a chain link size greater than one-half inch (1/2”) is prohibited. Chains not complying with the above-stated conditions will be confiscated, if found. Chains worn on the outside of the pants, hanging down and connected to a wallet are not allowed. These items will be confiscated, if found.
6. Any clothing or jewelry that symbolizes drugs, alcohol, sex, tobacco, or any lewd act is expressly forbidden. This includes profanity or defamatory writing on clothing or jewelry.
7. Gang-related personalization of any sort is not permitted on hats, clothing, or one’s person. This includes anything worn or carried on campus. Any type of clothing or headgear which promotes gang activities or is worn in a manner that promotes gang activities is prohibited.
8. Sunglasses are to be worn outside only.
9. All belts will be tucked and will not be allowed to hang in front.

10. Offensive body language or movements and hand gestures (including gang related) will not be allowed.
11. Shorts, skirts, and skorts may be worn, but no more than 3 inches above the knee.
12. Clothing may not be worn that is ripped or torn.

Section 7.07 School Hours

FJA Cedar Campus hours are from 8:15 a.m. to 3:00 p.m. The elementary school office will accept telephone calls and messages from 8:00 a.m. to 4:00 p.m.

FJA Middle School hours are from 7:30 a.m. to 3:15 p.m. The middle school office will accept telephone calls and messages, Mondays through Thursdays from 7:30 a.m. to 3:30 p.m, Mondays through Thursdays and Fridays from 7:30 a.m. to 1:00 p.m.

FJA Children's House hours are from 8:15 a.m. to 3:30 p.m.

Fridays are early dismissal. FJA Cedar Campus will dismiss at 12:00 and FJA Middle School will dismiss at 12:15. Children's House will dismiss at 11:30.

Section 7.08 Attendance and Arrival/Dismissal

A. Attendance

The Student's education and well being are our priority. It is the goal of Flagstaff Junior Academy to do our best in teaching children the skills necessary for them to become active and contributing members of our community. In order for our staff to focus on the needs of the students, it is important that each child attend school on a regular basis and on time for class.

FJA recognizes that from time to time it is necessary for a student to be absent from regularly scheduled school for a parent supervised or sanctioned event, which may include an official religious holiday of a religious organization. Medical illnesses and injuries may necessitate being absent from school also. These absences are considered excused. Whenever possible, prior notice must be given to FJA of these events so that they are not mistaken for unexcused absences. FJA also suggests that parents of absent student who is absent, or planning to be, check with the student's teacher(s) to obtain homework if warranted and the student is able to work.

If a student's absence is not for one of the reasons stated above, it is considered unexcused.

A student is tardy if that student is not in the classroom and ready for school when the teacher begins class.

Three (3) unexcused tardies will equal one (1) unexcused absence. Three (3) unexcused absences will result in notification to the local law enforcement/truancy officials, and a documented three day at home suspension. Further infractions will result in a Board hearing which could result in more severe consequences, including expulsion.

The Executive Director has full authority to deal with unexcused absences and unexcused tardies and may enter into attendance contracts with a student and that student's parents or guardians, or take other appropriate action as the Director may determine rather than expulsion. If a student reaches 5 unexcused absences, an attendance contract may be implemented. If a student reaches 10 unexcused absences, expulsion may be recommended and the matter shall be placed for hearing before the FJA Board of Directors or an independent hearing officer, with the student present, pursuant to Section 7.19 (C) of the Policies and Procedures Manual. The student and/or parents will have the opportunity for due process before this hearing, which will include a written response from the parents/student to explain the large number of absences.

B. Arrival and Dismissal

Flagstaff Junior Academy (FJA) is not responsible for nor does it provide transportation for its students. In accordance with school district policy and as a condition for your child's attendance at FJA, parents/legal guardians are responsible to make arrangements for the drop-off and pick-up of their child. School hours are from 8:15 a.m.– 3:00 p.m. at Cedar Campus, 8:00 a.m. – 3:15 p.m. at the Middle school and 8:30 a.m. – 3:30 p.m. at The Children's House Monday through Thursdays and 8:15 a.m. – 12:00 p.m. at the Cedar Campus and 8:00 a.m. – 12:15 p.m. at the Middle School and 8:30 a.m. – 11:30 a.m. at The Children's House on Fridays. Parents are responsible to make arrangements to have their child at school prior to the commencement of the start of school and to make arrangements for the child to be picked up from school no later than 15 minutes after the end of the school day. Morning drop-off time at the Cedar campus is between 8:00 and 8:15 and at the Bonito campus between 7:40-7:55 a.m. Students need to be picked up from school no later than 3:15 at the Cedar campus, and 3:30 at the Bonito campus. Students remaining at the Cedar campus after 3:15 will be sent to After Care and students remaining at the Bonito campus after 3:30 will be required to leave campus, as there is no adult supervision after 3:30.

In the event of an early release day or the closing of school for inclement weather or for an emergency, the parents will be notified and will be expected to pick up their child within 15 minutes from the close of the school day. Making arrangements for the prompt pick-up of your child from the school grounds is an essential requirement of your child attending school at FJA.

The Cedar campus does provide before and after school care of your children for a fee.

Section 7.09 Report Cards

5th – 8th grade report cards/progress reports are issued four times throughout the school year. Parent/Teacher conferences are scheduled to coincide with report cards/progress reports. 1st – 4th grade progress reports for the Cedar Campus students are made available during Parent/Teacher conferences.

Section 7.10 Promotion or Retention

The decision of whether to promote a student to the next grade or to retain the student in the same grade shall be made by the combined efforts of the student's teacher(s), the Executive Director, and the parent/guardian. Efforts will be made to ensure the appropriate grade placement for each individual student. If a student receives 4 or more Fs in core classes throughout the school year, they are eligible for retention and/or summer school, and this will be determined by the Executive Director.

Section 7.11 Property Damage

Any damage to FJA property by a student will be the responsibility of the student and the student's parent. The student and parent shall pay for any replacement and/or repair costs. Any such damage shall be paid within ninety (90) days of notice to the parent of the damage and amounts. If payments are not received within the above-stated ninety (90) day period, the student will not be allowed to return to school until the debt is cleared. Disciplinary action will apply to incidents of intentional property damage. Law enforcement may be notified.

Section 7.12 Extracurricular Activities

The Academy offers a variety of extracurricular activities. These may include and are not limited to: volleyball, cross-country, basketball, ultimate frisbee, wrestling, Middle School Student Council, Drama, Chess, mountain biking, skateboarding club, tea club, etc. Students must be academically eligible to participate in extracurricular activities and school-related/off-campus activities. Students at the middle school will be considered ineligible if they have any Ds or Fs, or if they have an excessive number of discipline referrals or absences. Students at the Cedar campus are considered ineligible for extracurricular activities if their teacher and/or the Executive Director feel that they have not earned the right to participate in such activities based on academic performance, excessive absences, or due to discipline issues. Some fees may apply to participate in extra-curricular activities.

Nonacademic Settings (34 CFR 300.317)

In providing or arranging for the provision of nonacademic and extracurricular services and activities, including meals, recess periods, and other nonacademic activities, FJA must ensure that each child with a disability participates with nondisabled children in the

extracurricular services and activities to the maximum extent appropriate to the needs of that child.

FJA will ensure that the supplementary aides and services determined by the IEP Team to be appropriate and necessary are provided to allow the child to participate in nonacademic settings.

FJA has a Middle School Student Council. The Student Council gives students an opportunity to organize in a meaningful and effective way. The purpose of the Student Council is to create good relationships between the members of the student body, staff, administration and the community and to teach leadership and develop pride in the Academy. Students are encouraged to support and participate in the Student Council and its activities.

Membership in clubs and organizations is open to all students. All students are encouraged to join FJA clubs and organizations.

Section 7.13 Students With Disabilities/Section 504 of the Rehabilitation Act of 1973

Non-Discrimination Policy

Non-Discrimination Policy

Flagstaff Junior Academy's Non-Discrimination
Policy

It is a policy of Flagstaff Junior Academy ("FJA") not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act (ADA) of 1991.. Inquiries regarding FJA's compliance with Title VI, Title IX, Section 504, or the ADA should be directed to Jill Paez at 755 N. Bonito Street, Flagstaff, AZ 86001, tel. 928.214.7317, JillianPaez @fjademy.com, or to the U.S. Department of Education, Office of Civil Rights, Denver, CO.

Non-Discrimination Policy- Section
504

What is Section 504?

Section 504 prohibits discrimination against individuals with disabilities, including both students and staff members, by schools receiving federal financial assistance. Schools comply by providing a qualifying individual with a disability the accommodations

necessary to allow him or her to perform employment tasks or, for a student, to receive a free appropriate public education ("FAPE"). Accommodations must also be provided to families who need those accommodations in order to participate in school activities.

Section 504 vs.
IDEA

Many aspects of the Section 504 regulations concerning FAPE parallel the requirements of the Individuals with Disabilities Education Act ("IDEA "). In those areas, by fulfilling responsibilities under the IDEA a school may also satisfy Section 504. However, the laws differ in scope. Students who are not eligible for IDEA services may be considered disabled and eligible for services under Section 504.

For the purposes of Section 504, a person may be considered disabled if the individual: (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Major life activities include functions such as:

- Learning
- Caring for oneself,
- Walking
- Seeing
- Speaking
- Learning
- Performing manual tasks
- Hearing

- Breathing
- Working

This definition is broad and inclusive. It differs significantly from the more restrictive IDEA definitions of disability. Through IDEA, special education services are provided to students at least three but less than 22 years old who have been evaluated and found to have at least one of the following disabilities and who are found to need special education and related services.

Qualifying disabilities for IDEA include:

- Autism
- Emotional Disability
- Hearing Impairment
- Other Health Impairment
- Specific Learning Disability
- Mild, Moderate, or Severe Intellectual Disability
- Multiple Disabilities
- Multiple Disabilities with Severe Sensory Impairment
- Orthopedic Impairment
- Preschool Moderate Delay
- Preschool Severe Delay
- Speech/Language Impairment
- Traumatic Brain Injury
- Visual Impairment
- Preschool Speech and Language

An example of someone who may not be covered by IDEA but would be entitled to accommodations under Section 504 is a student with juvenile arthritis, diabetes, mild anxiety or attention deficit disorder (ADD). Such a student has a disability for purposes of Section 504, yet may not be covered by IDEA if he or she does not need placement in a special education program or whose condition does not fall into a specified IDEA category.

What This Means for Your Child

If a school has reason to believe that a student may have a disability and need accommodations in the regular classroom setting in order to participate in school programs, the school must evaluate the student. If the student is determined to be disabled under Section 504, the school must develop and implement a plan for the delivery of any needed services (a "504 plan").

The type of disability believed to be present and the type of services the student may need determines what is required for the Section 504 evaluation and placement process. The evaluation must be sufficient to accurately and completely assess the nature and extent of the disability and the recommended services. Evaluations more limited than a full special education evaluation may be adequate in some circumstances. For example, in the case of a student with juvenile arthritis or diabetes, the evaluation might consist of the school nurse meeting with the parent and reviewing the student's current medical records. An evaluation for a student with ADD may involve review of the student's psychoeducational evaluations and teacher observations. In some cases, additional testing may be necessary.

To determine what accommodations are needed, a group of people knowledgeable about the student, the meaning of the evaluation data, and placement options (the "504 team") will be convened to identify and agree upon appropriate accommodations. The 504 team will review the nature of the disability, whether special accommodations are needed, and, if so, what those accommodations are. The 504 team may not consider mitigating circumstances relating to the student's disability such as medications or aids when determining if a student has a disability. The decision about Section 504 eligibility and accommodation will be documented in the student's file and reviewed periodically. The 504 team will not consider how the student's disability impacts their education, but rather how the disability impacts a major life activity.

Accommodations vary to address the specific disability. For the student with juvenile arthritis, Section 504 accommodations might include the use of a laptop to improve writing speed and allow a less painful means of writing. For a student with diabetes, Section 504 accommodations might include administration and monitoring of medication and a class schedule modified to address the student's stamina or food needs. For a student with ADD, accommodations might include modification of classroom seating arrangements, a behavior plan, and monitoring of medication. Each student's 504 team will determine which accommodations are appropriate for each individual student (i.e., accommodations are not "one size fits all").

Under Section 504, parents or guardians must be provided with notice of actions affecting the identification, evaluation, or placement of the student. They are entitled to an impartial hearing if they disagree with school's decisions in these areas. This process is explained in more detail below.

Remember, some students who have physical or mental conditions that impair their ability to perform a major life activity may be entitled to accommodations under Section 504 even though they may not be covered a specific IDEA category.

Section 504 Compliance Plan

The Compliance Plan serves students, parents, employees, applicants for employment, and programs within FJA. FJA assures students, parents, job applicants, and employees that it will not discriminate against any individual with disabilities.

The following person is designated as Section 504 Coordinator:

Jill
Paez
755 N. Bonito
Street Flagstaff,
AZ 86001, tel.
928.214.7317
JillianPaez@fjacademy.c
om

Notice to students, parents, employees, and the general public of nondiscrimination assurances and parent/student rights and identification, evaluation, and placement will be disseminated in the following manner:

- Announcement in the central office.
- Posted notice in each public school building.
- Notice will be included on FJA 's website, in the Policy Manual, and in the parent/student handbook.

FJA will inform individuals with disabilities and their parents/guardians of the school's responsibilities and procedural safeguards under Section 504 and the IDEA.

Hearing and Appeals Process

FJA has established the following procedures to resolve complaints of discrimination on the basis of disability. Any employee, parent/guardian of a student enrolled, or student 18 years of age or older may file a complaint if she or he believes there has been a violation of Section 504.

Step One: A complaint of discrimination must be in writing and submitted to the Section 504 Coordinator within 10 days after the alleged violation occurred. The complaint should fully state the facts of the alleged violation and the remedy that is being sought. The Section 504 Coordinator will investigate the circumstances of

the alleged violation and make a written report of his or her findings of fact and conclusions within 10 school days.

Step Two : If the complaint has not been resolved to the satisfaction of the complainant, he or she may appeal the report of the Section 504 Coordinator to FJA's Executive Director within five school days of receipt of the report. After investigation and within 10 school days of receipt of the appeal, the Executive Director will issue a written decision affirming, reversing, or modifying the report.

Step Three: If the complaint has not been resolved in Step Two to the satisfaction of the complainant, he or she may appeal to the school board within five school days of receipt of the Executive Director's decision. The school board will conduct an informal hearing in an closed meeting to review the alleged violation. The board will give each party at least 10 days' notice of its meeting. The complainant may be represented at the board hearing by an attorney or another designated individual, at the complainant's expense. The board will affirm, reverse, or modify the decision issued under Step Two within 15 school days of the hearing.

To the extent a report or decision in any of these steps calls for implementing additional accommodations or changes in existing services, those changes will be made no later than 15 school days following the date of the decision, unless the decision is appealed.

Definitions Used in Section 504 Regulations

34 C.F.R. §
104.3U)(1)

An individual with disabilities is one who:

- has a physical or mental impairment which substantially limits one or more major life activities;
- had a record of such an impairment; or
- is regarded as having such an impairment.

34 C.F.R. §
104.30)(2)(i)

A physical or mental impairment
is:

any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory: including speech organs; cardiovascular; reproductive; digestive; genital; urinary; hemic; lymphatic; skin; endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

34 C.F.R. § I
104.3(j)(2)(ii)

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

34 C.F.R. §
104.3(j)(2)(iii)

Has a record of such an impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

34 C.F.R. §
104.3(j)(2)(iv)

Is regarded as having an impairment
means:

has a physical or mental impairment that does not substantially limit major life activities but that is treated by a recipient as constituting such a limitation;
has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
has none of the impairments defined above but is treated by a recipient as having such an impairment.

34 C.F.R. §
104.3(1)

Qualified person with disabilities
means:

In an education context, a student (a) of an age during which individuals without disabilities are provided such [educational] services, (b) of an age during which it is mandatory under state law to provide such services to individuals with disabilities, or (c) to whom a state is required to provide a free appropriate public education under IDEA.

In an employment context, an individual who, with reasonable accommodation, can perform the essential functions of the job in question.

For any student who is an individual with disabilities as defined above, a public school must provide a free appropriate public education. For any employee of a public school that is an individual with disabilities as defined above, a public school must make reasonable accommodations to the known physical or mental limitations of the employee.

Flagstaff Junior Academy is an Equal Opportunity Employer.

If you would like to contact the U.S. Department of Education, Office for Civil Rights, they may be reached at:

Office for Civil Rights

Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 310
Denver, CO 80204-3582
tel. 303.844.5695

Section 7.14 Health Policies

A. In General

Comprehensive health care remains the responsibility of the student's parent(s) and/or guardian(s).

FJA does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol or any other intoxicating substance. However, it reserves the right to administer emergency first aid treatment in the above circumstances as needed and the student's parents shall be notified to immediately remove the student from the campus.

In the event of an illness or injury during the school day, parents will be notified and may be asked to take their child home, as may be necessary.

B. Medication

If a licensed physician places a student on a special medication, the medication will be kept in a locked cabinet in a designated area. Medication will be dispensed by qualified personnel to the student in accordance with the directions given by the treating physician.

The parent must also sign a parent permission and release form in order for such medication to be distributed to their child.

C. Dental

When a student complains of a toothache, the parent may be notified and asked to take the student home.

Section 7.15 Student Sexual Harassment/Sexual Misconduct

FJA is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any school-related activity.

1. Examples of Sexual Harassment

- Behaviors that may constitute sexual harassment include but are not limited to:
- Intentional touching;
- Explicit or implicit propositions to engage in sexual activity;
- Gratuitous comments of a sexual nature such as explicit statements, questions, jokes or anecdotes;
- Remarks of a sexual nature about a person's clothing or body;
- Remarks about sexual activities or speculation about sexual experiences;
- Exposure to gratuitous sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials;
- Deliberate physical interference with or restriction of an individual's movements;
- Persistent, unwanted sexual/romantic attention;
- Subtle or overt pressure for sexual favors; or
- Deliberate, repeated humiliation or intimidation based upon the sex of the individual.

2. Sexual Misconduct

FJA takes steps in prohibiting sexual harassment and also prohibits conduct of a sexual nature that, although not so serious or pervasive that it rises to the level of sexual harassment, is inappropriate in the classroom or on school premises. Examples of such misconduct include, but are not limited to:

- Repeatedly engaging in sexually oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the classroom, even if such conduct is not objected to by those present; and
- Gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course, or meeting even if not objected to by those present.
- Any student who engages in the sexual harassment or sexual misconduct of anyone at school or a school-related activity shall be subject to disciplinary action. For students in pre-grades K through 3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension and/or expulsion.

3. Reporting Sexual Harassment or Sexual Misconduct

A. Confront the Offender: A student may, at any time, personally confront the individual whose conduct is offensive, unwelcome or intimidating and request that such conduct stop. If you choose to do this, be direct and consistent. Explain that the conduct is offensive or makes you feel intimidated or uncomfortable and ask that it stop. Make sure that your message to the individual is clear. ***However, if that action is not feasible***

or successful, or if a student feels uncomfortable taking it, the options described below are also available.

B. Report It: Persons who are sexually harassed or subjected to sexual misconduct may feel confused and helpless or blame themselves for the offensive behavior. They may also be afraid of retaliation and be reluctant to let anyone know about their situation. It is important for persons who believe they have been sexually harassed to report it and get help to protect themselves and others from unwanted sexual attention and advances that may interfere with academic opportunities and performance.

Any student or parent on behalf of a student, who believes that he or she may have been sexually harassed or subjected to sexual misconduct, is encouraged to report such conduct to the teacher, the Executive Director or a person designated by the Executive Director for that purpose.

No student will be required to report or make a complaint of sexual misconduct or sexual harassment to the person who is the subject of the complaint. A confidential complaint may be made and the school will inform the student who made the complaint of any actions it takes in response to the complaint within the bounds of applicable law as to the student or employee confidentiality.

Within 24 hours, staff shall report complaints of sexual harassment to the Executive Director or his/her designee who will immediately log the complaint. Staff shall similarly report any such incidents they may observe even if the harassed student has not complained.

The Executive Director or designee shall immediately investigate any report of the sexual harassment of a student. If a more extensive investigation is necessary, Flagstaff Junior Academy may utilize an outside investigator who shall serve as a fact-finder.

Such investigation must be completed within thirty (30) days of receipt by the Executive Director of the complaint. Pending such an investigation, the Executive Director shall take any action necessary to protect the alleged victim.

Upon verifying that sexual harassment occurred, the Executive Director shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment.

Names, office locations and phone numbers of persons to contact for further information or assistance on how to use this policy:

Thomas Drumm, Executive Director
Flagstaff Junior Academy
Cedar Campus: 774-6007 Middle School: 214-7317

Section 7.16 Check-Out Procedures

Parents or legal guardians of students must designate those persons who are authorized to check out their children. Written designation of authorized person must be included in the student's enrollment packet.

The Academy reserves the right to deny a check-out if, in the Academy's opinion, such check-out appears to compromise the personal safety or welfare of the student. If the check-out is to be denied, it will be the responsibility of the Executive Director to hold a meeting with the parent and the student to discuss the matter. The parents are to be advised in writing if the privilege is denied.

Section 7.17 Student Discipline

Appropriate behavior is a necessary prerequisite to learning. Therefore, each student must conduct himself/herself properly and in accordance with school rules, regulations, and policies at all times. Each employee of the Academy is responsible for helping to enforce proper student conduct.

Cooperation between parent(s), legal guardian(s) (hereinafter "parents") and the Academy is essential to positive, effective student discipline. To facilitate and further this cooperation, the Academy will:

- Inform parents of situations that may be developing prior to the need for disciplinary action whenever possible.
- Develop and distribute to parents clearly stated discipline policies, rules, and regulations.

Students must accept responsibility for their conduct. FJA will assist parents whenever possible by recommending services and agencies that may be of assistance in correcting unacceptable student behavior. However, ultimately parents must assume the responsibility for the conduct of their children.

The following infractions are considered unacceptable and a cause for disciplinary action. The following infractions are broad in scope and call for the Executive Director and/or Board to exercise discretion (within the law and policies) based upon the facts and circumstances of individual cases in terms of what appears best for the students and the Academy. This list is not meant to exclude other infractions that might occur that could jeopardize the health, safety, or welfare of others or interfere with the educational process.

A. Infractions Against Public Order

1. Public nuisance

- Explosives/Fireworks
- Making bomb threats
- Setting off false fire alarms

2. Loitering/trespassing
3. Disorderly conduct
 - Disturbing a school meeting, activity or school event
 - Vulgar or obscene language, gestures or ethnic slurs
 - Arson or attempted arson
 - Fighting
 - threatening violence or attempting violence
 - Possession and/or use of a weapon or dangerous instrument
 - Bullying
 - Bullying or threatening using electronic or written communication

B. Infractions Against Authority

1. Insubordination
2. Obstructing an investigative process
3. Insult or verbal abuse of faculty or staff members
4. Assault of faculty or staff members
5. Giving false identification or information
6. Resisting authority
7. Forgery
8. Violation of Board or School rules

C. Destruction of School Property

1. Vandalism
2. Theft/graffiti/larceny

D. Infractions Against Others

1. Endangerment
2. Creating a hazardous or physically offensive condition
3. Bullying, harassment, threats, verbal or written abuse
4. Slander
5. Extortion
6. Physical assault
7. Improper sexual advances
8. Fighting
9. Hazing

E. Substance and Alcohol Abuse – The Academy is a Drug-Free Zone

1. Use, possession, or sale of a controlled substance. A controlled substance is defined as: any substance defined as a controlled substance by Arizona or federal law; narcotic drugs, harmful drugs, hypnotic drugs, opiates, cocaine, marijuana, and alcohol-based substances, and vapor-

releasing substances, and use of a prescription drug without a prescription or other than prescribed.

F. Being Under the Influence of a Controlled Substance as Defined Above

G. Use or Possession of Tobacco Products of All Descriptions

H. Sexual or Physical Abuse of Students

I. Date Rape or Statutory Rape

J. Sexual Harassment or Sexual Intimidation

Section 7.18 Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning
- Written warning/notification to parents
- Detention
- In-school suspension (length contingent on infraction)
- Out-of-school short-term suspension (not to exceed ten (10) days)
- Long-term suspension (greater than ten (10) days)
- Expulsion

Loss of privileges will accompany written warnings/notifications and infractions warranting higher penalties. A non-inclusive list of privileges that may be revoked are: sports activities, trips, Student Council, clubs, other FJA activities, social contact and other extracurricular activities.

Depending upon the nature of the violation, student discipline may be progressive, i.e., a student's first violation could merit a lighter penalty than the subsequent violations. An FJA employee should take into account all other relevant factors in determining an appropriate penalty, including, but not limited to, the following: the seriousness of the offense, the number of violations, the repetitiousness of the violations, and whether there are any aggravating or mitigating circumstances surrounding the violations. Penalties may be imposed either alone or in combination. For example, a student may receive a written warning and a short-term suspension.

Section 7.19 General Due Process Rights

A. Discipline Which Involves Short-Term In School Suspension

For minor disciplinary offenses where the penalty is less than an out of school suspension or expulsion, the accused student has the right to an oral or written notice (at the discretion of the Academy) of the reasons for the discipline to be imposed. The student has a right to meet with the Executive Director and/or his/her designee to discuss the student's position on the discipline and the circumstances surrounding the discipline.

After the student has had an informal opportunity to discuss the matter with the Executive Director and/or his/her designee, the discipline will be imposed. The decision of the Executive Director and/or his/her designee is final.

The discipline shall be recorded in the student's file.

The intention of this section is to allow the accused student an informal opportunity to be heard before discipline is actually imposed on the student. Where appropriate, necessary or due to exigent circumstances, discipline may be imposed prior to an informal opportunity to be heard or reviewed by the Executive Director. In such exigent situations, the student will, shortly after the imposition of the penalty, be given an opportunity for an informal review with the Executive Director and an opportunity to be heard.

The parents shall be notified in writing of the school's imposition of any in school suspensions.

B. Discipline Which Involves Short-Term Out of School Suspension of 10 Days or Less

If the intended discipline to be imposed against a student involves a short-term out of school suspension of ten (10) days or less, the student shall receive oral or written notice of the intended discipline before imposition. The notice shall state the reason(s) for the proposed disciplinary action and the evidence supporting the proposed action. The student will be asked to explain the incident giving rise to the disciplinary action during a meeting with the Executive Director. Following the meeting, the Executive Director may, based upon the evidence, suspend the student for up to ten (10) days, impose other less severe disciplinary alternatives or, if appropriate, exonerate the student.

A written record of any disciplinary action shall be kept in the student's file.

If the disciplinary action involves suspension, the student's parents must be notified prior to the student being allowed to leave the school premises. If parents cannot be contacted, the student will be kept in an isolated area, under adult supervision, until dismissal time. If the parents cannot be contacted at that time, a written notification to the parents of the suspension will be given to the student.

As soon as possible following the decision to suspend the student, a letter will be sent to the student's parents, explaining the terms of the suspension, the reasons for the suspension and requesting a meeting to discuss the situation with the parents. Reasons for short-term suspension may include consideration of long-term suspension or expulsion proceedings.

C. Long-Term Suspension/Expulsion

When the intended discipline involves a long-term (either in school or out of school) suspension of more than ten (10) days or expulsion, the accused student has a right to the following before discipline is imposed (unless an emergency suspension exists as set forth herein):

1. At least five (5) days prior to the time set for a formal hearing on the suspension, the Executive Director shall provide said student and/or his/her parents and/or legal guardians written notice of intent to impose long-term suspension. Notice shall be deemed given at the time the Academy deposits such notice in the U.S. mail, return receipt requested, to the parties' address of record on file at the Academy or, in the alternative and at the Academy's sole discretion, by actual delivery to the parties or to the parties' last known address. The written notice shall set forth the charges, the rules violated, the facts alleged to constitute the violation, and copies of any and all pertinent documents or exhibits that the Academy intends to use at the suspension/expulsion hearing.

Additionally, the letter shall contain the extent of punishment to be considered, the date, time and place of the formal hearing, a designation of the school's witnesses, and the name of the hearing officer, if one has been designated. The student and/or his/her parent or legal guardian shall also be informed of the student's right to obtain counsel (at his/her own expense) and to present witnesses on his/her behalf.

2. A hearing on the long-term suspension/expulsion shall be held to impose long-term suspension/expulsion. The hearing shall be held before an independent hearing officer designated by the Board. The Executive Director shall present the case on behalf of the school.

3. The parents or legal guardians of the student must be informed of the following:

- The student and his/her parents or legal guardians have the right to a statement of the charges and obtain a copy of the rules alleged to have been violated.
- Counsel may represent the student at the family's personal expense.
- The student may present witnesses.
- The student has a right to cross-examine the school's witnesses.
- Counsel may represent the school.
- The school has a right to cross-examine the student's witnesses.
- The burden of proof lies with the school.
- The hearing will be recorded.
- The hearing will be conducted in private, with only the parties and necessary witnesses being in attendance. Student's names shall be referred to by a number or alias so as to protect the privacy of student.

Long-Term Suspension

Within five (5) days of the conclusion of the hearing, the hearing officer shall issue a written decision, setting forth the reasons for the long-term suspension. The parents may appeal the decision by submitting a written notice of appeal to the Governing Board within five (5) days of receipt of the decision. If the parents do not appeal, the decision will be final after the expiration of the appeal's period. In the event of an appeal, the Governing Board will review the record of the proceedings and, based on the record, will issue a decision. The Board may uphold the hearing officer's decision or it may modify the decision. The Board's decision is final.

Expulsion

Within five (5) days of the conclusion of the hearing, the hearing officer shall issue a written recommendation for expulsion to the Board. The recommendation shall contain the reasons for expulsion. The parents shall be notified of the recommendation. The notification shall also contain:

The time and place of the Board meeting at which the recommendation will be considered;

That the parents or legal guardian have a right to appeal the recommendation at the time of the Board meeting;

That a written appeal shall be delivered to the Executive Director prior to the Board meeting;

That the Board may accept the recommendation or reject the recommendation and impose a different disciplinary action;

In the event that the Board accepts the recommendation, the expulsion shall become effective on the day following the Board meeting;

That the decision of the Board will be on the record only and will be final;

That any Board discussion on the recommendation shall be in executive session, unless the parents or legal guardian request that the discussion take place in open public meeting;

That the final decision by the Board shall take place in open public meeting.

D. Emergency Suspension

In a situation where exigent circumstances require the immediate removal from campus of a student, the Academy may impose an immediate, emergency suspension of a student prior to a due process hearing as outlined above. The decision to execute an emergency suspension may be made by the Executive Director or his/her designee or by the Executive Director or his/her designee. Emergency removal of a student from the campus is justified where there is a serious, immediate, and continuing danger to the health, safety and welfare of the student or others on campus. Emergency removal of the student from campus is not in and of itself considered disciplinary action, but simply a means to protect the health, safety and welfare of the student or others.

The student suspended in an emergency situation shall be readmitted to the Academy as soon as the emergency has passed. Additionally, the student suspended on an emergency basis has the right to a due process hearing on the suspension within 3 days of the emergency suspension. Which due process hearing applies depends upon the discipline being imposed as set forth above. If the discipline intended to be imposed is a suspension for 10 days or less, the suspension for 10 days or less discipline policy shall apply. If the discipline intended to be imposed for more than 10 days, the long-term suspension policy will apply.

At the time of the emergency removal, the student must be immediately informed orally by the Academy staff of:

- The precise rule alleged to have been violated;
- The facts which constitute the violation;
- The right to a formal disciplinary hearing within 3 days from the emergency suspension; and
- The facts, which justify the emergency removal.

This oral notification shall be reduced to writing and mailed to the student and his/her parents and/or legal guardian within 24 hours of the emergency suspension. A full written report of the details surrounding the emergency suspension shall be provided to the Executive Director within 24 hours of the incident.

E. Expungement

Allegations of misconduct and information pertaining to shall be expunged from a student's school record in the event it is found that the student did not commit the violations of laws, rules or policies as alleged.

Section 7.20 Discipline of Special Education Students

All disciplinary action relative to special education students must be taken pursuant to 34 C.F.R. §§ 300.519 through 300.529, references therein and amendments thereto. Copies of the above CFRs shall be kept by the Director of Special Education and provided to the staff as needed. It shall be the duty of the Special Education Director of the Academy to review said CFRs in January of each year and to supplement and amend these attachments as necessary to maintain their currency.

It should be noted that in general, removal of a child with a disability from the child's current educational placement for more than ten (10) consecutive schooldays and/or a series of removals that constitute a pattern and cumulate to more than ten (10) schooldays in a school year constitute a change of placement. The procedures set forth in 34 C.F.R. §§ 300.519 through 300.529 must take place prior to the expiration of that time. It shall be the duty of the Special Education Director to ensure that the appropriate procedures take place in a timely manner.

A. Suspension for up to 10 days

A student with a disability may be suspended from the regular classroom for up to ten (10) days at a time whenever discipline is appropriate and is administered consistent with treatment of non-disabled students.

The student shall receive oral or written notice of the misconduct and shall be provided an opportunity to present an explanation. Following the meeting, the teacher may suspend the student for up to ten (10) days, may impose a lesser penalty or may exonerate the student.

No appeal is available from a short-term suspension.

A suspended student is not allowed to leave campus until parents have been notified. If parents cannot be contacted, the student will be kept in an isolated area, under adult supervision, until dismissal time. If the parents cannot be contacted at that time, an explanatory message to the parents will be given to the student.

A letter to the parents will be written as soon as possible after suspension is imposed, to explain the terms and reasons for the suspension and requesting a meeting to discuss the student's conduct.

A change of placement occurs if the suspension is for longer than ten (10) days or is one of a series of suspensions for up to ten (10) days that constitute a pattern. Factors to be considered in determining whether a change in placement has occurred include the length of each removal, total time the child is removed and proximity of removals to each other.

B. Long-term Suspension and Expulsion

If a suspension of more than ten (10) school days is imposed, the disciplinary action is considered a change in placement. The school will continue to provide services to the extent determined necessary by the IEP team during long-term suspensions or expulsion.

If the student commits an offense which may be subject to long-term suspension or expulsion, the school will immediately do the following:

Place the student on short-term suspension pending a decision on the long-term suspension or expulsion.

Immediately, but in no case later than ten (10) school days after the decision to take that action is made, the school will hold a manifestation determination hearing for the purpose of determining whether or not the offensive conduct is a manifestation of the student's disability.

If the student's conduct is determined to be a manifestation of the student's disability, then the suspension shall not be extended beyond the initial ten (10) school days. In that case, placement shall be as determined by the multidisciplinary conference.

If the student's conduct is determined not to be manifestation of the student's disability, then discipline shall be administered consistent with treatment of non-disabled students.

C. Interim Alternative Educational Setting

The school may unilaterally remove a student from regular placement into an alternative educational setting for no more than forty five (45) days, if the student has committed a weapon or drug offense or causes severe bodily injury to another student or staff member or where a Due Process Hearing Officer has determined that injury to the student or others is likely if the current placement is maintained.

While the student is in the alternative placement, the student will continue to receive those services described in the current IEP. The student will, in addition thereto, receive services and modifications which are designed to prevent the conduct giving rise to the placement.

Section 7.21 Incident Report Procedures

A. Search and Seizure Policy

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the Academy's responsibility to protect the health, safety, and welfare of all of its students and staff.

Academy employees may conduct searches when they have reason to suspect that the health, safety, and welfare of students or staff may be in danger. Any school employee making a search or seizure will follow these guidelines:

General search of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that jeopardizes the Academy, staff, or students' health, safety, welfare and mission, or violates a law or a school rule is on school property. This search of school property may be made without the student being present.

Illegal items (firearms, weapons, drugs, alcohol) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purpose, may be seized by school employees.

Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

A student's person may be searched by Academy employees when there is reasonable cause to believe that the student has on his/her person illegal items, items that may interfere with Academy purposes, or which may constitute evidence of the violation of an Academy rule.

The Academy maintains ownership of student lockers. The Academy may and will search student lockers on a periodic basis to protect the health, safety, and welfare of all students or to discover evidence of violations of school rules. General searches of lockers may be made without notice. The students should therefore adjust his/her expectations of privacy with respect to lockers accordingly. The personal footlockers or luggage items of students are subject to search if there is reasonable cause to believe that lockers or luggage containing illegal items, items that interfere with school purposes, or evidence of the violation of a school rule.

B. Student Interrogation – Arrest

While the student is within the care or custody of the Academy, it is the responsibility of the Academy to make an effort to act on behalf of the parents with respect to interrogation by law enforcement officials. A parent may and a school staff person will be present during these interrogations, except when interviews are conducted by a child protective service worker pursuant to A.R.S. § 8-224(B) or similar federal statute.

When a student is taken into custody (arrested) the arresting officer shall be requested by the Academy to notify the student's parents or guardians. The arresting officer shall be responsible for the care and custody of the student and shall be responsible for reporting the arrest to the parents. However, the Academy personnel shall make every reasonable effort to ensure that parents have been notified of the fact that the student has been taken into custody. Personnel of the Academy shall cooperate with the police. After an arrest has been formally made the Academy and its employees no longer exercise jurisdiction or control of the student.

C. Student Grievances

Any student who has a grievance with a school staff member, other than a disciplinary matter, shall raise his/her grievance with the Academy official most directly involved with the circumstances giving rise to the grievance. If such an informal resolution is unsuccessful, then the student shall make an appointment to see the Executive Director for resolution for the grievance. The decision of the Executive Director is final.

Grievance procedures may not be used by the student for disciplinary actions. Disciplinary procedures and appeals are addressed under Student Discipline.

Section 7.22 Student Freedom of Expression

Students at the Academy have the right to freedom of expression that is appropriate for children in school. To ensure the educational mission of the Academy is not materially and substantially disrupted or interfered with, the following expressions are prohibited:

- Expression which for any reason causes or is likely to cause a material and substantial disruption or interference with teaching of the Academy or the orderly operation and discipline of the Academy or school activity;
- Cursing, profanity and other vulgar or indecent language;
- Speech which is obscene to minors;
- Speech which is slanderous or libelous;
- Speech which invades the rights of other persons;
- Speech which advertises or promotes alcohol, tobacco, illegal drugs, or any product or service harmful to minors and not permitted to minors by law;
- Speech which could result in tort liability for the Academy;
- Rude and discourteous speech inconsistent with habits and manners of civil discourse;
- Insulting or fighting words (including but not limited to, slurs of another person's character, family, race, religion, sex, ethnic origin, physical appearance, sexual preference, intellectual ability or handicapping conditions);
- Threats of violence or other intimidating statements;
- Abusive or harassing conduct (including speech) sufficiently severe and pervasive as to create a hostile learning environment for any student;
- Speech which is likely to cause the commission of unlawful acts or the violation of lawful school regulations;
- Statements reflecting biases or prejudice in school sponsored expressive activities such as student newspapers, yearbooks, and school plays.
- Students shall obey the directions of school personnel and cease prohibited expressions and activities noted above.

Section 7.23 Parent Code of Conduct

This Parent Code of Conduct sets forth the expected behaviors of parents/guardians and visitors when on school property or when engaging with school personnel. The Parent Code of Conduct is established to ensure a positive working relationship between the school, parents/guardians, and the general community.

As a parent/guardian or visitor I agree to:

- Be courteous in speech and actions.

- Be supportive of the efforts of the school to educate or behavior of my child(ren) and the children of others.
- Meet with school staff when requested to discuss the education or behavior of my child(ren); Work with school staff members to solve any discipline or other problems. Please let the school know if something has happened at home that could affect how your child does in school.
- Contact my child's teacher first regarding classroom matters. Refrain from disciplining your own or other children while at school.
- Sign in at the office upon entering the school and seek permission prior to going to other areas of the building.
- Refrain from the use of profanity when talking with school personnel.
- Refrain from use of physical contact or force at all times when meeting with school personnel or when on school property. Verbal threats, intimidating behavior and/or physical violence on school property will result in police involvement and the pursuance of the appropriate legal actions.
- Each year provide your child's school with your current telephone number, home address, work telephone number and emergency contact number. Parents must immediately notify the school of any changes in contact information.
- Understand and support the rules in the Parent/Student Handbook and talk to your child about them.
- Teach your child to follow the dress code as outlined in the handbook. It is important to dress neatly and appropriately for school, because it is a place to work and learn.
- Make every effort to ensure that your child arrives at school on time every day.
- Contact the school when your child is absent and explain the reason for the absence.
- Be aware that when parents are divorced or separated, both parents have full rights to participate in the child's school activities and to know what is happening at school, unless there is a court documentation limiting that access. If such an injunction document exists, you must provide the director a certified copy. The non-custodial parent will not be allowed to remove the child from the school without the permission of the residential parent. A non-custodial parent has the right of access to student records and information unless a court order prohibits such access.
- Give the school written permission if you want a stepparent who is not the legal guardian of the child to have information about the child or to sign forms related to the child. Permission must be submitted to the school every year.
- Be aware that only people listed on the Emergency Information Form or on the Enrollment Form may pick up a student from school during the school day.
- Adhere to school developed, on-site traffic plans for vehicles when bringing students to school or picking them up after school. Do not park in handicapped parking space unless medically necessary and only with an appropriate Handicapped sticker. Do not park in the apartment parking lot across the street.
- Do my best to volunteer at my child's school in a capacity where my skills can be utilized.

CONSEQUENCES:

Consequences will be enacted by the Director when the Parent Code of Conduct is not followed. Consequences may include: conference with the director and/or FJA Board, or a meeting before the Board to discuss the inappropriate action(s). Serious violations of the Code of Conduct may result in legal sanctions or injunctions. Any abusive or profane language or physical contact with employees or among visitors will result in charges being filed and the parties will be issued a No Trespassing notice. Additionally, the Local Law Enforcement Department will be contacted in the event of any physical or verbal abuse.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

ARTICLE VIII. SCHOOL POLICIES

Section 8.01 Homeless Policy

Homeless children and youth are defined by the McKinney-Vento Act, as “individuals who lack a fixed, regular, and adequate nighttime residence.”

Homeless children and youth will receive equal, free and appropriate education as other children. Each child, including preschool aged children, will have access to educational and other services they need to enable them to meet academic achievement standards to which all students are held. Children will not be separated from the mainstream school environment for the bases of being considered homeless. Homeless children and youth will be immediately enrolled into school, with or without required documentation (including immunization). The agency (Flagstaff Junior Academy) will use their best efforts to assist the family in attaining required records at a later date, if necessary (and/or assisting child in getting required immunizations).

Section 8.02 Homeless Dispute Policy

If a dispute arises over any issue covered in this policy, they child or youth in transition shall be immediately admitted to the school on which the enrollment is sought, pending final resolution of the dispute. The student shall also have the rights of any student in transition to all appropriate educational services, transportation, free meals and Title 1 services while the dispute is pending.

FJA shall provide the parents of unaccompanied youth with a written explanation of its decision and the right to appeal and shall immediately refer the parent or youth to the liaison. The liaison shall ensure the student is enrolled in the school of his or her choice and receiving other services to which he or she is entitled and shall resolve the dispute as opportunity to participate meaningfully in the resolution of the dispute. The liaison shall keep records of all disputes in order to determine whether particular issues of schools are repeatedly delaying or denying the enrollment of children and youth transition.

The parties mentioned above have the right to appeal the liaison's decisions through applicable law and appeal procedures.

Section 8.03 Anti-Bullying Policy

In keeping with the mission of Flagstaff Junior Academy Charter School to provide a safe and nurturing educational environment this policy is designed to create a climate in which all types of bullying and intimidation are regarded as unacceptable and to promote consistency in our approach to this issue. We believe that it is the right of members of the school community – students, faculty, staff, and families – to be free of bullying and, if bullied, to be provided with help and support.

We define bullying as harmful behavior that is generally conscious and is often part of an ongoing pattern of behavior. We also recognize that bullying can take many different forms and these included:

- Emotional bullying which involves attacks against a person's emotional well-being and includes spreading rumors and excluding others from activities.
- Verbal bullying which involves name calling, insults, and other verbal forms of humiliation and harm.
- Physical bullying, which involves bodily aggression such as hitting, kicking, and punching.

The purpose of this policy document is to outline our responsibilities as staff, faculty, students, parents/guardians, and families to eliminate social, emotional, and physical intimidation and bullying in any form within the Flagstaff Junior Academy community. It is our intention to take positive and supportive action for the prevention of, and intervention in, bullying situations. It is our goal to inform students and parents of the school's expectations and to foster a productive partnership, which helps maintain a bully-free educational environment.

Bullying may involve, but is not limited to:

**Hitting
Kicking
Punching
Choking
Pinching
Slapping
Pushing
Taunting
Teasing**

Faculty and Staff Responsibilities

Be a positive role model in word and action at all times.

- Work to remove opportunities for bullying and/or harassment through active supervision at all times.
- Be observant of signs of distress or suspected incidents of bullying and/or harassment.
- Intervene appropriately when acts of bullying and/or harassment are suspected or observed.
- Report suspected or observed incidents of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/guardian.
- Complete documentation when appropriate.
- Work to build, support, and maintain a bully free campus environment.
- Attend annual policy manual meeting. Read, sign and uphold the policy.

Student Responsibilities

- Treat others with respect, kindness, and courtesy.
- Be aware of how your words and actions affect others.
- Read, sign, and uphold the Flagstaff Junior Academy anti-Bullying policy.
- Refrain from participating in acts of bullying and/or harassment.
- Report suspected or observed acts of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/guardian.
- Work to build, support and maintain a bully free campus environment.

Parent Responsibilities

- Be a positive role model in word and action at all times while on the Flagstaff Junior Academy campus.
- Demonstrate respect and courtesy in all Flagstaff Junior Academy relationships.
- Read, sign, and uphold the Flagstaff Junior Academy anti-Bullying policy.
- Discuss and clarify the policy with your child/children.
- Take an active interest in your child's social relationships and friendships.

- Watch for signs of distress in your child or sudden changes in their behavior or demeanor. All of these may indicate a potential problem.
- Communicate with Flagstaff Junior Academy administrators, faculty/staff members about suspected, observed, or reported incidents of bullying and/or harassment.
- Commit to working with Flagstaff Junior Academy personnel when your child is involved in a bullying and/or harassment incident.

Consequences for bullying and/or harassment may included, but are not limited to:

- Meeting with administrator and/or appropriate school personnel
- Mediation
- Removal from classroom, playground, and/or classroom activities
- Individual behavior plans/contracts
- Disciplinary hearing
- Short term suspension
- Long term suspension
- Expulsion

Reporting Bullying Behaviors, including Sexual Harassment, Abuse and Molestation

Any student, employee, volunteer or school community member who believes he or she has been the victim of any form of bullying or sexual harassment by another student, employee, volunteer or school community member should report such incident to the Executive Director. If the Executive Director is the alleged perpetrator of the incident or incidents, then the report should be made to the Governing Board.

PARENT SIGNATURE _____

Section 8.04 Charitable Participation Policy

FJA supports and encourages the community participation of its student body in charitable and relief efforts to help in giving hope and relief to children and families. As such, FJA student body shall be involved in at least one annual community relief effort which may be as central as the local Flagstaff area and/or as broad as an international relief effort. However, because it is useful and rewarding for students to participate in a more “hands on” approach (e.g., working in the food bank, distributing to women’s and children’s shelters, etc.) the priority of relief efforts will be those assisting the immediate local area first.

As the First Amendment of the Constitution of the United States requires that public schools be neutral toward religion. FJA can neither show religion hostility or favoritism. Charitable or relief efforts participated in by the student body may be approved so long as the relief effort does not have the effect of inhibiting or advancing religion, and it may not involve the distribution of

religious material. Further, student participation is optional and should appear so to the reasonable observer.

Section 8.05 Constitutionally Protected Prayer Policy

Pursuant to Public Law 107-110 section 9524 it shall be the policy of Flagstaff Junior Academy Charter School to ensure that no policy, procedure or practice shall prevent, deny, or otherwise discourage the participation of any employee or student in any of the public elementary or secondary schools of the Flagstaff Junior Academy Charter School in constitutionally protected public prayer.

The authorized signatory of the local education agency (LEA) is designated by the Board as the Executive Director of the school. Said signatory shall affirm that no policy, procedure or practice shall prevent, deny, or otherwise discourage participation in constitutionally protected prayer in any elementary or secondary school in the LEA.

Section 8.06 Elementary Classroom Size Policy

The Primary class size limit will be thirty (30) with equitable age limits ages 3-5.

Grade 1-4 will be formed at twenty three (23) for the beginning of the school year. After the 100th day, students withdrawing may not be replaced unless class sizes go under 20, except that consideration may be given to those situations involving siblings and upon the agreement of affected teacher or classroom.

This policy is totally contingent on the state of the school's budget and can be altered with input from the Director and Office Financial Manager.

Section 8.07 Middle School Class Size Policy

Grades 5-8 will be capped at 24 students per section (5th/6th combined and 7th/8th combined) for the beginning of the school year. Spaces will be filled upon availability, or if a student is withdrawn from the middle school, up until the 24 spaces are filled. Classes shall be considered full when sections have reached 24 students, and after the 100th day, resulting in no further openings until fall enrollment.

This policy is totally contingent on the state of the school's budget and can be altered with input from the Director and Office Financial Manager. In such cases, the board will be notified of exceptions within the policy.

Section 8.08 Confidentiality Policy

All Parent, Guardian, and student information is strictly confidential and may only be used by FJA for official school sanctioned events or business. This information shall not be used or disclosed to any other entity for any reason except as required by law.

Section 8.09 Chaperone/Driver Policy

1. Teachers will always provide a very detailed map of the driving directions.
2. A phone sheet will be provided that has all of the chaperone's cell phone numbers on it.
3. For longer trips there will be a **pre-trip chaperone meeting** to go over responsibilities and ensure that all vehicles are **maintained** and **operating properly**.
4. There will be indicated expectations communicated by teachers to the Chaperones/ Drivers depending on the specific field trip:
 - A. Drivers must have fingerprint clearance and proof of insurance on file.
 - B. Forms can be obtained from the office.
 - C. Chaperones/ Drivers will be informed of the students whom they are responsible for.
 - D. Chaperones/ Drivers will always maintain the speed limit or slower and will try not to use cell phones, unless calls have to do with the field trip.
5. **Weapons, drugs and alcohol must be removed** from any car prior to transporting FJA students.
6. **Smoking is not allowed** within cars transporting FJA students other than your own.
7. Chaperones/ Drivers are not to have two or more moving violations in the last **12 months** with no more than 3 MVD points total on their record.
8. If your driver's license status changes, it is **your responsibility** to report this to FJA administration before being a chaperone/driver again.

Teachers/fieldtrip organizers are required to ensure the above 5 requirements are met.

I have read and understand my responsibilities as a chaperone/driver on fieldtrips

Signature: _____

Date: _____

Section 8.10 Procurement Policy

Flagstaff Junior Academy will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon

considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

Flagstaff Junior Academy charter school shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

Flagstaff Junior Academy charter school understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

Section 8.11 Fire/Emergency Evacuation Plan

Administration is responsible for developing a written building evacuation plan and informing staff and residents of that plan. In case of fire, the fire evacuation plan exists to prevent confusion and accidents. The general procedures for evacuation from the building are as follows:

The building shall be evacuated immediately.

Students and staff should not run or scream, or otherwise act in a manner that may create or exacerbate panic or fear.

All students and staff members must evacuate the buildings immediately and in an orderly manner (single file).

A designated student or staff member will hold doors open until the building is completely evacuated.

Students will be accounted for outside the building to assure all are out.

No one will stop to retrieve personal belongings. The building will be evacuated immediately.

Everyone is to report to a designated area with shoes and appropriate clothing (if possible).

Students and staff may not re-enter a building until a member of the fire department instructs them to do so.

Fire drills are to be conducted once a month during the day. The Executive Director, when conducting the fire drill, will ensure that security goes from room to room to ensure that all staff and students have evacuated the building.

The staff shall report any safety issues or problems to the Executive Director, who will ensure that corrective action is taken.

NOTE: Tampering with fire alarm and sprinkler system are federal offenses. Proper authorities will be notified.

Section 8.12 School Board Code of Ethics

This code of ethics and standards of conduct has been developed by Flagstaff Junior Academy to help the school board carry out the important education decision making role, while maintaining effective relationships with school administrator, staff, and members. The code is as follows:

- Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished. Consider the needs of the entire school community and vote for what seems best for students.
- Be informed about educational issues through individual study and by participating in board's development opportunities. Expect an equitable amount of board meeting time to be spent both learning about educational programs and conducting business of the board.
- Attend all regularly scheduled and emergency board meetings, insofar as possible, and review advance materials about the issues to be considered on each agenda. Make a conscientious effort to be well prepared for each meeting.
- Follow formal meeting protocol.
- Maintain confidentiality of information and discussion conducted in executive session. Adhere to the principle that the public's business should be conducted in the public view, and closed meetings to deal with sensitive personnel, student, legal or contractual problems.
- Review essential facts, consider others' ideas, and then present personal opinions during board deliberations. Once the board vote has been taken, support board decisions regardless of how individuals voted.
- Avoid making commitments that may compromise the decision making ability of the board or administrator.
- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Diligently exercise the board's oversight role, questioning where appropriate, but avoiding personal attacks.
- Voice opinions respectfully and maintain good relations with other board members, administrators, staff, and members.
- Be respectful, attentive and concise. Work to create a positive environment in all meetings and contacts where the community will feel comfortable as observers and/or participants.
- Do not assume any individual authority when the board is not in session. A school board member has no legal powers unless participating at a legally held school board meeting, or acting on behalf of the school board after the board formally grants authority to do so.

- Be guided by the principle that an individual member has no authority by him or herself; all precautions must be taken in communications both public and private, to ensure an understanding that an individual board member is expressing only his or her individual opinion. Ensure that when responding to the media, or in communication with others, a clear distinction is made between personal opinion or belief, and a decision made by the school boards.
- Recognize that a board member's responsibility is to see that the school is well run, but not to run them. Individual board members shall not give directives to any school administrator or employee, publicly or privately.
- Carry out the liaison responsibilities assigned by the board to the fullest extent practicable, including maintaining open lines of communication, to fully and fairly represent the issues, and concerns of the board.
- Do not use board membership for political, personal, or financial advancement. Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting vote. Do not receive anything of value by contract or otherwise, from the school, unless received: As a result of a contract accepted after a public bid, in public recognition of service or achievement, as regular salary or expenses allowed by law for official duties performed as a member of the board. Never use any information gained confidentially in the performance of the board duties as a means of making private profit or gaining personal advantage of any kind. Ensure the integrity of the actions of the board by avoiding granting special favors or unfair privileges to anyone and any entity.
- Agree to remove oneself from board deliberation and votes when necessary to avoid the appearance of conflict of interest.
- Put loyalty to the welfare of the children and the school (administration and staff) as a whole, above loyalty to individuals, or special interest groups.
- Recommend and support policies and programs that support and protect the human rights of all members of the school community.
- Review orally and in public session at the annual organizational meeting each of these principles and abide by them as a board member.
- Report through the appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered. (Reference Board Code of Conduct Complaint Procedure)

COMPLAINT PROCEDURE

It is desirable that violations of the Code of Conduct for the Board be resolved in a prompt and fair manner. The first step to resolve problems should be through discussions with the individual, or the individuals involved, either with or without the assistance of a neutral facilitator. If the outcome is unsatisfactory then a formal complaint can be filed with the Executive Committee at which time the following procedure will be followed.

1) The Board shall appoint two Board members (Compliance Officers) to investigate the complaint. Each complaint regarding noncompliance will be taken seriously and investigated. The Compliance Officers will maintain confidentiality, to the extent reasonably possible. Documents generated by the Compliance Officers in connection with an investigation that does not result in a Board hearing shall be marked "confidential", sealed and given to the Secretary of

the corporation for safe-keeping. These records will remain sealed unless allegations of harassment, under section 5 below, are made and documents from previous investigations are relevant to a section 5 issue. In that case, the Secretary will release the relevant sealed documents to the Compliance Officers investigating the section 5 matter.

- 2) If, after the initial investigation, the Compliance Officers have reason to believe that a violation of the Code of Conduct has occurred, the Compliance Officers shall determine whether or not to hold an administrative hearing or to recommend bringing the matter before the entire Board.
- 3) In cases of serious misconduct, suspension, censure, or removal proceedings may be initiated in accordance with the Bylaws.
- 4) If the investigation reveals no reasonable cause to believe policy has been violated, the Compliance Officers shall so inform the board.
- 5) If someone knowingly files or threatens to file a false complaint, as outlined in this regulation, or appears to file complaints over minor infractions that are deemed by the Compliance Officers to be a form of harassment, that complaint will be dismissed.
- 6) Each party involved in a complaint procedure shall have the right to have witnesses and others persons of their choosing present in all meetings in compliance with the Open Meeting law.
- 7) Retaliation in any form for the filing of a complaint is prohibited. The filing of a complaint shall in no way affect the status of the person who makes the report.

Section 8.13 Film/Video Policy

Any film / video that a teacher desires to show needs to be communicated to and approved by the Director through Weekly Lesson Plans. There also needs to be verbal confirmation from the Director. Any film higher than a “G” needs to have a parent permission slip.

The Middle School has the option of having a standing permission form verifying that any film or commercial video recommended by the staff and approved by the Director is automatically accepted. If a parent chooses not to sign the standing permission form, permission must be granted for each individual film.

Section 8.14 Classroom Observation/Visitation/Volunteer Policies

Prospective Parent/Guardians

- i) Parents/Guardians considering enrollment at FJA for their child(ren) may schedule an observation time with the office.

- ii) The pre-authorized classroom observation/visit will be limited to 30 minutes for the elementary and middle school classes and up to one hour for the Children's House.

Enrolled Parents/Guardians

- iii) Classroom observations time will be requested and authorized in advance by the classroom teacher of FJA Director.

Volunteers

- iv) Participation of volunteers in classroom and field trip activities shall be pre-authorized by the classroom teacher(s).
- v) Volunteers shall be utilized at the discretion of the classroom teacher(s).
- vi) Supervision of classroom volunteers and volunteer activities will be by the classroom teacher. Other volunteers shall be supervised by the director or her designee.

Section 8.15 Comparability Procedure Timeline

The charter will follow all of the following procedures.

LATE WINTER

School administration will check to see if the Comparability Procedures need to be revised and/or amended and alert the Governing Authority.

SPRING

School administration will adopt revisions to the Comparability Procedures if necessary.

SUMMER

Make grant applications, completion reports, and plans for new school year.

FALL

Collect 40th day enrollment data and expenditure data. Enter into school profile.

Determine exemption. File biennial Assurance of Comparability when due.

Maintain all required documentation with the Custodian of Records.

ARTICLE XI. USE OF COMPUTERS, THE INTERNET, ELECTRONIC MAIL AND DEVICES

Section 9.01 Agreement and Permission Form

The Flagstaff Junior Academy (hereinafter “School”) is pleased to offer students and staff (hereinafter jointly referred to as “Users”) access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all Users must sign this Agreement and students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

Section 9.02 What is Possible?

Access to e-mail and the Internet will enable staff and students to explore thousand of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purposes of the School are to use Internet resources for constructive educational goals, Users may find ways to access other materials. The School believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the School supports and respects each family’s right to decide whether or not to apply for access.

Section 9.03 What is Expected?

Users are responsible for appropriate behavior on the School’s computer network just as they are in their work, classroom or on a school playground. Communications on the network are often public in nature. General School rules for behavior and communications apply. It is expected that Users will comply with School standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked and further disciplinary action may be taken if abused. The User is personally responsible for his/her actions in accessing and utilizing the School’s computer resources. The Users are advised never to access, keep or send anything that they would not want their supervisors, parents or teachers to see.

Section 9.04 General Conditions for Use

Privacy – Network storage areas may be treated like School lockers. Network Administrators may review communications to maintain system integrity and ensure that Users are using the system responsibly and within the School’s policies and guidelines.

Storage capacity – Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

Replacement – Any devices provided by the school, if lost or damaged, must be replaced or the cost reimbursed.

Illegal copying – Users should never download or install any commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people’s work or intrude into other people’s files.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not consistent with the rules of School behavior. A good rule to follow is never view, send or access materials which you would not want your supervisors, teachers and parents to see. Should Users encounter such material by accident, they should report it to the Network Administrator or their teacher immediately. Rules for usage

These are rules and guidelines to follow to prevent the loss of network privileges and/or disciplinary action.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware or freeware.
4. Do not violate copyright laws. Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for a User’s use only.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another’s folders, work or files.
9. Adhere to the rules of Internet etiquette set forth in the School’s Internet policy.
10. Read and adhere to the School’s Internet policy attached hereto.
11. Do not reveal your home address or personal telephone number or the addresses and telephone numbers of students, staff or colleagues.
12. Do notify an adult immediately if, by accident, you encounter materials which violate the Rules of Appropriate Use.
13. BE PREPARED to be held accountable for your actions and for the loss of privileges and disciplinary action if the Rules of Appropriate Use are violated.

Section 9.05 User Acceptable Use Agreement

USER:

Name

I understand that my computer use is not private and that the School will monitor my activity on the computer system.

I have read the School's electronic communications system policy and administrative regulations and net etiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and/or disciplinary action against me.

User's signature _____

Date _____

Network Administrator's signature _____

Date _____

PARENT/GUARDIAN ACCEPTABLE USE AGREEMENT, RELEASE AND WAIVER

PARENT OR GUARDIAN:

____ **I do not give permission** for my child to participate in the School's electronic communications system.

I have read the School's electronic communications system policy, administrative regulations and net etiquette information. In consideration for the privilege of my child using the School's electronic communications system and in consideration for my child having access to the public networks, I hereby release the School, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system including, without limitation, the types of damage identified in the School's policy and administrative regulations.

____ **I give permission** for my child to participate in the School's electronic communications system and certify that the information contained on this form is correct.

Signature of parent or guardian _____

Home address

Date _____

Home phone number _____

Section 9.06 Electronic Information System/Internet Acceptable Use Policy

The Flagstaff Junior Academy (hereinafter “School”) provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the School by facilitating resource sharing, innovation, and communication with the support and supervision of students, parents, teachers and support staff. The use of these technology resources is a privilege, not a right. Computers and related equipment may only be used for education purposes and school use only. No private use of the computer or related equipment is allowed.

These technology resources include use of an international computer network variously identified as the Electronic Information System, the Internet, the World Wide Web, or the Information Superhighway. This resource provides access to other educational institutions, libraries, agencies, organizations and individual persons. This access can greatly enhance the educational mission of the School and its students’ educational experience. This access also has the potential to provide material that may not be considered of educational value or which may be considered harmful or offensive. The School will make every effort to protect students and staff from any misuses or abuses of this service; however, personal responsibility is essential in the use of this system, and all users must be watchful to avoid inappropriate and illegal interaction with the information service. All Users and, where applicable, all parents of Users must familiarize themselves with the School’s policies and rules regarding the usage of this resource and agree to adhere to said policies and rules prior to being granted the privilege of using this resource. Violations of the School’s policies and rules concerning this resource may result in revocation of the user’s privilege and may subject the user to disciplinary action.

Internet access will be provided to the students and staff in accordance with the terms of this policy. **Internet access from School computers is reserved solely for educational purposes and school use only.** Use by outside groups is prohibited. The School reserves the right to monitor all Internet activity including transmission and receipt of e-mail.

Section 9.07 Acceptable Use

The following are rules for the use of the School’s electronic information system. **Use consistent with these rules is acceptable.** Use which violates these or other School rules or policies is **unacceptable use which may result in loss of User privileges and/or disciplinary action:**

- Assigned computer/Internet accounts must only be used for educational research and personal growth.
- Users are responsible for the proper use of their account and shall use only their own personal account number to access the electronic information service. Users shall not allow any other person to use their account, nor give their account number to any other person, on or off line.

- Users shall not use the system to promote the use of drugs, alcohol or tobacco, nor deliberately promote unethical practices or practices which violate any law or School policy.
- Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for users' use only.
- Users shall not read the other users' mail or files; they shall not attempt to interfere with other Users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other Users' mail or files.
- Messages should be kept as brief as possible.
- Use of any other organization's networks or computing resources must also comply with the rules of that network.
- Transmission of any material in violation of any federal or state laws is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for commercial activities is generally not permitted.
- Use for product advertisement or political lobbying is prohibited.
- Messages of a private or personal nature involving students, staff or other individuals are not permitted.
- Inappropriate use of electronic resources can also be a violation of local, state and federal laws, and a User can be prosecuted for violating those laws.
- Users granted access to the Internet through the School information system assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by School policy.
- No User shall access, transmit or re-transmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like.
- No User shall access, transmit or re-transmit any information containing pornographic or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate prurient or erotic feelings by the description or portrayal of sexual activity or the nude human form).

- No User shall access, transmit or re-transmit material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another.
- No User shall use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the User's possession without the appropriate registration of the software including the payment of any fees owing to the owner of the software).
- No User shall use encryption software from any access point within the School.
- No User shall transmit credit card information or other personal information from an access point within the School.
- No person shall transmit e-mail through an anonymous mailer.
- No User shall access the Internet from the School access point using a non-School Internet account.
- No User shall commit or attempt to commit any wrongful act involving the use of the network which disrupts the operation of the network within the School or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- No User shall use the electronic communication system for harassment. Harassment is defined as the persistent annoyance or disruption of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

Section 9.08 Use is a Privilege

The use of the School's electronic information system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and further disciplinary action. The cancellation of this privilege may be appealed to the Executive Director.

Section 9.09 Mandatory Internet Filters

As required by federal and state laws, (47 U.S.C.A. §230 et seq.; A.R.S. §§34-501, 502) the School, through the Network Administrator and Executive Director, will equip the electronic information system available to users with software that seeks to prevent minors from gaining access to materials that is "harmful to minors" or purchase Internet connectivity from an Internet service provider that provides filter services to limit access to material that is "harmful to minors."

The Network Administrator shall research available software and Internet services to determine the software and/or service that will best serve the School's and Users' needs, taking into consideration effectiveness in filtering such material and cost to the School. The Network Administrator shall summarize his/her research of the alternatives and make recommendations of which software and/or services should be purchased. The summary and recommendations should be submitted annually in writing to the Executive Director prior to July 1. The Executive Director shall submit said report to the Governing Board for its decision regarding purchase of said software or services prior to each new school year. The standards and rules set forth in the School's Electronic Information System policy shall be considered in selecting this software and/or service.

The term "harmful to minors" is defined as "That quality of description or representation, in whatever form, of nudity, sexual activity, sexual conduct, sexual excitement or sadomasochistic abuse when both: (a) to the average adult applying contemporary standards with respect to what is suitable to minors it both (i) appeals to the prurient interest when taken as a whole and (ii) portrays the description in a patently offensive way, and (b) taken as a whole, does not have serious literary, artistic, political or scientific value for minors." (47 U.S.C.A. § 231; A.R.S. §§ 13-3501).

The above described filters and filtering services cannot guarantee that a User will not encounter material that may be deemed offensive or harmful. A User, and where appropriate a User's parent/guardian, must be aware of this continuing possibility of encountering offensive or harmful material through the School's electronic information system. The continuing possibility of encountering offensive or harmful material via the electronic information system should be considered when applying for the privilege of using the electronic information system, when authorizing such use for one's child or ward, and when using the electronic information system.

Section 9.10 No Warranties

The School makes no warranties of any kind, express or implied, relative to the service it is providing through its electronic information system. The School will not be responsible for any damage a user suffers. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, errors in deliveries, or service interruptions whether caused by the School's negligence or by the user's errors or omissions. Use of any information obtained via the electronic information system is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through the electronic information system. All users must consider the source of any information they obtain and consider the validity of that information. Not all information obtained via the electronic information system is accurate or reliable, particularly where the advice of medical or legal or accounting or other professionals would be appropriate. Users are advised not to rely on advice found on the electronic information system. The School is not responsible for such advice.

Opinions, advice, services, and all other information expressed on the electronic information system are those of the on-line authors and not of the School.

The School does not guarantee or imply that access to the electronic information system will always be available when users want access or that the software provided by the School will always work as intended. The School is not responsible for failures in the operation or technical functioning of the electronic information system, computers or software used to access the system.

Section 9.11 Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. Failure to do so may result in loss of your electronic information system privilege and/or disciplinary action. The rules of network etiquette and privacy include, but are not limited to, the following:

BE POLITE. Never send, or encourage others to send, abusive messages.

USE APPROPRIATE LANGUAGE. Remember that you are a representative of our School on a non-private system. You may be alone with your computer, but what you say and do can be viewed worldwide. NEVER SWEAR, USE VULGARITIES OR ANY OTHER INAPPROPRIATE LANGUAGE. Illegal activities of any kind are strictly prohibited.

PRIVACY. Do not reveal your home address or personal telephone number or the addresses or telephone numbers of students or colleagues.

ELECTRONIC MAIL. Electronic mail (e-mail) is not private. Messages relating to or in support of illegal activities must be reported to the network administrator and local legal authorities.

DISRUPTIONS. Do not use the network in any way that would disrupt the use of the network by others.

OTHER CONSIDERATIONS.

1. Check for spelling errors and make sure your message is easy to understand and read.
2. Use accurate and descriptive titles for your articles. Tell people what an article is about before they read it.
3. Send your messages to only the most appropriate audience, not to “everyone.”
4. Remember that humor and satire is very often misinterpreted and may not be funny to some people.
5. If you post to multiple groups, specify all groups in a single message.
6. Cite references for any facts you present.
7. Forgive the spelling and grammar errors of others.

8. Remember that all network users are human beings. Do not attack.
9. Post only to groups you know.

Section 9.12 Web publishing policies

A. General statement of policy. It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the Web for students whose parents have returned the form asking that such information not be released.

B. Rules for Web publishing.

1. Only a student's first name shall be used in any student published work.
2. Pictures that are a part of student publishing shall not include identifying information.
3. Under no circumstances may a student's home address or phone number be included in any publication.
4. If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
5. No student's name or picture will be published unless a parent/guardian has signed a release allowing publication. A separate release must be obtained for each publication.

C. Closed forum. A school's Web site is a closed forum.

1. Any Web site created by the School shall be a closed forum for School use only to transmit information to the public. All Web pages created by staff, students and student organizations on the School's computer system will be subject to treatment as School sponsored publications. Accordingly, the School reserves the right to exercise editorial control over such publications. In addition to editorial control, staff and student work published on the Web must meet standards of spelling, grammar, adequate research and other qualitative measures.

D. Links to third party sites.

1. Any links to the School's Web site must be approved in writing by the network administrator and Superintendent.

Links to areas allow you to leave the School site. The link to sites are not under the control of the School, and the School is not responsible for the contents of any link sites or any link contained in a link site, or any changes or updates to said sites. The School is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the site by the School.

PERMISSION AND RELEASE TO PUBLISH

STUDENT'S FIRST NAME AND/OR PICTURE ON THE INTERNET

As the parent or guardian of _____, I understand the benefits and risks of publishing works on the Internet. In consideration of the benefits of allowing my student to publish his/her work, first name and/or picture on the School's Web page, I hereby give permission for the student's a.) first name and first name only to be published on the Web or b.) first name and photograph with no identifying information to be published on the Web.

a. _____

yes no initials

b. _____

yes no initials

Further, I accept full responsibility for the publication of the student's name and/or picture as set forth in the publication attached hereto and agree to release and hold the School harmless from any and all damages or injury to me or to the student arising from said publication.

Parent or Guardian (printed)

Date _____

Parent or Guardian (signature)