Student Handbook
2026-2027 School Year

Welcome to the 2026-27 school year at Fort Thomas High School. My name is Jayson Stanley, and I am the current Principal. I've worked for this district for almost twenty years and started out as a teacher in 2008. I graduated from this high school back in 1997, so I am fully committed to supporting students and their families as they continue their education at Fort Thomas. Our goal here is to keep students focused on their academic goals and prepare them for future endeavors. We will continue to challenge students in the classroom and have high expectations for them as they earn their high school diploma. Our curriculum, classroom instruction and student schedules are designed with these goals in mind. Our teachers are committed and ready to support all students for the new school year.

We will continue to keep our campus safe and follow extra precautions to protect our student body and staff members. We have revised and updated our rules to ensure students will be held accountable and be committed to their academic success. Please use this handbook as a reference and guide. This handbook contains important policies for parents to follow if needed. We are pleased you have selected our school for your child. Do not hesitate to contact the main office if you have any concerns. Best wishes for a great school year. Go Apaches!

A copy of the student handbook can be located on our school webpage (www.ftusd.org) for future reference. It is best if you read and understand all the information provided within. Please ask a staff member if there are concerns about any of our policies. Thank you,

Print Name	Parent/ Guardian Signature	Date
Print Name	Student Signature	Date

FORT THOMAS HIGH SCHOOL
STUDENT HANDBOOK
2026-2027

Ft. Thomas High School
P.O. Box 28
15502 West Highway 70
Ft. Thomas, AZ 85536
928-485-2427 1-888-485-2427
Fax: 928-485-2834
www.ftusd.org

Ft. Thomas Governing Board

Chris Duncan	President
Cindy Pearson	Clerk
Alicia Cadmus	Member
Robert Olivar Jr	Member
Elliott Talgo Sr	Member

Administration

Shane Hawkins	Superintendent
Jayson Stanley	Principal
Derrick Bryce	Director of Business
Colton Cook	Counselor
Eliza Wilson	Registrar
Donna Bowman	Secretary
Sam Diaz	HS Athletic Director

Ft. Thomas High School Student Body Officers

President	Aubrey Duane
Vice President	Jaymian Powell
Secretary	Terrell Harvey

FORT THOMAS HIGH SCHOOL DISTRICT NO. 7
MISSION STATEMENT

“Empower Students, Ensure the Future.”

The mission of the district is to provide comprehensive, success-oriented learning activities for young people in our schools.

These opportunities must be designed to develop the person’s potential in the areas of academic ability and vocational awareness, cultural appreciation, physical well-being, social development, and community contribution.

STUDENTS

We believe:

- Every student will be educated academically and socially so as to be a productive citizen.
- All students will have equal educational opportunities to achieve their individual potential.
- We have something to offer every student.
- Each student is unique.
- Successful education depends on parental commitment to education.

TEACHERS

We believe:

- Teachers are the foundation of a strong educational system.
- Teachers will maintain high expectations for themselves and their students.
- Teachers should serve as positive role models for students.
- Teachers will actively seek parental support and involvement.

FORT THOMAS HIGH SCHOOL
CALENDAR 2026-27

August 5	First Day of School
September 7	Labor Day
October 8	End First Quarter
October 12	No School
November 11	Veterans Day
November 25	Early Release at 12:00
November 26	Thanksgiving Break
December 3	Audit Status Letters Due
December 17	End Fall Semester
January 4	Beginning of Spring Semester
January 18	Martin Luther King Jr. Day
February 15	Presidents' Day
March 11	End Third Quarter
March 15-18	Spring Break
March 29	No School
May 6	Audit Status Letters Due
May 20	HS Commencement

Bell Schedule

1st Hour	7:45 – 8:40
2nd Hour	8:45 – 9:40
3rd Hour	9:45 – 10:40
4th Hour	10:45 – 11:40
HS Lunch	11:40 – 12:05
5th Hour	12:05 – 1:05
6th Hour	1:10 – 2:05
7th Hour	2:10 – 3:05
Academic Enhancement	3:10 – 4:00

FORT THOMAS HIGH SCHOOL
SCHOOL WIDE EXPECTATIONS

Be on Time
Be at school and in class on time ***EVERY DAY***. The teacher will dismiss you at the end of class.

Be Prepared
Bring your classroom materials with you and be ready to learn.

Be Engaged
Participate in your lessons and ask questions when needed. Focus on learning. The use of personal technology devices (cell phones, earbuds, etc.) is up to teacher discretion.

Be Respectful
Show respect for yourself, your classmates, and your teachers. Do not interrupt other students' learning. Inappropriate language is not permitted at any time on campus.

Be Proud
Take pride in your appearance and your school. Follow the dress code – no beanies, hats or hoods in the classroom. Don't bring food or drink to class. Help keep campus clean.

Fort Thomas Unified School District #7

District Calendar 2026-2027

July 4 - Independence Day
July 29-30 New Teacher Training
July 31 Pre-Service

July 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2027

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1 New Years
Jan. 4 Beginning of Spring Semester
Jan. 18 MLK Jr. Day

Aug. 3-4 Pre-Service
Aug. 5 First Day of Classes

August 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2027

S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb. 15 President's Day

Sept. 7 Labor Day

September 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar. 11 End of 3rd Quarter
Mar. 15-18 Spring Break
Mar. 29 No School

Oct. 8 End of 1st Quarter
Oct. 12 No School

October 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov. 11 Veterans Day
Nov. 25 Early Release
Nov. 26 Thanksgiving

November 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2027

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 20 End of Spring Semester
May 31 Memorial Day

Dec. 17 End of Fall Semester
Dec. 25 Christmas

December 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2027

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 18 Holiday

Teacher In-Service
Holidays
School Days
New Teacher Training

Board Approved 3/3/2026

147 Instructional Days
159 Teacher Days

PURSUING VICTORY WITH HONOR
STUDENT PARTICIPANTS CODE OF HONOR

The Fort Thomas High School Athletic Department believes that sportsmanship is a core value and its promotion and practice are essential. Student participants have a duty to assure that their teams promote the development of good character. This code of conduct applies to all student participants involved in interscholastic athletics and activities.

1. Student participants will support the value of academics and the educational process. (Do all of your assignments on time. Keep your grades above the standard set by School Board Policy, currently 65%. Let your teammates know that they can depend on you every week.)
2. Student participants will advocate, model, and promote the development of good character to include:
    a) Trustworthiness – Be worthy of trust in all you do.
    b) Respect – Treat all people with respect at all times. Demonstrate an appropriate demeanor that reflects self-control and an unwavering commitment to fair play.
    c) Responsibility – Remember, participation in sports is a privilege, not a right, and that you are expected to represent your school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.
    d) Fairness – Live up to high standards of fair play. Be open-minded, always be willing to listen and learn.
    e) Caring – Help promote the well-being of teammates through positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.
    f) Citizenship – play by the rules. Honor, observe and enforce the spirit and letter or rules.
3. Student participants will respect peers, coaches, officials, opponents and others associated with the event.
4. Student participants will promote fair play and uphold the spirit of the rules in the activity.

5. Student participants will model appropriate behavior at all times.
6. Student participants will engage in a healthy lifestyle. (No drugs, alcohol, or tobacco.)

School Policies & Procedures

School Activities

All policies and procedures are in effect while students attend school-sponsored activities whether on campus or at any other location. This policy includes students who are participants, spectators, and others.

Student Pick Up

On game days, students are not allowed to stay after school without a parent/legal guardian physically on campus. Phone calls will not be accepted.

Concessions

Students need to follow the dress code while participating in concessions. If students are ineligible for any class, you will not be permitted to participate in concessions during school hours. Appropriate behavior is expected while participating. Inappropriate behavior or lack of participation, may result in a loss of points.

Student Clubs & Extra-Curricular Activities

There are a variety of extra-curricular activities and clubs on campus. Some clubs/activities require students to pay dues to join. Contact the sponsor of the club for more information.

Senior Trip

HS Students can earn points towards their senior trip by participating in concessions. Students must earn points and participate each year in order to qualify for their senior trip. Points may be deducted for failing to keep commitments. Students must have earned at least half of the points of the highest point earner in the class and be academically eligible to participate in the Senior Trip. Please see class sponsors for a complete set of rules.

Attendance (JH, JHB)

Regular attendance at school has been directly linked to academic success and creates positive attitudes toward responsibility that will carry over into adult life. Regular attendance by children of school age is also required by state law.

In the event of a necessary absence, parents are expected to notify the school **on or before** the day of the absence. When a student returns to school after an absence, he/she should report to the office to give a written note to the secretary. Any absence not verified by parental or administrative authorization will be classified as unexcused. If a student is taken from school for reasons other than the ones indicated, he/she would be unexcused, unless given administrative approval. Students will not be permitted to leave the school without permission from parent or guardian.
Any student that is not in class and has not been signed out in the office is considered ditching.

Student Tardies

Students will be considered tardy if they are not in their scheduled classroom when the tardy bell rings. The only excused tardies will be those where a student is detained in another class and brings a note from the teacher or administrator with an explanation concerning the tardy. Teachers have the final say in excusing tardies from other teachers. Any unexcused tardy for more than 10 minutes will be counted as an unexcused absence.

Each student will be allowed **three** unexcused tardies per class, per nine-week period. On the **fourth** unexcused tardy, the student will be assigned one day in-school-suspension. Students will be suspended if they receive **nine** tardies in a class or **six** tardies in 2 or more classes.

Audit Status (DP JE-RB)

Students who have missed ten (10) or more days during a semester will be placed on audit status in that class (or those classes if such is the case) for the remainder of that semester. ***Audit status*** means NO credit is earned for that class.

A review committee made up of one student, two faculty members, and an administrator is set up to review student "Audit Status" appeals.

Any student wishing to appeal "Audit Status" must do so in writing by the first Thursday in December for the first semester and the first Thursday in May for the second semester. To appeal, the student must present a written statement to the principal's office explaining the excessive absences and why he/she feels credit should be given.

A student placed on "Audit Status" will lose credit if the review committee determines that 10 or more absences were unexcused and taken without notification and/or prior approval.

Tardies will be considered for Audit Status. Every 4th tardy per class period will add 1 additional absence for Audit Status consideration.

Dress Code (DP JICA-R)

Fort Thomas Unified Schools would like all students in grades K-12 to be well dressed, clean and neat in their personal appearance. The following dress code will be in effect during this school year:

- No caps, hats, beanies or hoods allowed indoors.
- No bare feet. Shoes must be worn.
- No cutoffs. Shorts and skirts must be within 4" of the knee.
- No strapless tops, spaghetti straps, halter tops, or midriffs.
- No obscene or suggestive slogans on clothing.
- No jewelry that presents a safety hazard to self or others.
- No clothing promoting drugs or illegal substances.
- No gang-related personalization is permitted on hats, clothing or one's person.

The principal shall have final say if a student dresses inappropriately. Students who violate the dress code may be subject to confiscation of the item, warned on the first offense ***and asked to change into something more appropriate.*** Repeated violations may result in suspension.

Public Display of Affection

Students are not allowed to participate in public displays of affection at any time on campus. (ex. Holding hands, hugging, kissing, etc) Respect each others space.

School Property

FTHS provides both curricular & extra-curricular supplies and equipment (Chromebooks, books, uniforms, helmets, etc) for student use. Students are responsible for all lost, stolen or damaged school property. All property and equipment must be returned in good, working condition to FTHS at the completion of the athletic season/end of enrollment. Materials cannot be sold or transferred and are to be used solely by the student.

Damages / missing keys on chrome books will result in fees the student will be responsible to pay.

FTUSD is not responsible for any electronic or personal devices/property that a student brings to school.

Assignments

As an educational workplace, Fort Thomas High School considers assignments to be an important learning experience. Assignments should be completed on time. Failure to do so may result in a reduced grade.

Grading Periods

1st Quarter August 6 – October 9
2nd Quarter October 14 – December 18
3rd Quarter January 5 – March 12
4th Quarter March 23 – May 21

Grading Policy

Grades are earned by students. Grades will be based upon the following percentages:

A	90-100%	D	60-69%
B	80-89%	F	0-59% (no credit earned)
C	70-79%	NC	No Credit earned

Extra-Curricular Eligibility (DP JJJ)

Students who, upon having their work checked on a cumulative basis at the end of each one (1) week period, show that they are not working to capacity and have one (1) or more failing grades (below 65%) will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.

Grade checks will be on the Monday after the Ineligibility List is posted. If students are not off the Ineligibility List by Monday at 4:30pm, they will be ineligible to participate for the rest of the week.

Report Cards

Report cards will be issued every nine (9) weeks, and at the close of each Semester.

Apache Honor Roll

Students who earn an 80-89% across all classes at the end of each semester will be placed on the Apache Honor Roll. Students who earn a 90% or higher across all classes at the end of each semester will be placed on the Apache High Honor Roll. Students who earn a cumulative average of 80-89% over the course of the school year will be placed on the Apache Yearly Honor Roll. Students who earn a cumulative average of 90% or higher over the course of the school year will be placed on the Apache Yearly High Honor Roll.

Completion of Tenth Grade (IKE-RD)

Students must earn at least eight credits to complete 10th Grade.

FORT THOMAS HIGH SCHOOL GRADUATION REQUIREMENTS

English	4 Cr	Social Studies	3 Cr
Math	4 Cr	CTE / Fine Art	1 Cr
Science	3 Cr	Electives	7 Cr

All students are required to pass Algebra I, Geometry, and Algebra II for 3 of the 4 math credits. They are also required to pass 1 credit of American History, 1 credit of World History/Geography, ½ credit of Government, and ½ credit of Economics. Students must also pass the state required civics test.

High School students receive a ½ credit per semester for a subject if the student receives a D or better in the class.

Special Education

Students enrolled in a special education program must meet the course of study and graduation requirements of pupils enrolled in special education under the guidance of R7-2-401. Students placed in special education classes in grades K-12 are eligible to receive the standard certificate of promotion from the eighth grade or the standard high school diploma without meeting state competency requirements, but reference to special education placement shall be noted on the student's transcript or permanent file.

Visitor/Guest Policy

Visitors are allowed under certain conditions. All visitor's must sign in at the office and obtain a pass from a school administrator who may require identification. ***No visitor may attend on scheduled test days. No student from other local high schools will be permitted to visit FTHS unless prior agreements have been made with the principal of both schools.*** Students may not bring younger children to school during regular school hours under any circumstances without prior approval of the administration.

Messages/Delivered Items

All items delivered must be left in the office and will be delivered between classes. Students will not be called out of class during instructional time. Telephone messages will not be delivered to the students unless there is an emergency and the caller is willing to state the emergency to an administrator. The phones in the office, classrooms, and teacher workrooms are not for student's use.

Library
The Ft. Thomas High School Library has books, magazines, pamphlets, and other audiovisual materials. Regular books may be checked out. Reference books and certain books on reserve cannot be taken from the library. Computers are available for student use. Students wishing to use the library must have a pass from their teacher.

Health Care
The school nurse will provide health care as needed. In case of an illness or accident sustained while at school, the nurse will contact the parent or guardian before the student is released from school.

Counseling and Guidance
Your counselor will be your guide. You should feel perfectly free to talk with your counselor about any problem that may arise.

Duty to Report
If you communicate self-harm, staff members have a duty to report to the proper authorities.

Bus
Students are expected to follow all bus safety rules. Be at your designated bus stops on time. Students are not allowed to get off the bus at any stops other than their assigned stop.

Student Drivers (DP JLIE)
Student drivers should follow all traffic rules. All vehicles must be parked within the markings in the parking lot. Before a student drives a vehicle to school they must submit to the office a copy of their driver's license, proof of insurance, and a signed copy of the District's Student Automobile Use and Parking statement (JLIE-E).

Prohibited Items

The following items are prohibited at Ft. Thomas High School. They will be confiscated on site. Ft. Thomas High School will not be responsible for items that are confiscated, and these items will not be returned until a student graduates, or after June 1st.

- **Electronic Devices** – Any item that is being misused or is a distraction may be confiscated. (e.g., gaming devices, ear phones, blue tooth speakers, cell phones, etc)
- **Bandanas** - No bandanas of any color, size or shape may be worn, carried, or displayed.
- **Skateboards, Roller Skates/Shoes, Wheelies and Scooters**

These items are strictly ***prohibited*** on the premises of Ft. Thomas High School at all times. These items will be confiscated and will not be given back until June 1st.

Consequences for violating the no cell phone policy will include:

- 1st Violation: Warning and parent contact
- 2nd Violation: The cell phone will be confiscated and returned at the end of the school day.
- 3rd Violation: The cell phone will be confiscated and remain in the school office until a parent or guardian picks up a the end of the school day.
- Repeated violations may result in further disciplinary action.

Alcohol, Tobacco, Drugs (DP JICG & JICH)

The use, possession, or distribution/sale of alcohol, tobacco, or drugs, in any form (including vaping) is forbidden on school property, or at school-sponsored activities off school property. This policy applies to all students, school employees, visitors who are on school property, who are in attendance at school, or participating in any school-sponsored activity, whose conduct at any time or any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees. Prescription Drugs must be left in the office, in the original container for disbursement. **(REFER TO DISCIPLINE GUIDE)**

Weapon Policy (DP JICI)

No student knowingly shall possess, handle or transmit any object that reasonably can be considered a weapon or dangerous instrument in any school building, or any school premises, or any school related activity, event or function. Any student in violation of this rule will have the article in question immediately confiscated and will be suspended from school until a conference with the student, parents, and administration can be held.

Police Involvement

To ensure the safety and well-being of students and staff, the school has provided security services through the Graham County Sheriff's Office. The School Resource Officer (SRO) will be on campus daily to assist the administration as needed. The SRO has full authority to make arrests and conduct searches where reasonable suspicion exists. Students are expected to respond to the SRO as they would other staff members.

School officials are not required to initiate or complete due process procedure prior to notifying police authorities. ***If police authorities are notified, parents will be contacted by telephone or certified letter.*** Any action taken by police authorities will be in addition to action taken by the school.

STUDENT DISCIPLINE

A student may be subject to disciplinary action, including suspension when the student:

- Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
    - Fighting or engaging in violent behavior.
    - Making unreasonable noise.
    - Using abusive or obscene language or gestures.
    - Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
    - Inappropriate filming (fights, bullying, unwanted posting of others)

- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
    - Selling, using, or possessing alcohol, drugs or other controlled substances or drug paraphernalia.
    - Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
    - Selling, using, or possessing obscene materials.
    - Using profane, vulgar, or abusive language (including ethnic slurs).
    - Gambling.
    - Hazing.
    - Engaging in lewd behaviors.
- Engages in any of the following forms of academic misconduct:
    - Lateness for, missing, or leaving school or class without permission or excuse.
    - Cheating (including but not limited to copying, using unauthorized help sheet and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
    - Plagiarism.
- Engages in conduct in violation of the board's rules and regulations for the maintenance of public order on school property.
- Has a record of excessive absenteeism.
- Is believed to have or actually has committed a crime.

HAZING (JICFA-EB)

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

Definitions

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

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

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

Directions

It is no defense to a violation of this policy if the victim consented to hazing.

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

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

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

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next

higher administrative supervisor of a hazing allegation of their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statues known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

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

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

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

- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

STUDENT VIOLENCE /HARASSMENT /INTIMIDATION /BULLYING (JICK-EB)

The Governing Board of the Fort Thomas Unified School District believes it is the right of every student to be educated in a positive, safe, caring and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.
Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and or harassment that:

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- Is sufficiently severe, persistent or pervasive that the action, behavior or threat creates an intimidating, threatening or abusive environment in the form of physical or emotional harm,
- Occurs when there is a real or perceived imbalance of power or strength or
- May constitute a violation of the law.

Bullying of a student or group of students can be manifested through written, verbal, physical or emotional means and may occur in a variety of forms including, but not limited to:

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling or rumor

spreading either directly through another person or group or through cyberbullying.
- Exposure to social exclusion or ostracism.
- Physical contact including but not limited to pushing, hitting, kicking, shoving or spitting and
- Damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephones, social networking and other internet communications on school computers, networks, forums and mailing list, or other District-owned property and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to: stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related to, but not limited to: race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.
Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses at school bus stops, at school sponsored events and activities and through the use of electronic communication equipment on school computers, networks, forums or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental or emotional negative effect on the victim, while on school grounds, school property, school buses, at bus stops, or

at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

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

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

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

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.
Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY

Refusal to comply with or follow reasonable requests and instructions of school personnel.

DISORDERLY CONDUCT INCLUDING PROFANITY AND OBSCENE BEHAVIOR

Conduct and/or behavior which is disruptive to the orderly educational procedure of the school or any school sponsored activity.

VERBAL ABUSE

Statements which intimidate or injure another person.

FORGERY*
Writing and using the signature of another person.

GAMBLING*
Participating in games of chance for the purpose of exchanging money.

THEFT*
Taking property that does not belong to you.

SMOKING*
The use, sale, or possession of tobacco of any kind on school property or during any school sponsored activity.

DESTRUCTION OR DEFACEMENT OF PROPERTY*
Destroying or mutilating objects or materials belonging to the school, school personnel, or other persons.

FIGHTING
Engaging in or threatening physical contact for purpose of inflicting harm.

ALCOHOL*
The use, possession, or sale of alcoholic substances on school property or during any school sponsored activity.

PHYSICAL ASSAULT*
Physical attack of one or more persons upon another person or persons who does not wish to engage in a conflict and who has not provoked the attack.

ARSON*
Intentional burning of property.

DRUGS*
The use (including inhalation), possession or sale of drugs, narcotics or other noxious substances on school property or any school sponsored activity.

WEAPONS*
The possession of a dangerous weapon or the use of an object to inflict bodily injury to another person while on school property or during any school sponsored activity.

EXTORTION*
The taking of money, or something of value from another person in return for protection, or in connection with a threat to inflict harm.

EXPLOSIVE DEVICES*
The use, possession, or sale of explosive devices on school property or during any school sponsored activity.

*These problem areas also violate state law as well as school rules; school officials may notify or contact the appropriate police authorities. If this occurs, school officials will contact parents either by telephone or certified letter. Any action the police authorities might take will be in addition to the action taken by the school.

DISCIPLINARY ACTIONS

INFORMAL TALK
A school official (teacher, counselor, or administrator) will talk to the student and try to reach an agreement regarding how the student should behave. Recorded in student record file.

CONFERENCE
A formal conference held between the student and the principal. During this conference, the student must agree to correct his/her behavior. Consequences are explained. Record in student record file.

DETENTION
Students may be detained both during and after the regular school day under the supervision of certified personnel.

PARENT INVOLVEMENT
Parents/guardians are notified by telephone, personal contact, letter, or certified letter. A conference may be conducted with the

parents, student, and appropriate school officials. Recorded in student record file.

CLOSURE

Students may be closed from one or more classes or they may be suspended temporarily or permanently from any club, organization, athletic team, musical group, or pep squad. If closed from a class, the student will remain at school during these class periods. Students may also lose their bus riding privilege under closure.

SHORT SUSPENSION

The student is informed that he/she is subject to a short suspension (ten days or less). The student is also informed regarding the due process procedure. The student's parents/guardians are notified by telephone, personal contact, letter, or certified letter when the student is subject to a short suspension. Parents/guardian also must be informed of due process procedures. The due process procedure is immediately initiated. The suspension does not start until the due process procedure has been completed. If the student is suspended, a letter will be written to the parents within a reasonable time to explain the terms and reasons for the suspension. Recorded in student record file.

LONG SUSPENSION

The student is informed that he/she is subject to a long suspension (more than 10 days). The student is also informed regarding the due process procedure. The student's parents/guardians are notified by telephone, or personal contact, letter, and certified letter that the student is subject to a long suspension. Parents/guardian must also be informed of the due process procedure. The due process procedure is immediately initiated. The suspension does not start until the due process procedure has been completed. Recorded in student record file.

SUMMARY SUSPENSION

The student is immediately suspended for an indefinite period of time (not to exceed 10 days). Suspensions of this type are only made when in the opinion of proper school authority; the student must be removed from school in order to eliminate a clear and present danger to any or all concerned. The student's

parents/guardians are notified by telephone, personal contact, letter, and/or certified letter regarding the action of the school. Due process procedures including a hearing will be initiated as soon as possible after the incident.

EXPULSION

The student is informed that he/she is subject to expulsion from school. The student is also informed regarding the due process procedure. The student's parents/guardians are notified by telephone, or personal contact, letter and certified letter that the student is subject to expulsion from school. Parents/guardians are also informed of the due process procedure. The district superintendent will recommend to the Governing Board that the student be expelled. The due process procedure is immediately initiated. The expulsion may not become effective until the due process procedure has been completed. Recorded in student record file.

*During a Short/Long term suspension, teachers may provide homework. If teachers provide homework it will be available in the High School Office after 2:30 pm the day after the suspension starts. It is the responsibility of the parent or guardian to pick up all homework.

Relationship Between Issue and Disciplinary Action

Problem Area	Range	First Offence	Repeat Offence
Tardiness	Minimum	Parent Involvement Detention	Parent Involvement Detention
	Maximum	Short Suspension	Short Suspension
Unexcused Absence	Minimum	Conference	Parent Involvement Audit Status
	Maximum	Parent Involvement	Detention Short Suspension
Defiance of Authority	Minimum	Conference Detention	Parent Involvement Short Suspension
	Maximum	Parent Involvement Short Suspension	Long Suspension Expulsion

Problem Area	Range	First Offence	Repeat Offence
Disorderly Conduct	Minimum	Conference Detention	Parent Involvement Short Suspension
	Maximum	Parent Involvement Short Suspension	Long Suspension Expulsion
Dress Code	Minimum	Informal Talk	Parent Involvement
	Maximum	Conference Parent Involvement	Short Suspension
Automobile	Minimum	Informal Talk	Conference Suspension
	Maximum	Parent Involvement Short Suspension	Long Suspension
Bus	Minimum	Informal Talk	Conference
	Maximum	Closure Short Suspension	Suspension Long Suspension
Verbal Abuse	Minimum	Informal Talk	Detention Closure
	Maximum	Conference Short Suspension	Short Suspension
Forgery	Minimum	Conference	Closure
	Maximum	Parent Involvement	Short Suspension
Gambling	Minimum	Informal Talk	Parent Involvement
	Maximum	Conference	Closure Short Suspension
Theft	Minimum	Conference	Parent Involvement
	Maximum	Short Term Suspension Closure	Long Term Suspension Expulsion
Smoking	Minimum	Conference	Parent Involvement Short Term Suspension
	Maximum	Short Term Suspension Parent Involvement	Long Term Suspension Expulsion
Destruction of Property	Minimum	Conference Compensation	Parent Involvement
	Maximum	Parent Involvement Short Suspension	Short Suspension Compensation Long Suspension Expulsion

Problem Area	Range	First Offence	Repeat Offence
Fighting	Minimum	Conference	Parent Involvement
	Maximum	Detention Short Suspension	Detention Long Suspension Expulsion
Alcohol	Minimum	Parent Involvement Short Suspension	Parent Involvement Short Suspension
	Maximum	Long Suspension Expulsion	Long Suspension Expulsion
Physical Assault	Minimum	Conference Short Suspension	Conference Short Suspension
	Maximum	Long Suspension Expulsion	Long Suspension Expulsion
Arson	Minimum	Conference Short Suspension	Conference Short Suspension
	Maximum	Long Suspension Expulsion	Long Suspension Expulsion
Drugs	Minimum	Suspension	Suspension
	Maximum	Suspension Expulsion	Suspension Expulsion
Weapons	Minimum	Conference Short Suspension	Conference Short Suspension
	Maximum	Long Suspension Expulsion	Long Suspension Expulsion
Extortion	Minimum	Conference Short Suspension	Conference Short Suspension
	Maximum	Long Suspension Expulsion	Long Suspension Expulsion
Explosive Devices	Minimum	Suspension	Short Suspension
	Maximum	Suspension Expulsion	Long Suspension Expulsion