



# **Elementary Student Handbook 2023-2024**

**for Parents of students in Grades PreK– 6th**





**CHANDLER UNIFIED SCHOOL DISTRICT NO. 80**

James T. Perry Administration Center • 1525 West Frye Road • Chandler, AZ 85224  
(480) 812-7000 • FAX: (480) 224-9353

"Dedicated to Excellence"

**Franklin R. Narducci, Superintendent**

Dear Parent and Legal Guardian,

We hope this handbook will be helpful to you as we start the 2023-24 school year. The purpose of this handbook is to provide some general information to assist you throughout the school year. Each school will share more specific information with you. We also recommend you visit our district's website, [www.cusd80.com](http://www.cusd80.com), for regular updates and current news within our district.

**Please ensure that you and your child read and discuss the following Elementary Handbook. After you've read through these documents with your child, we ask that you complete the next page and return it to the school as indicated.**

Finally, we believe it is important that you are informed of your parental rights, so we encourage you to read pages 83-86 regarding FERPA (Family Education Right to Privacy Act), Directory Information, PPRA (Protection of Pupil Rights Act) on page 85 and the Student Confinement: Parental Notification and Consent on page 86.

The start of a new school year is so exciting. We thank you for the opportunity to work with your children and hope they will have a wonderful, productive year filled with lots of learning and excitement. The strongest indicator in the overall success of our students will always be our ability to work in collaboration with our parents. We hope you feel welcome in our schools and take advantage of opportunities to become involved, to learn more about our great school district, and to stay informed of your child's progress and academic needs on a continuing basis through the Infinite Campus Parent Portal. Thank you for choosing Chandler Unified School District.

Sincerely,

Leo B. Schlueter  
Executive Director of  
Elementary Education

Heather L. Anguiano  
Executive Director of  
Elementary Education

Craig Gilbert, Ed. D.  
Associate Superintendent

## Elementary Handbook Student/Parent/Legal Guardian Signature Page 2023-24



Dear Parent/Legal Guardian,

Welcome to our school! Important school and district policies, programs and expectations are outlined in the elementary handbook on pages 13 through 97. It is imperative that students AND parents are informed of these policies and procedures. Please read through this information thoroughly so that both you and your student are familiar with the expectations of Chandler Unified School District. **All students and parents are required to sign and return the signature form to school indicating they have read the elementary handbook by August 4, 2023.**

 To access the elementary handbook online go to [www.cusd80.com/elementaryhandbooks](http://www.cusd80.com/elementaryhandbooks).

### STUDENT/PARENT/LEGAL GUARDIAN ACKNOWLEDGEMENT OF ELEMENTARY HANDBOOK AND SCHOOL RULES

I, \_\_\_\_\_ and my parent/legal guardian, \_\_\_\_\_,  
*Print Student's Name* *Print Parent/Legal Guardian's Name*

have read the information, and acknowledged each of the following required fields in my online Infinite Campus Parent Portal:

- Student Code of Conduct (page 13)
- Attendance Procedures (page 24)
- Publicity (page 33)
- Student Dress Code (pages 36-37)
- Behavior and Discipline (pages 39-63)
- Hearing and Vision (page 65)
- Acceptable Use Agreement for the Internet (page 72)
- BYOT Responsible Use Agreement (pages 74-75)
- Transportation Policy (page 78)
- Parent and Student Transportation Agreement (page 81)
- Student Confinement (page 86)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

***Please sign and return this form to your student's teacher by August 4, 2023.***

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## Governing Board

Serving on a school district governing board is a rewarding job with enormous responsibility. Governing board members are elected, unpaid volunteers who have a passion for the public education system, are willing to invest a large amount of time and energy, and are committed to providing the best education for our students.

Successful board members possess a sincere desire to serve the community, communicate and collaborate effectively with others, and demonstrate respect for diverse perspectives. They attend board meetings and engage in related board work, bringing their experience to bear while also striving to become knowledgeable on a multitude of complex matters involving policies, finance and curriculum. Effective school governing boards work hard to cultivate positive relationships among all stakeholders and plan wisely to shape the future.

The Board generally holds a “formal” meeting at 7:00 p.m. on Wednesdays once or twice a month to take official action on items on the agenda. Although the formal agenda is subject to change, all changes to the agenda will be available at least 24 hours prior to the meeting. Visit the Governing Board page or call the Superintendent’s office at 480-812-7600 to confirm the date of the next meeting.

### ***About our Governing Board...***

**Barb Mozdzen** was elected to the Governing Board in 2008 and re-elected in 2012 and 2016. Her term expires December 2024. Barb has served on several non-profits' boards of directors, volunteered for the Chandler Education Foundation, and is a retired legal assistant. Her children attended Shumway and Sanborn Elementary (where, as a member of the PTO, she tirelessly supported the Art Masterpiece program), Andersen and Willis Junior Highs, and Chandler High School (where she has been an energetic booster of the swim team). She can be reached by email at [mozdzen.barb@cusd80.com](mailto:mozdzen.barb@cusd80.com) or by phone at 480-812-7600.

**Jason Olive** was elected to the Chandler Unified School District Governing Board in November 2020. His term expires December 2024. Jason Olive is a CUSD parent. He is very excited to serve on the board. The Olives have been in CUSD for 19 years. They have one child who recently graduated and one who attends Perry High School. Jason can be reached by email at [olive.jason@cusd80.com](mailto:olive.jason@cusd80.com) or by phone at 480-812-7600.

**Joel Wirth** was elected to the Chandler Unified School District Governing Board in November 2020. His term expires December 2024. Joel Wirth is the district's former chief financial officer. Joel has three children and eight grandchildren of which six attend Chandler schools. He can be reached by email at [wirth.joel@cusd80.com](mailto:wirth.joel@cusd80.com) or by phone at 480-812-7600.

**Kurt Rohrs** was elected to the Chandler Unified School District Governing Board in November 2022. His term expires in December 2026. His three children attended Chandler Unified schools and graduated from Hamilton High School. Kurt is a financial advisor and served on the district's Citizens Budget Committee, coached after-school sports extensively, and volunteered with ICAN and Sun Lakes Rotary Club. He can be reached by email at [rohrr.kurt@cusd80.com](mailto:rohrr.kurt@cusd80.com) or by phone at 480-812-7600.

**Patti Serrano** was elected to the Chandler Unified School District Governing Board in November 2022. Her term expires in December 2026. Patti is a Hamilton High School graduate, a CUSD mom, and has over two decades of experience working in research and education advancing children's health. She has kept involved in her child's schools by volunteering for Art Masterpiece, chaperoning field trips and Booster Club service activities. She is also involved with and supports the Si Se Puede Foundation, IRise, LEVE (Latinos of the East Valley for Education) and Chandler 4 Change. Her son is a student at ACP Middle School. She can be reached by email at [serrano.patti@cusd80.com](mailto:serrano.patti@cusd80.com) or by phone at 480-812-7600.

## District Culture

### Mission Statement

To provide students with knowledge, skills and attitudes necessary to be lifelong learners and responsible citizens.

### Vision

Chandler Unified School District is a safe, disciplined and productive environment where students and adults are meaningfully engaged in learning. Our culturally diverse population is viewed as a strength and a spirit of equity, cooperation and respect permeates our school communities. The Chandler Schools are equipped with the necessary technology, resources and materials for academic success.

Our graduates experience success and are academically prepared to take advantage of choices in a changing society. They work collaboratively, are technologically literate, and have a passion for lifelong learning.

Our parents experience satisfaction due to the progress of their children. They work cooperatively with school personnel to establish goals and priorities. They feel welcomed and valued as partners in the educational process.

Our staff experiences a sense of accomplishment and are held in high esteem. They work collaboratively, are competent, effective and committed to professional growth. They are positive role models to our youth.

Our community takes pride in Chandler Unified School District as an organization where everyone is committed to quality education for all students. We are acknowledged as a premier educational system and the community readily partners with us in a spirit of respect and support.

### Core Values

Excellence  
Collaboration  
Equity  
Integrity  
Efficiency

### Journey 2025

To access information regarding Chandler Unified School District's ten (10) year plan – Journey 2025, go to [www.CUSD80.com](http://www.CUSD80.com).

## School Information

<b>Andersen Elementary (K-5<sup>th</sup>)</b> 1350 N Pennington Chandler, 85224 <i>Attendance</i>	812-6000	<b>Ms. Kristin Kinghorn</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:10 a.m.–2:40 p.m.
	812-6003	Mr. Christopher Howard <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:10 a.m.
<b>Auxier Elementary</b> 22700 S Power Rd, Queen Creek, 85142 <i>Attendance</i>	424-8400	<b>Mrs. Jamie Williams</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:40 a.m.–3:10 p.m.
	424-8403	Mr. Jason Barletta <i>Assistant Principal</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:40 a.m.
<b>Basha Elementary</b> 3535 S Basha Rd Chandler, 85248 <i>Attendance</i>	883-4400	<b>Mrs. Stephanie Reeves</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:30 a.m.–3:00 p.m.
	883-4403	Mrs. Darbi Maki <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>Bologna Elementary</b> 1625 E Frye Rd Chandler, 85225 <i>Attendance</i>	883-4000	<b>Ms. Patty Chinchilla</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:40 a.m.–3:10 p.m.
	883-4003	Mr. James Russnak <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:40 a.m.
<b>Carlson Elementary</b> 5400 S. White Dr Chandler, 85249 <i>Attendance</i>	224-3800	<b>Mr. Andy Morgan</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:30 a.m.–3:00 p.m.
	224-3803	Mrs. Bridgett Matson <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>Conley Elementary</b> 500 S Arrowhead Dr Chandler, 85224 <i>Attendance</i>	812-6200	<b>Mrs. Lisa Shore</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:30 a.m.–3:00 p.m.
	812-6203	Mr. Kenny Morris <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>CTA Freedom Campus</b> 6040 S Joslyn Ln Gilbert, 85298 <i>Attendance</i>	224-2600	<b>Mrs. Christina Lucas Sheffield</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:10 a.m.–2:40 p.m.
	224-2603	Mr. Aaron Miller <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:10 a.m.
<b>CTA Goodman Campus</b> 2600 W Knox Rd Chandler, 85224 <i>Attendance</i>	812-6900	<b>Mrs. Lisa Graham</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:10 a.m.–2:40 p.m.
	812-6903	Mrs. Sarah Elliott <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:10 a.m.
<b>CTA Humphrey Campus</b> 125 S 132 <sup>nd</sup> St. Chandler, 85225 <i>Attendance</i>	812-6800	<b>Mrs. Bianca Todd</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:10 a.m.–2:40 p.m.
	812-6803	Mr. Jermaine Guthrie <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:10 a.m.
<b>Elite Performance Academy</b> <b>3<sup>rd</sup>-8<sup>th</sup></b> 125 S 132 <sup>nd</sup> St. Chandler, 85225 <i>Attendance</i>	812-6870	<b>Mrs. Bianca Todd</b> <i>Principal</i>	<b>Office Hours</b> 6:30 a.m.–3:00 p.m.	<b>School Hours</b> 7:30 a.m.–12:30 p.m.
	812-6870	Mr. Jermaine Guthrie <i>Dean</i>	<b>Phone Hours</b> 6:30 a.m.–2:30 p.m.	
<b>CTA Independence Campus</b> 1405 W Lake Dr Chandler, 85248 <i>Attendance</i>	224-2700	<b>Mrs. Lori Walter</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:40 a.m.–3:10 p.m.
	224-2703	Mrs. Elizabeth Sacco <i>Assistant Principal</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:40 a.m.

**School Information** *continued*

<b>CTA Liberty Campus</b> 550 N Emmett Dr Chandler, 85225 <i>Attendance</i>	883-4900	<b>Mr. Tony Smith</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:10 a.m.–2:40 p.m.
	883-4903	Ms. Melissa Lerma <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:10 a.m.
<b>Elementary Connect @ Chandler Online Academy</b> 1205 E Frye Rd Chandler, 85225 <i>Attendance</i>	812-6360	<b>Ms. Lori Frazier</b> <i>Assistant Director</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:10 a.m.–2:40 p.m.
	812-6363		<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>Frye Elementary</b> 801 E Frye Rd Chandler, 85225 <i>Attendance</i>	812-6400	<b>Mrs. Alexis Cruz Freeman</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:10 a.m.–2:40 p.m.
	812-6403	Ms. Christine Panetta <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:10 a.m.
<b>Fulton Elementary</b> 4750 S Sunland Dr Chandler, 85248 <i>Attendance</i>	224-3300	<b>Dr. Shannon Hannon</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:30 a.m.–3:00 p.m.
	224-3303	Mrs. Kristin Driscoll <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>Galveston Elementary</b> 661 E Galveston St Chandler, 85225 <i>Attendance</i>	812-6500	<b>Mr. Tony Alcala</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:00 a.m.–2:30 p.m.
	812-6503	Ms. Carissa Lynch <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:00 a.m.
<b>Haley Elementary</b> 3401 S Layton Lakes Blvd Chandler, 85286 <i>Attendance</i>	224-3500	<b>Mrs. Nicole McMillian</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:30 a.m.–3:00 p.m.
	224-3503	Mrs. Stephanie Brown <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>Hancock Elementary</b> 2425 S Pleasant Dr Chandler, 85286 <i>Attendance</i>	883-5900	<b>Dr. Joe Walters</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:35 a.m.–3:10 p.m.
	883-5903	Mrs. Krista Yubeta <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:40 a.m.
<b>Hartford Sylvia Encinas Elementary</b> 700 N Hartford St Chandler, 85225 <i>Attendance</i>	812-6700	<b>Mrs. Ines Honne</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:30 a.m.–3:00 p.m.
	812-6703	Mrs. Erica Castorena <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>Hull Elementary</b> 2424 E Maren Dr Chandler, 85249 <i>Attendance</i>	883-4500	<b>Mr. Josh Cagle</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:30 a.m.–3:00 p.m.
	883-4503	Ms. Melissa Anderson <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>Jacobson Elementary</b> 1515 NW Jacaranda Pkwy Chandler, 85248 <i>Attendance</i>	883-4100	<b>Mrs. Liz Wolf</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:30 a.m.–3:00 p.m.
	883-4103	Dr. Bryon Houy <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>Knox Gifted Academy</b> 700 W Orchid Ln Chandler, 85225 <i>Attendance</i>	812-6100	<b>Mrs. Kristy Braaksma</b> <i>Principal</i>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 9:10 a.m.–3:40 p.m.
	812-6103	Mr. Eric Rogers <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 12:10 a.m.

**School Information** *continued*

<b>Navarrete Elementary</b> 6490 S Sun Groves Blvd. Chandler, 85249 <i>Attendance</i>	883-4800	<b>Mrs. Vanessa Whitlark</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:25 a.m.–3:00 p.m.
	883-4803	Mrs. Christie DeCarlo-Merone <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>Patterson Elementary</b> 7520 S Adora Blvd. Gilbert, 85298 <i>Attendance</i>	224-3600	<b>Mrs. Sarah Stephens</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:40 a.m.–3:10 p.m.
	224-3603	Ms. Amy McKinley <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:40 a.m.
<b>Rice Elementary</b> 1290 E Ocotillo Rd Gilbert, 85298 <i>Attendance</i>	424-8500	<b>Mrs. Shirley Mathew</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:35 a.m.–3:05 p.m.
	424-8503	Mrs. Shannan Fuller-Wright <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:10 a.m.
<b>Riggs Elementary</b> 6930 S Seville Blvd. West Gilbert, 85298 <i>Attendance</i>	224-3400	<b>Mrs. Jamie Lander</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:40 a.m.–3:10 p.m.
	224-3403	Mrs. Karri Sands <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:40 a.m.
<b>Ryan Elementary</b> 4600 S Bright Angel Wy Chandler, 85249 <i>Attendance</i>	224-3200	<b>Mr. Justin Durham</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:30 a.m.–3:00 p.m.
	224-3203	Ms. Rebecca Coplan <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:30 a.m.
<b>San Marcos Elementary</b> 451 W Frye Rd Chandler, 85225 <i>Attendance</i>	883-4200	<b>Dr. Becky Henderson</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:10 a.m.–2:40 p.m.
	883-4203	Mr. Daniel Meyer <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:10 a.m.
<b>Sanborn Elementary</b> 700 N Superstition Blvd Chandler, 85225 <i>Attendance</i>	812-7300	<b>Mr. Adam McCoy</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:10 a.m.–2:40 p.m.
	812-7303	Steven Smith <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:10 a.m.
<b>Santan Elementary</b> 1550 E Chandler Heights Rd Chandler, 85249 <i>Attendance</i>	883-4700	<b>Mrs. Amy O'Neal</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:35 a.m.–3:05 p.m.
	883-4703	Mr. Mark Hehl <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:35 a.m.
<b>Shumway Leadership Academy</b> 1325 N Shumway Ave Chandler, 85225 <i>Attendance</i>	812-7400	<b>Dr. Korry Brenner</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:10 a.m.–2:40 p.m.
	812-7403	Ms. Lori Robinson <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:10 a.m.
<b>Tarwater Elementary</b> 2300 S Gardner Dr Chandler, 85286 <i>Attendance</i>	883-4300	<b>Ms. Diane Hale</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:20 a.m.–2:50 p.m.
	883-4303	Ms. Danielle Harris <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:20 a.m.
<b>Weinberg Gifted Academy</b> 5245 S Val Vista Dr Gilbert, 85298 <i>Attendance</i>	812-6600	<b>Mrs. Jennifer Nusbaum</b> <b>Principal</b>	<b>Office Hours</b> 7:30 a.m.–4:30 p.m.	<b>School Hours</b> 8:45 a.m.–3:15 p.m.
	812-6603	Mr. Bill Tuttle <i>Dean</i>	<b>Phone Hours</b> 7:30 a.m.–4:00 p.m.	<b>Early Release</b> 11:45 a.m.

# 2023-24 School Calendar

## July - 23

S	M	T	W	T	F	S
						1
2	3	H	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					

## August - 23

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	J2	16	J1	18
19	20	21	E	E	25	26
27	28	29	30	31		

## September - 23

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

## October - 23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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## November - 23

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31						

## JULY

- 5 New Teachers Report
- 12 Returning Teachers Report
- 12-18 Teacher Inservice/Workdays
- 19 First Day of School for Students

## AUGUST

- 15 Jr High Parent/Teacher Conf-AJHS/BJHS/SJHS/CCHS(7-8)
- 17 Jr High Parent/Teacher Conf- ACP-MS/PJHS/WJHS/Hill
- 23-24 Elementary Parent/Teacher Conferences

## SEPTEMBER

- 4 Labor Day Holiday - No School
- 29 1st Quarter Ends (52 days)

## OCTOBER

- 2-13 1st Intercession
- 16 Teacher Inservice/Workday - No school

## NOVEMBER

- 10 Veterans Day Holiday (Observed) - No School
- 22 No School
- 23-24 Thanksgiving Holidays - No School

## DECEMBER

- 20-21 Jr High/High School Early Dismissal
- 21 2nd Quarter Ends (44 days/96 semester)
- 22 Teacher Inservice/Workday - No School
- 25-29 2nd Intercession (Dec 25 - Jan 5)

## JANUARY

- 1-5 2nd Intercession continued
- 8 Teacher Inservice/Workday - No School
- 15 Martin Luther King Day Holiday - No School

## FEBRUARY

- 6 Jr High Parent/Teacher Conf- AJHS/BJHS/SJHS/CCHS(7-8)
- 8 Jr High Parent/Teacher Conf- ACP-MS/PJHS/WJHS/Hill
- 19 Presidents' Day Holiday - No School
- 28-29 Elementary Parent/Teacher Conferences

## MARCH

- 8 3rd Quarter Ends (42 days)
- 11-22 3rd Intercession
- 25 Teacher Inservice/Workday - No School
- 29 Spring Holiday - No School

## APRIL

## MAY

- 22-23 Jr High/High School Early Dismissal
- 23 4th Quarter Ends (42 days/84 semester)
- 23 High School Graduation/Last Day of School (1/2 day)
- 24 Teacher Inservice/Workday - No School
- 27 Memorial Day Holiday

## JUNE

## LEGEND

- Total Student Days (180)
- Teacher Days (190)
- Teacher Inservice/Workday
- Holidays
- First Day of Students
- Elementary Early Dismissal
- Jr High Early Dismissal - ACP-MS/PJHS/WJHS/Hill
- Jr High Early Dismissal - AJHS/BJHS/SJHS/CCHS(7-8)
- Jr High/High School Early Dismissal
- Grading Period Ends
- Intercession
- Day off - No School
- Last Day for All Students - Early Release

## January - 24

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## LEAP YEAR

## March - 24

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## April - 24

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## May - 24

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## June - 24

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Revised 11-01-22 (Early Release)



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## Student Code of Conduct

(Adopted May 1997)

### STUDENT RESPONSIBILITIES

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- |   |   |
|---|---|
| 1. <b>RESPECT THE RIGHTS OF OTHERS:</b> | Students have a right to an education without interference from others.   |
| 2. <b>SCHOOL ATTENDANCE:</b>            | Students have a responsibility to attend school daily and to be on time.  |
| 3. <b>COMPLETE WORK ASSIGNMENTS:</b>    | Students are responsible for completing all class work and homework on time. It is the student's responsibility to get homework or make-up work for absences.           |
| 4. <b>PREPARED FOR CLASS:</b>           | Students have a responsibility to bring to class any necessary books and materials that may be required to actively participate in class assignments and/or activities. |
| 5. <b>RESPECT PUBLIC PROPERTY:</b>      | Students have a responsibility to respect and to protect all school property, materials and equipment.  |
| 6. <b>SHOW RESPECT:</b>                 | Students have a responsibility to demonstrate respect for other students, faculty, staff, community members and themselves.   |
| 7. <b>OBEY SCHOOL RULES:</b>            | Students have a responsibility to know and obey rules and regulations in order to provide a safe and positive learning environment.                                     |
| 8. <b>COOPERATE WITH SCHOOL STAFF:</b>  | Students have a responsibility to maintain a safe, orderly environment, and have an obligation to cooperate with school staff, authorities and peers.                   |

## ACADEMICS

### Conferences

School Board Policy | IKACA

Parent conferences are held two times a year. However, as the school year progresses, if you have any problems, concerns, or questions, please contact your child's teacher and/or the principal for assistance. All of us are interested and concerned with your child's progress and well-being. We pledge our support for your child's success in school and our goal is open communication.

Preschool conferences will include the sharing of portfolios of student work and the developmental progress of observed behaviors. Priority Preschool families meet during IEP meetings and receive quarterly progress notes. If families would like additional time to meet with the teacher, they may request a conference.

### English Language Development (ELD)

School Board Policy | IHAA

Chandler Unified School District implements English Language Development (ELD) models that are approved by the Arizona Department of Education and support our students' needs at each elementary school. ELD learners are required to have a minimum time of instruction for English Language Development. For kindergarten through 5th grade: 120 minutes per day, 600 minutes per week, or 360 hours per school year. For 6th grade through 12th grade: 100 minutes per day, 600 minutes per week, or 300 hours per school year.

The Arizona English Language Learner Assessment (AZELLA) is used to determine the English language proficiency of Arizona K-12 students whose primary home language is other than English.

Our current models are based on the number of ELD learners at a given school site. Model One is a pull-out or push-in approach for schools that have few ELD learners. A highly qualified ELD support teacher works closely with the regular classroom teacher and both provide instruction in the areas of reading, writing, grammar, vocabulary and oral language development during the regular school day. The ELD support teacher may service the ELD learners between two to four hours each day. Model Two is a self-contained approach for schools that have many ELD learners. The students are grouped by their grade level and their English language level. They're assigned to a highly qualified ELD classroom teacher who services the ELD learners by providing instruction in the areas of reading, writing, grammar, vocabulary and oral language development during the regular school day. We have asked the State Board of Education for an alternative model that we feel to be more effective. As of the printing of this handbook the proposal is under review. Adjustments to classrooms may be made at the start of the 2023-24 school year.

### Food Delivery Services

(Door Dash, Grub Hub, Uber Eats, etc.)

We do not allow or accept food delivery orders of any kind at any time of the day. Students and/or parents may not order food delivery to be dropped off at school. The front office will not accept orders and will refuse delivery.

## Grade Reports

School Board Policies | IKA-R and IKAB

In order to assure that parents are well informed of student progress, grades are available to parents in “real-time” through the Parent Portal. In an effort to go paperless, CUSD will make Grade Reports available to parents at the end of each nine week grading period. You are able to print a paper copy of the report through your Infinite Campus Parent Portal. If you need assistance or a paper copy you may also contact your child’s school to assist. **Parents may check the academic progress of their child at any time during the school year using the Infinite Campus parent portal. Each parent is encouraged to activate their account at the start of the school year.**

The elementary district grading scale is based on the following percentage scale:

90 – 100.....	A (Outstanding)
80 – 89.....	B (Very Good)
70 – 79.....	C (Satisfactory)
60 – 69.....	D (Having Difficulty)
Below 60.....	F (Serious Difficulty)

M----Meets Standards

P-----Progressing

AC---Area of Concern

## Homebound Instruction

School Board Policy | IHBF

The district provides academic tutoring for students eligible for homebound services in the home by a certified teacher. To be eligible, a physician must certify that a student will be absent for three months due to a medical condition. These three months do not have to be consecutive. Forms are available through the office of Pupil Personnel at 480-812-7560.

## Homeless Students

School Board Policies | JFABD, JFADB-EB and JFADB-R

### Notice of Student Rights under the “McKinney-Vento Homeless Assistance Act”

This federal legislation guarantees homeless children and youth the following:

- The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment
- The right to attend school in his/her school of origin (if this is requested by the parent or unaccompanied children and youth and is feasible) or in the school in the attendance area where the family or youth is currently residing
- The right to receive transportation to his/her school of origin, if this is requested by the parent or unaccompanied children and youth
- The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services

- The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited
- The posting of homeless students' rights in all schools and other places around the community

The term "homeless children and youths"—

A. means individuals who lack a fixed, regular and adequate nighttime residence and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting formal care placement.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for ordinarily used as a regular sleeping accommodation for human being.
- Children and youths who are living in cars, parks, public spaces or abandoned buildings; substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because the children are living in circumstances described above.

## Homework

School Board Policies | IKB and IKB-R

Homework is an important part of your child's education. Our district recommends that homework be given to all students at each grade level. Schools do their best job of educating your child when they have you, the parents/guardians as partners. Homework provides a significant opportunity for you to show your interest and to give your support.

## Homework Assignments

Homework assignments are not included in a student's achievement grade but are considered opportunities for students to practice, review and apply knowledge. Homework enhances a student's ability to reach a level of expected proficiency for knowledge and skill acquisition appropriate to the student's instructional level. Homework effort will be indicated on the Grade Report under: Behaviors that promote learning. Homework beginning in the classroom and assigned to be completed at home may be graded based on appropriate instruction and feedback. Factors that may be considered in grading of homework include:

- Understanding the assignments before leaving school.
- Completing all assignments accurately.
- Turning in all assignments by the due date.
- Asking the teacher for assistance if unable to accurately complete homework assignments.

Our district guidelines suggest minimum and maximum amounts of homework. The amount of daily homework varies from 10 minutes (Kindergarten) to 50 minutes (6<sup>th</sup> grade).

The following are suggested for homework:

Kindergarten ..... 10 – 15 minutes

Grades 1 and 2 ..... 10 – 25 minutes

Grades 3 and 4 ..... 20 – 30 minutes

Grades 5 and 6 ..... 30 – 50 minutes

Minimal homework may be assigned over weekends or before a holiday.

### **Honor Roll (Grades 4-6)**

School Board Policy | IKD

In an effort to recognize and promote academic excellence at the elementary level, honor rolls have been established at each school. To be eligible, a student must have a “B” average. Students are informed of the honor roll system and carefully instructed to ensure an understanding of the specific goals and methods of computing the honor roll formula.

### **Kindergarten Screening**

School Board Policy | IHA-E

Prior to the start of the school year, Kindergarten students may be given the Kindergarten Individual Screening Test (KIST). The purpose of the test is to assess the student’s knowledge. The results assist the classroom teachers in planning lessons and activities for your child’s individual needs. Sites also utilize the results to balance classroom rosters.

### **Make-up Work**

School Board Policy | IKEA-R

Students who are absent will be required to make-up work in class. It is the responsibility of the student to obtain all make-up work. The following guidelines have been established for such work:

- For each day missed, the student has an equal number of days to make-up. Failure to do so may result in a failing grade or no credit.
- In cases involving an extended illness of more than three days, parents should arrange with the school to have work picked up for the student.

**Work must be requested 24 hours in advance of pick-up.**

## **Off-Campus Jurisdiction**

### School Board Policy | JIC

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, and while off campus and during non-school hours if a student engages in alleged conduct that would cause continued attendance in school to be detrimental to the school environment. In establishing these regulations, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities or the school environment.

It is becoming increasingly popular for students to post material on websites such as Snapchat, Instagram and Facebook or to communicate via email, text or voicemail. Off campus conduct during non-school hours could cause disruption of the educational environment. Disruption of the educational environment may subject a student to disciplinary action.

## **Physical Education**

Physical education (PE) for grades kindergarten through six shall be a required subject. PE shall be taught by a qualified physical education specialist.

The program shall instruct each student in various physical skills to promote good health and lifelong involvement in physical activities. Students may participate in activities such as Field Day, Fun Runs, Running Club, or other physical activity clubs.

Appropriate athletic/PE (Tennis, Running, or Basketball) shoes are required to participate in class and in intramurals. Open-toed shoes, or shoes exposing any skin, will not be permitted. Shoes must have a soft, non-marking, standard-sized sole (no platform or high-heeled shoes). Shoes shall also be tied tightly/correctly to promote safety of the owner and others around them.

Water bottles are encouraged for PE classes but must not be a distraction in the classroom. Only WATER is permitted in a water bottle-no flavored water or other drinks.

## **Promotion and Retention of Students**

### School Board Policy | IKE-RB

Promotion from one grade to the next in grades K-6 is based upon the ability to succeed at the next grade level. When formulating a recommendation, each teacher will work closely with the building level administrator. Above all, the recommendation must be in the best interest of the student.

Teachers will base their recommendation to promote or retain upon the following criteria:

- Successful completion of class assignments, projects, and tests
- Mastery of district objectives
- Achievement on standardized achievement tests

- Age, maturity, and effort
- Attendance
- Reading fluency by end of grade three (3) – Move on When Reading

If facts indicate that retention is in the best interest of the student's academic progress, close cooperation must exist between the parents and all school personnel involved. Each student will be given individual consideration. Retention decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The decision to promote or retain is that of the teacher. **Only the Governing Board may overturn the decision to retain or promote a student.** (A.R.S. § 15-342 (11))

As required by A.R.S. § 15-701, the Arizona Department of Education has implemented the "Move on When Reading" policy, which, requires districts to retain students in third grade if they score at the "Falls Far Below" level on the AzMerit Reading Assessment, Reading Fluency Measures. The policy includes many stipulations about parents' right to appeal, students who may be exempt from the requirement, and the obligations of the school for students who may be in danger of retention as a result of this law.

There are four exemptions from A.R.S. § 15-701. A school district governing board or the governing body of a charter school is allowed to promote a student who earns a score that "falls far below" in the minimally proficient range on the third grade statewide reading assessment only for the four following reasons:

- (i) A third grade student is an English Language Learner or Limited English Proficient who has received less than two years of English instruction; or
- (ii) A third grade student with disabilities has an individualized education plan (IEP), and the IEP-team, which includes the student's parent/guardian, agrees that promotion is appropriate; or
- (iii) A third grade students is in the process of a special education referral or evaluation for placement in special education and/or students that have been diagnosed as having a significant reading impairment, including dyslexia. (Dyslexia is defined as, a brain-based learning difference that impairs a person's ability to read and spell that is independent of intelligence and that typically causes a person to read at levels lower than expected.)
- (iv) A pupil who has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the 3<sup>rd</sup> grade reading standards as evidenced through a collection of reading assessments approved by the State Board (SBE) of Arizona, which includes an alternative standardized reading assessment approved by the SBE.

If you have questions or need additional information, please contact the Elementary Education office at 480-812-7610.

The District philosophy is one that values a collaborative partnership between home and school. We have a solid literacy curriculum, a strong assessment process and individual support systems that are built into daily instruction. Parents will be kept informed of their children's progress on a regular basis through the child's classroom teacher.

## Screening 45 Days

School Board Policy | IHB-R

Every child is screened within 45 days of entrance for health, behavior, and academic strengths and weaknesses. This information is then used to identify those students who may be in need of special services.

## Special Area Classes

### Library

A library program for grades kindergarten through six shall be provided by a qualified teacher. Instruction shall occur in separate facilities specifically designed for library services. The library program shall:

- Correlate library skills for each grade level with classroom curriculum. The librarian shall be aware of classroom activities that relate to specific library skills and reinforce those skills.

### Music

Music for grades kindergarten through six shall be a required subject. Music shall be taught by a qualified music specialist.

The music program shall:

- Emphasize music appreciation, music history, note reading, composition, rhythm, instrument identification and choral skills.
- It also includes the opportunity for students to perform during music instruction.
- It may include a musical performance by each class during the school year.

All sites, except for Knox Gifted Academy and Weinberg Gifted Academy follow the block schedule for band or orchestra. (Grades 5 and 6)

## Special Education

School Board Policies | IHB, IHBA, IHBA-E and IHBA-RA

Various special education programs are available to students that qualify. Eligibility for special education programs is regulated by state and federal laws and guidelines. The school principal, counselor, psychologist, teachers and parents consult together when encountering a pupil with special needs. Staff also designs specialized accommodations for qualified students. Some students assigned to special education classes may be bussed from their home school to the school providing the program and services designed to meet their special needs. The following special education programs are among those available in the district:

- Adaptive Physical Education: Consulting and direct services are provided for special education students unable to participate in regular physical education classes.

- Emotional Disability (ED): Resource services are available for eligible students with emotional and behavioral needs at their home schools. Specially structured classes at designated district sites are provided for those students who cannot function successfully in regular classroom situations at their home school.
- Hearing Impairment: Evaluation, accommodations and services are provided depending on the individual needs of eligible children.
- Mild Intellectual Disability: Resource classes at home school and specially structured classes at designated district sites are available for those children whose cognition requires instruction in academics and independence at individualized levels.
- Moderate & Severe Mental Intellectual Disability: Special classes are provided for students whose cognitive ability is at a functional level and who need curriculum consisting of life and independence skills such as self-help/care.
- Occupational and Physical Therapy (OT and PT): Evaluation and/or therapy are provided for students enrolled in special education whose physical/motor needs warrant it in order to benefit from special education. Therapy may be direct or in conjunction with the classroom teacher, Physical Education teacher and parents.
- Priority Preschool for Speech/Moderate/Severe Delays (PriPresch): Evaluation, integrated classrooms, and home school therapies are available for 3 – 5 year olds with disabilities.
- Specific Learning Disability (SLD): Resource and extended programs are provided for those children who have average abilities, but do not achieve at their expected rate in academic areas of reading, math and written expression.
- Speech & Language Impairment (SLI): Evaluation and speech services are provided for students who have speech or language disorders that interfere with the educational process.
- Vision Impairment (VI): Evaluation and services are available for children diagnosed as having a vision disability. Also provided are mobility training, special materials, and tutorial assistance.

## Special Education Records

School Board Policies | JR and JR-R

Student records maintained by the District in the Special Education department and the process for ensuring confidentiality and appropriate access to such records is described in more detail under “FERPA (Family Education Rights and Privacy Act) on the pages 83-84, Notification of Rights under FERPA”. When personally identifiable information about your child in Special Education is no longer needed to provide educational services to your child, the information is stored for a minimum of two years after the date your child was last enrolled in this school district. After two years, Special Education records are referred for long-term storage. Please contact the district office of Special Education if you have questions about record maintenance or require assistance with obtaining your child’s records from Special Education after leaving Chandler Schools.

## Special Programs/Services

School Board Policies | IHBD, IHAA and IHBD-R

- **Compensatory Education Programs**: These federally and state funded programs target students with specified barriers to academic success and/or who attend schools with high percentages of lower income families.

- Title I Reading & Math: This compensatory education program helps students in eligible low-income schools to master the Arizona Academic Standards.
- Sheltered English Instruction (SEI): The district provides specialized educational services to students whose primary language is other than English and whose English skills are not yet proficient. The specific intent of SEI instruction is to improve the students' English listening, speaking, reading and writing skills so that they may succeed in all their regular education classes.
- Indian Education: Native American students may receive supplemental education service or resources as well as participate in activities that promote cultural and self-awareness made available through small federal and state grant awards.
- Migrant Education: This program provides supplemental services to families and students who move frequently in order to obtain/maintain employment in the agricultural, timber or fishing industries.

### Other Special Programs

School Board Policy | IHBB

- Gifted – Special classes and services are provided for students who demonstrate superior skills (according to Arizona State guidelines) in verbal, quantitative and non-verbal abilities. (See Testing and Evaluation, page 23)
- Alternative Classroom – Opportunity School This program provides small pupil-teacher ratio, a structured student management system, and a social skills curriculum for students with behavior needs. **Students assigned by CUSD to the Opportunity Placement will participate in Behavioral Counseling program to aide in the successful transition.** Our ultimate goal is for students to participate and fully function in the general education classroom.

### State Standards and District Curriculum

School Board Policies | IGA and IHA

The Chandler Unified School District aligns the district's curriculum to the Arizona State Standards to ensure students are learning the required content and are prepared for state testing. The curriculum is frequently revised based on teacher input, changes in state standards and performance objectives, and test score analysis. The curriculum is available on the district's website at [www.cusd80.com](http://www.cusd80.com). If you have questions about your child's curriculum, ask the teacher, principal or call the Curriculum Office at 480-224-3709.

### Technology

Technology shall be integrated into the curriculum as an additional resource that offers the student quality practice or for reference or communication related to a specific subject. Computer skills, such as keyboarding will be taught where developmentally appropriate. Students will enhance the writing process using Word, Excel, Power Point and other programs to create documents. In addition to the integration of technology within classroom instruction, students will be provided opportunities to initiate practice and problem-solving skills with technology through an additional pull-out special that is scheduled weekly with the site technology teacher.

Internet access requires a signed electronic user agreement to be on file for each student. See pages 71-77 for more information.

## Testing and Evaluation

School Board Policies | IL and ILB

In order to meet the individual needs of all students, the following evaluation instruments and techniques are used to assess and evaluate the needs of each child. The results are used to place the child in the proper environment which will foster success.

**KIST – Chandler’s Kindergarten Individual Skills Test** may be given to students prior to the beginning of Kindergarten. This evaluation assists the teacher in providing the necessary instruction for the student’s social and academic growth.

**DIBELS – Dynamic Indicators of Basic Early Literacy Skills** are a set of standardized, individually administered measures of early literacy development. They are designed to be short (one minute) fluency measures used to regularly monitor the development of pre-reading and early reading skills. The assessment is provided to all students several times per year with the express purpose of identifying (as early as possible) students who are not making expected progress and to assess the effectiveness of the core curriculum.

**State Testing** – All students in grades 3<sup>rd</sup> - 8<sup>th</sup> complete the annual state required assessment in reading, writing and math each year. Tests are administered during the months of March and April. State mandated tests are very important, and the district strives to ensure that all students have the necessary skills to perform well on them.

**Individual Standardized Tests** – These tests are given when more specific information is needed for the diagnosis of individual learning problems. These are given by support personnel such as counselors, Special Education teachers, psychologists and therapists.

**Chandler Academically Talented Students (CATS) Identification** – A two-level process is used to identify pupils eligible for gifted placement according to Arizona State regulations. For grades 4 and above: Level 1: District standardized tests may be used to screen pupils scoring at or above the 95<sup>th</sup> percent or percentile in any or all areas. These children in addition to those referred by parents and teachers, are then eligible (upon parental consent) for Level II evaluation. Level II consists of the Cognitive Abilities Test. For grade 3: All 2<sup>nd</sup> graders are given the Cognitive Abilities Test. For grades K – 2<sup>nd</sup>, children referred by parents and/or teachers are eligible (upon parental consent) to take the Cognitive Abilities Test. A student must score at or above the 97<sup>th</sup> percentile equivalency for his/her grade level in Verbal, Quantitative or Non-Verbal.

## Textbooks/Library Books

School Board Policy | EDBA and JQ

Textbooks are assigned to each student upon enrollment and are for the current school year only. Students are responsible for the proper care of all books. They are to be collected at the end of the year and are expected to be in good condition. The student must pay for textbooks or library books which have been lost or badly damaged.

## GENERAL SCHOOL INFORMATION

### Approved Flyers

School Board Policy | KD

Flyers for local non-profit organizations sponsoring student activities and flyers that promote third party invitations to students or parents who attend our schools, may be approved through our Community Education Department. Once the flyer is reviewed and approved they may be available to parents or students at a central location designated by the school. Community members who wish to distribute flyers should contact our Community Education Office at 480-224-3900.

### Attendance

School Board Policies | JH, JH-R and JHB

Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disturbing for all students; both disrupt their schedules and require readjustment to the class routine.

#### **Tardiness**

If a student is late for school (after the tardy bell), he/she must report to the office before going to the classroom. The student will be given a pass to take to the classroom teacher. It is important to know that excessive tardiness may result in an unexcused absence.

#### **Absences**

- Students who are not in school 90% (18 absences) excused or unexcused or 5 unexcused absences of the school days in which they have been enrolled may be reported to the County Attorney's Office as truant or parent may be cited. *A.R.S. § 15-802 or 15-803*. If a student is absent ten days, we are required to notify parents in writing. All sites will issue a ten day letter upon a student's 10th absence. Please understand this is a function of the system and letters are automatically sent at 10 and 18 days. Any discrepancies can be discussed with the school office.
- All students should be in class every day unless they are ill. It is very important that the school be notified as soon as possible. A voicemail to the school's attendance office can be left on a 24-hour basis.
- When reporting an absence, please specify the reason for absence.
- If the school is not notified early in the morning, school personnel will make an attempt to contact the parent/legal guardian to determine why the student is not in school. An early call to the school's attendance line will save staff time and help ensure the child's safety.
- If notification is not received, the student will be given an unexcused absence. The student must then present a note to the school attendance clerk stating the date and reason for the absence and signed by the parent/legal guardian.
- Parents are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. This will reinforce the importance of school and will prevent the student from getting behind his/her work.
- When requesting class work missed during an absence please contact the school office before 11 a.m. to provide adequate time for the teacher to prepare materials to be sent home or picked up at the end of the school day.

## **Bicycles, Skates, Scooters, and Skateboards**

School Board Policy | JLI

Students in grades 2<sup>nd</sup>-6<sup>th</sup> may ride bicycles or scooters to school with parent consent. We suggest that the bikes and scooters have a sturdy lock and be registered with the city. Helmets are strongly recommended. Bikes and scooters must be walked across campus at all times. Failure to do so may result in the student losing the privilege of riding his/her bike or scooter to school. Motorized bicycles and scooters are prohibited. Please remember the importance of bicycle and scooter safety, and follow the established rules at all times.

**Schools and the School District are not responsible for lost, stolen or damaged personal possessions.**

Occasionally, a parent may request that a student regularly walk or ride a bike/scooter to school using a path that involves crossing a major roadway with no crossing guard. If the CUSD provides busing from a particular area, it is because it has deemed it too far or unsafe for a student to walk and the district will not allow a student to walk or ride a bike/scooter from that area. (School Board Policies | ECAD and EEAA)

## **Classroom Celebrations**

With the understanding that a classroom celebration may be engaged in at certain times throughout the school year, these celebrations are to be kept to a minimum with an emphasis on scheduling to avoid excessive loss of instructional time. Site administration may determine further restrictions/conditions as necessary.

## **Cell Phones and Smart Watches**

School Board Policy | JK-R

If you, as a parent or guardian, have decided that it is necessary for your child to carry a cell phone and/or smart watch, we ask that you be aware of the following and discuss with your child:

- A. The Chandler School District does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone and/or smart watch on campus or on the bus and it is damaged or stolen, we will not be able to utilize administrative time to investigate the incident, nor will the District take any financial responsibility for the cell phone and/or smart watch or cell phone charges.

**Schools and the School District are not responsible for lost, stolen or damaged personal possessions.** (School Board Policy | ECAD)

## **Check Acceptance/Returned Check Policy**

School Board Policy | JQ

Checks are gladly accepted by CUSD. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries, please call District Office 480-812-7000.

When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

For any checks returned as unpaid to CUSD, the check writer's account may be electronically debited without further notice for the amount of the check, plus a returned check fee as allowed by state law, currently \$25. Questions or issues regarding returned checks may be directed to Check Redi at 1-800-686-9522.

### **Community Resource**

Chandler Unified School District offers families a wide variety of services through the **Chandler CARE Center**. These services include health and dental care, access to Southwest Behavioral Health Services, WIC support, and a food bank. The Chandler CARE Center is located on the North East corner of the Galveston Elementary School Campus. For more information, call the Chandler CARE Center at 480- 812-7900.

### **Counseling/Student Services**

School Board Policy | JLD

Each elementary school is staffed with a certified counselor or a student services coordinator. The counselor or student services coordinator may provide student support and consultation to teachers, administrators, and parents regarding academic and/or behavioral issues. They also coordinate special education services. See "Notification of Rights under the Protection of Pupil Rights Amendment" on page 85 for certain parent and rights associated with counseling.

### **Curricular Activities**

Curricular activities are activities conducted during regular school hours. These activities can vary by site.

Students are expected to be well-behaved during all curricular activities. A student may be excluded from a curricular activity at the discretion of the teacher or principal. Games and recreational activities shall be related to an academic endeavor.

### **Curriculum Night**

This is an opportunity to learn more about your child's school and classroom. Information about your child's preschool program and curriculum will be shared at this event.

### **Custody**

School Board Policy | JLIB-R

In most cases, when parents are divorced, both parents continue to have equal rights concerning their children. Please ensure that disagreements about custodial issues are resolved outside of the school.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your legal documents are on file with us, we must provide equal rights to both parents.

### **Driving Services**

In alignment with district policies and procedures and to ensure the safety of all students, elementary students will not be dismissed to transportation outside of qualified district bussing, parent pickup, and/or emergency contacts as designated by the parent/legal guardian. Services such as Lyft, Taxis, Uber, etc. will not be permitted as means of transportation from school, and therefore students will not be released to such services at any time during the school day including arrival or dismissal.

### **Drop-off and Pick-up of Students**

Please stay in line while entering the parking lot and pull as far forward as possible along the curb. Students shall enter or exit cars at the curb. Parents shall remain in their cars. Parents who need to leave their cars shall do so only after parking in an established parking space. Students shall be accompanied at all times by an adult when walking from the curb to the parking lot. Parents must sign in students arriving late, and sign out students leaving early. Please refrain from talking on a cell phone at any time while picking up and/or dropping off your students.

### **Early Dismissal Days**

School Board Policy | ID

There are four days listed on the school calendar as Early Dismissal Days. During these days we conduct parent-teacher conferences. These days are infrequent, but give teachers and parent the opportunity to communicate regarding student progress. In addition to the parent teacher conference days, the last day of school will also be an early release day. Your school will remind you of these dates. Additional days may be determined by the Superintendent of schools and will be communicated in advance.

### **Evacuation and Lock-Down Drills**

School Board Policies | CCB-R and EBC

Fire drills are conducted on a monthly basis and are monitored by local municipality Fire Departments. These drills teach the students the safest, quickest route from their classrooms and school buildings. Whenever a class leaves a room for an emergency, students stay with their teachers until they hear the signal to return to class.

Our schools also practice lock-down procedures. These lockdown drills prepare our staff and students to quickly take cover in a secure room should it be necessary.

### **Evening Programs**

Evening programs provide an opportunity for students to share their accomplishments with family and friends. Students should be accompanied by an adult to ensure their safety and the prompt availability of a ride home.

## Extended Absences

School Board Policies | JH and JHB

Parents/guardians must contact the school if their child will be absent for an extended time period. Unauthorized absence from school is considered truancy and will be treated as such. After 10 days of continued absence, the student will be dropped from the class rolls and/or legal action may be taken in accordance with School Board Policy.

## Extracurricular Activities

Extracurricular activities are an integral part of the school. These activities may include chorus, running club, drama, sports, yearbook, computers, and Student Council. Extracurricular activities shall be conducted before or after regular school hours or during lunch and shall not be graded. Activity Fees may be charged according to district guidelines and may vary by site.

## Extracurricular Activities Fees

School Board Policy | JQ-EB

Each year the District schools use tax credit donations to fund many extracurricular activities.

Extracurricular activities are defined both in A.R.S. § 43-1089.01 and A.R.S. § 15-342(24). Under those definitions, the only activities which qualify as extracurricular activities for which a school may collect and spend Extracurricular Activity (ECA) tax credit donations are those activities which are:

- (a) Optional;
- (b) Non-credit;
- (c) School-sponsored;
- (d) Educational or recreational activities that supplement the school's educational program;
- (e) For enrolled students; and
- (f) Require the students to pay a fee to **the District** in order to participate.

At the July 9, 2014 the District School Board meeting, an extracurricular activity fee schedule for the various activities was adopted. The approved fees are available at your child's school. It is important to know that 1) **ALL** fees, if required, will be deposited into the account of the activity your student participates, 2) the fees you provide may qualify for a tax credit and 3) there are provisions for the principal to reduce and/or waive fees for families with an economic hardship.

## Field Trips

School Board Policy | IJOA

Field trips are an extension of concepts taught in the classroom. They are encouraged and supported. **Only children exhibiting responsible behavior may go on field trips.** Parents are often asked to serve as chaperones and supervisors

for various field trips and their assistance is truly appreciated. The district guidelines state that there should be at least one adult for every ten students. The purpose of a parent volunteer on a field trip is to actively supervise students assigned to them, so no younger children are allowed. Sometimes parents who are not selected as chaperones wish to participate in the field trip experience with their child and travel to the field trip site independently. We respectfully request that parents not selected as chaperones refrain from attending and make separate arrangements to attend with the child at another time. Please refer to School Board Policy IJOA, as it pertains to out-of-state field trips and conditions of support. A parent may request to transport their own child but may not transport other children.

In some cases, sites may have academic behavior agreements in place for students to meet in order to attend a specific trip. Please ask your child’s teacher.

**Food at School**

We realize that parents may wish to bring home-baked treats to school. However, due to a number of issues, such as food allergies, etc., serving home-baked foods to students is prohibited.

**Fundraising**

The Parent Teacher Organization (PTO) may direct fundraisers each school year. Families are encouraged to participate together in this activity. Door-to-door sales by students are strongly discouraged.

Other fundraising activities on campus involving students shall take place before school, after school, or at lunchtime, and must be approved by the principal.

**Insurance**

School Board Policy | JLA

Your child’s school does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. Student accident/health insurance plans are offered to help you pay those bills. The Student Health Care and High Option 24-hour Accident plans are especially recommended for those students with no other insurance because they provide the most help when injuries occur. Student Health Care covers illness as well as injury, 24 hours a day. If your child does have other health coverage, student insurance may also be used to help pay those charges not covered by other insurance. If your child qualifies for Medicare, you must obtain from your school office a copy of the “Important Notice to Persons on Medicare” prior to applying for student insurance. Insurance forms are sent home the first week of school and may be obtained in the school office at any time other than that.

**Meet the Teacher**

Parents/legal guardians and students will have the opportunity to visit the classroom before school is in session. This event helps to ensure a smooth transition on the first day of school.

## Lost and Found

Please put names on clothing and personal things brought to school. Taking some time to do this before school begins may save the cost of buying replacements.

Lost items are stored in the school office for owners to claim. The school will call a charitable group when lost and found becomes too full. Please contact the school office if something is lost at school. Many items, especially clothing, go unclaimed all year.

## Not Appropriate for School

School Board Policy | JK-R

Students are not to bring toys, games, radios, etc. to school except with the teacher's permission. The following materials deemed not appropriate for elementary age children are not allowed at school at any time: knives, weapons of any kind (real or simulated), cigarettes, tobacco products, drugs, water guns, baseballs, roller blades. These items and anything else that may cause disruption to the learning environment will be taken from the student and consequences may be issued. (See Student Code of Conduct, page 13 and also Behavior and Discipline on pages 39-63.)

**Students are not permitted to bring pets to school. Special permission may be granted ONLY with written authorization from the parent, teacher and school administration.** (School Board Policy IMG-R)

Please be aware that bringing dangerous items to school, even after hours or on weekends, can result in serious consequences.

**Schools and the School District are not responsible for lost, stolen or damaged personal possessions.** (School Board Policy | ECAD)

## Open Enrollment

School Board Policy | JFB

Open Enrollment enables Arizona students to attend public schools outside their attendance area. In accordance with state law, the District has established an open enrollment policy and implemented an open enrollment program without charging tuition for non-resident students and resident transfer students. The District does not transport open enrollment students except as set forth in A.R.S. § 15-816.1.

Open Enrollment applications are received the second Monday of January for the following school year.

Students on an open enrollment and returning to the same school will not need to re-apply for open enrollment, however, open enrollments are reviewed annually by school sites.

Visit [www.cusd80.com/elementaryopenenrollment](http://www.cusd80.com/elementaryopenenrollment) for more information.

## **Parent Concerns**

School Board Policy | KE-R

**A parent who has concerns about any matter involving a student should initially speak to the staff member involved. If unable to come to a resolution with the staff member, the parent should contact the school administrator.** If necessary, a meeting will be held. If no resolution can be reached, the parent may contact the appropriate district administrator. (See also: Student Concerns, Complaints and Grievances, pages 43-44). We do ask that situations be communicated with an attempt to resolve at the site level.

## **Parent Pick-Up/Late Pickup**

School Board Policy | JLIB-R

With the understanding that emergencies do occur, we ask that parents/legal guardians maintain communication with the school office and/or child's teacher should they be late in picking up from school or any school related extra-curricular event (clubs, tutoring, etc.). Should a child be late getting picked up without prior communication from the parent/legal guardian, the school office and/or classroom teacher will wait 10 minutes and then make an attempt to contact the parent. If this contact is unsuccessful, the school will attempt to contact an approved emergency contact as recorded on their emergency form. Should continue attempts be made with no success, local law enforcement may be contacted to assist.

The parent/legal guardian agrees to advise the school office and classroom teacher immediately of any changes regarding their personal contact information, including address, email, and phone numbers for home, work, and cell. Any change in emergency contacts and/or contingency routines must be communicated to the school office and classroom teacher.

## **Parent/Student Check Out**

School Board Policy | JLIB-R

In the event your child must leave school (doctor appt., etc.) during the school day, we require that a parent/legal guardian sign him/her out in order that we may comply with state guidelines regarding our responsibility for student safety. In compliance with District policy, before releasing a student during the school day, the administration/teacher shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student. If a lawful custodian, as indicated on the student's permanent record, is not recognized by site, the administration/teacher shall require a picture ID before such release. If there is a doubt, release may not be granted. If it is necessary for another adult to check out your student, (in a non-emergency situation) you must give permission by sending a note or calling the school office and ensure that person's name is listed on the child's emergency card. Generally, we do not call students to the office until the parent arrives at the school.

## **Parent Teacher Organization (PTO)**

### **School Board Policy | ABAA**

The District is proud of its Parent Teacher Organizations (PTO). Parents/guardians are strongly encouraged to take an active role in their child's school life by becoming a part of the parent organization. The PTO's help us improve communication and education in the District schools and they sponsor many events and services. They volunteer their time as classroom aides, assist in the office, supervise field trips, participate in school events, sponsor fundraisers and support the staff and students in a most positive way. PTO's must maintain membership with Chandler Schools Booster (CSB) in order to access and operate on CUSD campuses.

## **Phone Calls to Teachers**

To facilitate good communication and ensure security, each CUSD teacher has a phone in his/her classroom. If parents would like to talk with their child's teacher, they should call the school office either before classes begin or after students are dismissed. During instructional hours, you may leave a message for the teacher, as calls are sent directly to voicemail to ensure that interruptions in class time are kept to a minimum. The teacher will make every effort to return the call on the same day or within 24 hours. If an emergency occurs during the school day, please call the school's main office and our office staff will assist you.

## **Playgrounds**

We realize that students may sometimes wish to return to campus after school for the purpose of playing on the playground equipment. If parents choose to allow children to play unsupervised on the school playgrounds after school, they are not allowed to return to campus until 5:00 p.m. when most school related activity has ceased.

## **Playground Rules**

Students shall:

1. play in the designated areas.
2. play away from irrigation and muddy areas.
3. only throw or kick items specifically designed to be thrown or kicked.
4. use good sportsmanship at all times.
5. play safe non-violent games (no tackling, grabbing clothing, tripping or pushing).
6. use playground equipment as intended.
7. obtain permission from the teacher or staff on duty before leaving the playground.
8. not handle broken glass or harmful objects and report the item to the staff on duty.
9. not play tag on the playground equipment.
10. swing in only one direction.

Please refer to each school's site-specific considerations.

## **Preschoolers/Younger Siblings at School**

School Board Policy | IJOC

While we greatly appreciate our parent volunteers, district guidelines do not allow for parents to have preschoolers and/or siblings accompany them while volunteering.

## **Publicity**

School Board Policy | JR-R

Occasionally a student's photograph/image is used for official school and/or district publicity. Publicity may include the school's website, newsletter, or local newspaper. Parents may request that their student not be included in publicity by marking "No" in the online Infinite Campus Parent Portal.

## **Registration/Admission**

School Board Policy | JF and JEB

To register a child in school for the first time, an original birth certificate or other satisfactory evidence of age, such as baptismal certificate will be necessary. When enrolling a student, parents/legal guardians will be required to fill out several forms in order to complete registration. Information such as emergency phone numbers, physicians' phone numbers, proof of residence, etc. will be required. Immunization requirements are covered under "Health and Safety" on pages 64-70.

A child must be five years old before September 1st of the school year to enroll in kindergarten. Children who turn five between September 1st and December 31st may be assessed to determine readiness for kindergarten. To enter first grade, a child must be six years old before September 1st, unless entering after completion of kindergarten in a public school with a differing entrance requirement.

## **School Ceremonies and Observances**

School Board Policy | IMD

The following shall be adhered to regarding required opening exercises and school programs as they pertain to customs and holidays:

- A. Each student shall be provided with an opportunity to participate in the Pledge of Allegiance or other patriotic observance each day.
- B. Each student in grades four (4) through six (6) shall recite the following passage from the Declaration of Independence:

"We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed..."

## School Pictures

School Board Policy | JRD-R

A professional photography company will visit each school in the fall and spring to take individual student pictures and individual class pictures. Packets of color photos will be offered for sale to parents.

## School Supplies

School Board Policy | IJ

State law requires that elementary schools provide students with all materials required for classroom activities. In compliance with this law, the district provides students with textbooks, pencils, paper, and the necessary supplies for classroom activities.

Students may bring additional supplies from home for their personal use but are not required to do so.

## School Visits/Volunteers

School Board Policies | IJOC, KI-R and KFA

Please feel free to visit the school. We do ask that, as a courtesy, you notify the teachers before visiting. If you visit our schools, you will need to register in the front office and receive a visitor badge. **Visitors and volunteers must be 18 years or older. The school will terminate visiting privileges for any parent or guardian who is interfering with instruction during the visit or who does not conduct him/herself appropriately and professionally.**

- In order to support the dress code and to set a good example for our students, parents are asked to wear modest attire when on campus to have lunch, visit classrooms, or volunteer, etc.
- We do not allow children from other schools to visit our students during school hours.
- Should you wish to observe your child on the playground while visiting the school, please ask school officials for directions. During these observations, we require that parents refrain from playing on the playgrounds with their children.
- While we greatly appreciate our parent volunteers, district guidelines do not allow for parents to have preschoolers and/or siblings accompany them while volunteering.

## **Site Council**

A school site council shall be established at each school to provide a cooperative procedure for determining goals and educational philosophies of the school. The council, like all other governance or administrative units of District, operates within the guidelines of District Governing Board policy, budget, ethics, and law. This governing body is organized with representation of parents and staff to uphold the educational foundation of the school. The Site Council meets at least four times each year.

### **Meetings**

- The council shall meet regularly and more often if business dictates.
- Operating procedures of the council shall be determined by the council.
- Minutes of each council meeting shall be taken, and the results of actions shall be distributed to the members and shall be made available to the general public.

Minutes of the previous meeting will be available in the school office.

## **Staff Qualifications**

School Board Policy | GCF

The Every Student Success Act (ESSA) gives you the right to ask for information regarding your child's teacher. ARS §15-341(A)(29) Notice to parents – An employee's educational and teaching background and experience in a particular academic content subject area shall be made available for inspection on request of parents and guardians of pupils enrolled at a the student's school. This paragraph shall not be construed to require any school to release personally identifiable information in relation to any teacher or employee, including the teacher's or employee's address, salary, social security number or telephone number. Information may include:

- the students' teacher has met State qualification and licensing criteria for the grade levels and subject areas which the teacher provides instruction.
- the students' teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- the students' teacher is teaching in the field of discipline of the certification of the teacher.
- the child is provided services by paraprofessionals and if so, their qualifications.

If you would like this information, please contact your child's principal.

## **Student Council**

School Board Policy | JIBA

A Student Council is established in each elementary school. The purpose is to provide students with an opportunity to participate in student government and decision making. Elections are held for various offices.

## Student Dress Code

### School Board Policy | JICA

Students will be expected to keep themselves well-groomed and neatly dressed at all times. **Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.** (See Personal Grooming Standards and Clothing Charts on page 37 for specific examples.) As a choice option, Chandler Traditional Academy (CTA) sites have a prescribed dress outlined in the Traditional Academy Addendum on pages 95-96. In addition, as per A.R.S. § 15 – 342(22), school sites may have a uniform or prescribed dress. (Please check with school sites as to specifics.)

Since fashions and name designations for wearing apparel change frequently, the administration, with the advice and counsel of police, faculty, students, and parents, may provide an interpretation of garments that are questionable.

The dress code is in compliance with A.R.S. § 15 – 342(22).

- Clothing or hairstyles that are detrimental to one's health and safety or the health and safety of others are not permitted.
- Clothing shall be modest, clean, and appropriate for school wear.
- Students shall not wear: tank tops, halter tops, garments with spaghetti straps, strapless garments, and fishnet stockings. Garments that are “see-through,” cut low, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Clothing should have adequate coverage to allow a full range of motion movement without skin or undergarments showing. Undergarments must not be visible. Clothing must cover the entire buttocks and extend to a reasonable length to ensure modesty.
- Students will be required to remove sunglasses while inside the buildings.
- Footwear must be worn for good health safety. Students cannot wear athletic shoes with cleats, “house shoes” or slippers on campus.
- Monogrammed shirts that advertise illegal substances for minors are not allowed (i.e. cigarettes, liquor of any kind, drugs, and lewd or sexually suggestive messages). Garments identified as gang related attire by school administration and/ or local police departments are not permitted in school.
- Court imposed monitoring devices must be covered at all times.
- Outer garments worn over prohibited items do not necessarily make these garments acceptable. Visible undergarments are prohibited.
- Chains, hanging belts, and spiked bracelets/necklaces/earrings are not allowed on campus.
- All school personnel have the responsibility and right to enforce all school rules, including dress code guidelines. Students inappropriately dressed for school will remedy the situation before returning to class.

**The school administration retains the final discretion in determining if a garment, accessory, or appearance complies with the dress code.** Repeated violations of the dress standard may result in appropriate disciplinary action being taken, including suspension from school.

PERSONAL GROOMING STANDARDS		
ITEM OF GROOMING	WILL BE / HAVE	WILL NOT...
Hair	Properly cleaned, groomed, <b>styled</b> , and within accepted <b>color</b> ranges.	Be of distraction.
Cosmetics		Be extreme or distracting; no stickers or designs, no excessive use of glitter.
Nose ring, gauges or other body-piercing other than earrings		Be worn.
Tattoos or other body markings		Be visible, be gang or drug related, suggestive.
Jewelry, pins, necklaces		Be excessive, gaudy or unsafe; display an offensive message or suggest/promote drug use
Sunglasses		Be worn in class.
Chains		Be worn.

CLOTHING		
ATTIRE	WILL BE / HAVE	WILL NOT...
Outer garment (coat, sweater, sweatshirt)	Appropriate for wear based on weather conditions and room temperature.	Be worn in classroom or on campus to conceal items; be a trench coat.
Blouses, shirts, casual tops	Modest	Be fishnet or see-through, bare midriffs, halter tops, tube tops, tank tops, low-cut, spaghetti straps, immodest or revealing, have offensive art or verbiage, alcohol/drug message, sexually explicit message or image.
Slacks, trousers, pants	Properly fitted over the hips with no bunching at the waist or sagging at the seat.	Be tightly fitted or too bare or so extreme as to be immodest, no sagging or larger than appropriate, unsafe, distracting, expose undergarments or have holes exposing skin/undergarments. Pajama pants are not allowed.
Shorts	Properly fitted, at least 4" inseam, no bunching at the waist or bagging/sagging at seat; worn at waist over hips	Be shorter than mid-thigh (as measured by fully extended arm-bottom of the thumb); be larger than appropriate or expose undergarments.

### Hats and Sunglasses

Hats and sunglasses may be worn while outside. They must be removed while indoors. Exceptions will be made for students with medical needs.

### **Corrective Action by School Staff**

School Board Policy | JK

All school personnel have the right and responsibility to enforce school rules including dress and grooming expectations. Students who do not comply with dress or grooming expectations will be referred to the school health office or to the school principal. Parents will be contacted and asked to provide alternative clothing. If parents are not available, students will be given alternative clothing to wear for the remainder of the day. Parents will also be contacted concerning grooming issues. Arrangements will be made with parents to correct grooming issues as quickly as possible.

**Note:** Some Chandler schools require school uniforms. These schools will provide detailed information as to the uniform requirements.

### **Student Records**

School Board Policy | JR

Parents are advised that Chandler Schools, in compliance with the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA) strictly control all required aspects of creating, maintaining, transferring, and disposing of student records. Parents have specific rights to review and inspect their child's records and to know about their disposition, including the publishing of "directory" information about their child. District policies and procedures are available for parent review in the school office. Please call your principal if you have questions about FERPA or IDEA. (See FERPA statement on pages 83-84)

### **Student Use of School Phone**

Students will not be permitted to use the school telephone unless it is an emergency or for a matter the school officials deem necessary. We believe that remembering homework and musical instruments, etc. is the student's responsibility. Therefore, phone calls for situations like these are not allowed. In addition, please make arrangements for after school activities with your child at home (e.g., Boy Scout meetings, friends' birthday parties, etc.).

### **Take Your Son/Daughter to Work Day**

The District has asked parents and guardians to observe "Take Your Son and Daughter to Work Day" on a day other than during the school year. Local corporations have joined with us to designate a non-school day for this purpose.

### **Transfer/Withdrawal Procedures**

School Board Policy | JFC

If it becomes necessary to transfer or withdraw your child from school, please notify the school attendance technician at least one week in advance of his/her last day. Plan on checking your child out at the school office on the last day, at which time the attendance technician will provide you with the required paperwork.

## BEHAVIOR AND DISCIPLINE

### Bullying/Harassment/Intimidation

School Board Policy | JICK

#### **Bullying/Harassment/Intimidation Policy**

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulation, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint. *Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed.*

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes participation as members of society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

**Bullying** = occurs over an extended period of time, and may include, but is 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; damage to or theft of personal property.

**Cyberbullying** = any act of bullying committed by use of electronic technology or electronic communication devices; telephonic devices, social networking, Internet on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment** = intentional disruptive or threatening behavior by a student(s) to another student(s); includes, but are not limited to, stalking, hazing, social exclusion, name calling unwanted physical contact, unwelcome verbal or written comments, photographs and graphics; harassment, direct or indirect, may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance.

**Intimidation** = intentional behavior by a student(s) that places another student(s) in fear of harm of person or property; may be manifested emotionally or physically, directly or indirectly, and by use of social media.

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

If a student is experiencing or believes another student is experiencing ***bullying, harassment, or intimidation***, the following process is in place to address the issue:

1. Report the situation to an administrator or appropriate school employee immediately. School personnel shall maintain confidentiality of the reported information.

2. A detailed verbal or written description of the incident must be provided on appropriate school forms and submitted to the principal or administrator **as promptly as possible**.
3. The administrator will provide the student with a written copy of the Student Rights Policy (School Board Policy JI), and support services available to the student.
4. The administrator will notify the student's parent/legal guardian of the report.
5. The administrator will investigate all reports.
6. If bullying, harassment, or intimidation has occurred, *discipline will be administered pursuant to School Board Policies JK, JKD, and JKE*.
7. Regardless of the outcome of the investigation, the principal will meet with the involved students to review the findings of the investigation.
8. Parents/Guardians of the involved students shall be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigations shall be maintained by the District not less than six (6 years). Restrictions established by FERPA on disclosure of personally identifiable student information will be observed at all times.

## Hazing

School Board Policy | JICFA and JICFA-EA.

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing, of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve 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 District school. "Hazing" means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student and which both of the following apply:

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

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. Report all acts of hazing to a teacher or an administrator immediately. 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. Students and others may report hazing to any professional staff member.

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. If evidence suggests that conduct complained of under this policy also constitutes a crime, the supervisor shall stop the investigation and promptly report to the appropriate law enforcement agency. If evidence suggests the conduct complained of under this policy constitutes child abuse, the incident should be reported according to the Administrative Regulation JLF. The requirement to report abuse applies to situations in which a child is the alleged abuser, as well as to situations in which an adult is the alleged abuser. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

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

### **Interrogations & Searches/Seizures**

School Board Policy | JIH

In cases involving law enforcement authorities, the administration will contact the student's parent/legal guardians to give them an opportunity to be present during questioning. There are, however, certain exceptions to this procedure as per Governing Board Policy JIH.

School employees may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in jeopardy.

The guidelines are as follows:

1. General searches of school property including personal items found on the school property may be conducted at any time when there is reasonable cause for school employees to believe that something which violates a law or school rule is on school property. General searches may be made without the student present.
2. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others, or which might possibly interfere with school purposes may be seized by school employees.

3. Items which are used to disrupt or interfere with the educational process may be removed from a student's possession.
4. A student's person may be searched by school employees when there is a reasonable cause to believe that the student has possession of illegal items or other items that may interfere with school purposes.
5. Student desks, lockers, etc. and other storage areas are school property. The school may search student areas on a periodic basis to protect the health, safety, and rights of all students.

## **Title IX Sexual Harassment**

### **Notice of Nondiscrimination**

Chandler Unified School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In compliance with Title IX, the District does not discriminate on the basis of sex in any of its programs or activities, including but not limited to, in admissions and employment. The following persons have been designated to handle Title IX inquiries regarding the nondiscrimination policies:

### **Compliance Officers for Title IX**

**Notice of Non-discrimination:** [www.cusd80.com/nondiscrimination](http://www.cusd80.com/nondiscrimination)

Dr. Craig Gilbert, Associate Superintendent/Title IX Coordinator  
1525 W. Frye Rd.  
Chandler, AZ 85224  
(480) 812-7000  
[gilbert.craig@cusd80.com](mailto:gilbert.craig@cusd80.com)

Dr. Jeff Filloon, Executive Director of Human Resources  
1525 W. Frye Rd.  
Chandler, AZ 85224  
(480) 812-7000  
[filloon.jeff@cusd80.com](mailto:filloon.jeff@cusd80.com)

Compliance Officer for Section 504  
Dr. Kymberly Marshall, Executive Director of Student Services  
200 S. Hamilton  
Chandler, AZ 85225  
(480) 812-7000  
[marshall.kymberly@cusd80.com](mailto:marshall.kymberly@cusd80.com)

In addition, inquiries may be referred to the Assistant Secretary for Civil Rights of the U.S. Department of Education.

### **Sexual Harassment and Title IX Policies:**

[Sexual Harassment Policy ACA](#)  
[Sexual Harassment Policy ACA-R](#)  
[Sexual Harassment Policy ACA-E Complaint Form](#)

[Title IX Sexual Harassment Policy ACAA](#)  
[Title IX Sexual Harassment Policy ACAA-R](#)

## Student Concerns, Complaints and Grievances

School Board Policies | J-3611 and JII-R

***The following procedures will be followed when a student or a student's parent or legal guardian wishes to present a concern, complaint, grievance or appeal that falls within the scope of Policy JII.***

***Complaint form.*** The District shall make a Complaint form (JII-EA) available at each school and at the District Office. The form shall also be available in electronic format. Complainants are encouraged to utilize this form, but shall not be required to do so. In order to provide the District with the information necessary to properly address the matter, any written Complaint that is filed should contain the same information that is requested on JII-EA (at a minimum). The Complaint should be signed by the complainant. A school or District administrator shall assist an individual in completing the grievance form upon request.

***Timeframe for submission of complaint.*** In order to facilitate meaningful investigation of a complaint, a complainant should submit his/her complaint as soon as possible and no more than thirty (30) days following the event or action giving rise to the complaint.

***Personnel authorized to accept complaint.*** A complaint may be submitted to the Principal, Assistant Principal or Dean of Students at each school or to the District Superintendent. The authorized person to whom the complaint is submitted at the school level shall ensure that the Superintendent (or designee) is apprised of the complaint.

***Referral.*** A referral will be made to the appropriate individual for investigation and response or take other appropriate action.

***Acknowledgment of receipt of complaint.*** The complainant will be provided with a written confirmation of the District's receipt of the complaint and contain the following information:

- *An assurance that the complaint will be handled as confidentially as possible.*
- *Notice that the District prohibits retaliation against anyone who files a complaint or participates in a complaint investigation.*
- *Informs the complainant that the District will endeavor to complete the investigation or resolution process in a timely manner, typically no more than thirty (30) calendar days of receipt of the complaint.*
- *A request that the complainant provide any and all additional information or documentation relevant to the complaint.*
- *Informs the complainant that he/she will be provided with a written report or letter at the conclusion of the process.*

**Investigation of complaint.** The assigned investigator will conduct an impartial and thorough investigation. The investigative process should include the following:

- *An interview with the complainant.*
- *Interviews with other relevant individuals.*
- *Follow up interviews as needed.*
- *Review of relevant records or documents.*

**Notice of outcome of investigation.** The District will provide the complainant with written notice of the findings and conclusions of the investigation. The District will also provide notice of what, if any, action will be taken by the District in response to the investigation.

**Maintenance of records.** The District will maintain a confidential record of each complaint made pursuant to Policy JII at the District office. The record shall include a copy of the complaint or grievance filed by a student, findings of the investigation, and the disposition of the matter.

**Report to Superintendent.** Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will make such reports and/or referrals to the Board as may be necessary.

**Withdrawal of complaint.** A complaint or grievance may be withdrawn at any time.

**False reports.** A student who knowingly submits a false report may be subject to discipline in accordance with relevant District policies.

**Report of crimes.** When District officials have a reasonable belief or an investigation reveals that a crime or possible crime has been committed, the matter shall be reported to the appropriate law enforcement agency if a report has not already been made.

### **Student Interrogations, Searches and Arrests**

School Board Policy | JIH and JIH-R

**INTERVIEWS:** School officials may question students without limitation with regards to all relevant matters. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

**CHILD ABUSE CASES:** If a child protective services (DCS) worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. § 8-821, the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. § 8-823. The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

**CASES WHERE SCHOOL SAFETY IS NOT AN ISSUE:** If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

**CASES WHERE STUDENT SAFETY IS AN ISSUE:** When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

**SEARCHES:** School officials have the right to search and seize property, including school property assigned to students, when health, safety, and/or welfare of the student(s) is in jeopardy, or when there is reason to believe that a search will turn up evidence that the student has violated school rules or the law. Searches may also include a student's personal property such as backpacks, pockets, and other personal effects. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) by students are school property and are subject to its control and supervision. Students have no reasonable expectation of privacy in school-provided lockers, desks or other storage areas, and may be inspected at any time with or without reason, or with or without notice, by school personnel. The District reserves the right to monitor and inspect the student use of the District's technology, internet and network systems, with or without reason, or with or without notice, by school personnel.

**ARRESTS:** When a peace officer enters a campus providing a warrant or subpoena, or comes with the intent of taking a student into custody, the peace officer will provide proper identification, and complete and sign a form required of an arresting and/or interviewing officer for the school. The school staff shall cooperate with the officer, and may respond to parental inquiries about the arrest. The school may explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

### **Opportunity Assignment**

School Board Policy | JK-R

If a child's behavior limits or restricts his or her right to learn or inhibits or is disruptive to other students right to learn or contributes to an unsafe environment for him, her or peers, he or she may be assigned to a transitional program such as CUSD's Opportunity classrooms based on the age of the student and as an alternative to long term suspension or expulsion. Once the assignment is decided, transportation will be provided to and from the Opportunity school site. If a student dis-enrolls from the Opportunity assigned site, and returns to CUSD, he or she will re-enter at the Opportunity site of disenrollment.

### **Student Discipline**

School Board Policy | JK

Chandler Unified School District is dedicated to providing a safe learning environment where students can develop self-control through positive guidance techniques.

Each school implements a systematic approach to discipline unique to its own environment and student needs. Parents are viewed as partners in the educational process and therefore their support and involvement is essential.

#### **Arizona State Laws Relative to Discipline**

1. Pupils shall comply with the regulations, pursue the required course of study and submit to the authority of the teachers and the Governing Board. (A.R.S. § 15-841A)
2. Continued open defiance of authority, habitual profanity, vulgarity or excessive absenteeism will constitute good causes for expulsion. (A.R.S. § 15-341B)
3. A pupil who cuts, defaces or otherwise injures any school property may be suspended or expelled. (A.R.S. § 15-842A)
4. Parents or guardians of minors who have injured school property shall be liable for all damages caused by their children or wards. (A.R.S. § 15-842B)

## Suspensions/Expulsions

School Board Policies | JKD and JKE

In the event that a student's behavior poses a clear and immediate danger to self and/or others, the principal may suspend a student for up to 10 days. An attempt will be made to contact the student's parent/legal guardian. A letter regarding the action of the school district will be sent if other contact cannot be made. Suspensions exceeding 10 days are subject to the approval of the Superintendent. The student and parent or guardian will be notified of the district's due process procedure.

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school. Only the Board is authorized to expel a student. The Board directs all expulsion hearings to be conducted by a hearing officer selected from a list of hearing officers approved by the Board. A student who has been expelled shall not be permitted on District property and shall not be permitted to participate in District functions or activities without special permission and prior approval by the principal.

## Threats

School Board Policy | JIC

The District is committed to providing a safe environment for all students. Please talk with your children about the seriousness of making threats to other students or staff and understand that we must take threats seriously. If a student threatens harm to another student or staff member, we must assume that the student intends to act on the threat.

"School districts or charter schools must expel from school for at least one year a student who is determined to have threatened an educational institution. An expulsion requirement may be modified on a case by case basis if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat, or may reassign a pupil to an alternative education program and may require the pupil's parent or guardian to participate in mediation, community service, restitution or other programs in which the parent or guardian takes responsibility with the pupil for the threat." A.R.S. § 15-841

Due to the requirements of A.R.S. § 13-3620 schools and school employees are required to report criminal activity to local law enforcement and report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. **The law requires schools to report threats, or rumors of threats, against schools, students, and school personnel.** Schools must also report all incidents of non-accidental injury, which might occur during altercations at school. (Also, see Mandatory Reporting of Criminal Activity to Law Enforcement on page 69.)

Safety is a top priority at the Chandler Unified School District (CUSD). CUSD recognizes the importance of a consistent process to use when addressing concerns about a student's well-being. Therefore, CUSD has adopted the evidence-based threat assessment model known as the Comprehensive School Threat Assessment Guidelines (CSTAG). All CUSD schools have a trained threat assessment team to evaluate the risk of violence and provide a multidisciplinary perspective. Every instance of threatening behavior will be treated seriously and examined thoroughly under CUSD's process to ensure a safe learning environment.

## **Vandalism and Liability**

School Board Policy | ECAC

Unfortunately, occasional vandalism at our school occurs. People who damage school property will be held liable for those damages, according to state law. In the case of minor children, their parents are liable. We ask you to help us by teaching your child to respect public property.

## **Weapons on Campus**

School Board Policy | JIC

The School Board's policy regarding weapons on campus states that "students using, displaying or knowingly carrying, or possessing any dangerous instrument or an item they represent as a dangerous instrument shall be suspended from school and may be recommended for expulsion." (See, Student Code of Conduct, page 13). It is important to note that this policy includes weapons on campus after hours and/or on weekends and may also apply to simulated weapons.

## **Discipline Infraction Glossary**

The following information shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student's behavioral history. School rules apply when a student is attending school, on school grounds, at school-sponsored events, traveling to or from school (including bus stops), on any district property, or when the student is engaged in misconduct that affects the climate of the school. For further information, refer to the policy handbook located on the district website at [www.cusd80.com](http://www.cusd80.com).

# **Aggression**

### **Verbal Provocation**

Use of language or gestures that may incite another person or other people to fight.

**Board Policy Reference:** JIC

**Consequence Range:** Conference - Suspension

### **Minor Aggressive Act**

Inappropriate physical contact: Hitting, poking, pushing, shoving, tussles, minor confrontations. Other behaviors that may be considered under this violation are: running in the building, hallways or corridors, pulling a chair out from underneath another person or behavior that demonstrate low level hostile behavior.

**Board Policy Reference:** JIC

**Consequence Range:** Conference - Suspension

**Disorderly Conduct**

A person with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so. Unreasonable noise, physical retaliation, commotion. Refuses to obey a lawful order.

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Suspension

**Police Report**

**Recklessness**

Unintentional, careless behavior that may pose a safety or health risk for others. “**Throwing objects**” in an unsafe/dangerous manner. This includes reckless behavior that threatens the safety and well-being of others. This includes throwing objects at school-sponsored events and while on school sponsored transportations.

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Suspension

**Endangerment/Unsafe Behavior**

Acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. This may include knowingly and willingly withholding information that leads to such situations.

**Board Policy Reference:** JIC

**Consequence Range:** Conference - Expulsion

**Fighting**

Fighting includes *mutual participation in a fight* involving physical violence or harm caused to another person. There is no one main offender. Purpose is to cause harm to another person. Fighting does not include verbal confrontation, tussles, or other minor confrontations.

**Board Policy Reference:** JIC

**Consequence Range:** Suspension – Expulsion

**Police Report**

**Assault**

Intentionally, knowingly, or recklessly causing any physical injury to another person. Intentionally placing another person in reasonable apprehension of imminent physical injury. Knowingly touching another person with the intent to injure, insult, or provoke such person. *This includes situations in which one person or group of persons physically attacks or "beats up on" another person who does not wish to engage in the conflict.*

**Board Policy Reference:** JIC

**Consequence Range:** Suspension- Expulsion

**Police Report**

## Alcohol, Tobacco, and Other Drugs

<b>Sale</b>
<b>Distribution</b>
<b>Intent to Sell</b>
<b>Intent to Distribute</b>
<b>Use</b>
<b>Possession</b>
<b>Share</b>

### **Alcohol (Distribution, Possession, Use, Sale)**

The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school or school-sponsored events and on school-sponsored transportation.

**Board Policy Reference:** JIC, JICH and JICC

**Consequence Range:** Suspension- Expulsion

**Police Report**

### **Drugs (Distribution, Possession, Use, Sale)**

Inhalants Prescription Drugs Over the Counter Drugs Drug Paraphernalia Substance represented as illicit drug Illicit Drugs:
Ecstasy
Cocaine or Crack
Hallucinogens
Heroin
Marijuana
Methamphetamines
Other illicit drug

The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, imitation of an illegal drug, or narcotic substance prohibited by law, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school or imitation of illegal drugs at school, school-sponsored events and on school-sponsored transportation.

"Drug" means any narcotic drug, dangerous drug, marijuana or peyote and shall include but are not limited to: all dangerous controlled substances prohibited by law, hallucinogenic substances and inhalants, and any prescription or over-the-counter drug if abused by the student, except those for which permission to use in school has been granted pursuant to Board policy. Category does not include tobacco and alcohol.

**Board Policy Reference:** JIC, JICH and JICC  
**Consequence Range:** Suspension- Expulsion  
**Police Report**

**Tobacco (Distribution, Possession, Use, Sale)**

The distribution, possession, use or sale of tobacco products, **including imitation tobacco (electronic cigarette, hookah, water pipe, vaping device)** on school grounds, school-sponsored events and on school-sponsored transportation.

**Board Policy Reference:** JIC and JICG  
**Consequence Range:** Conference – Suspension  
**Police Report**

**Arson**

**Arson**

Knowingly and unlawfully damaging a structure or personal property by knowingly causing a fire or explosion.

**Arson of an Occupied Structure**

By knowingly and unlawfully damaging an occupied structure by causing a fire or explosion with one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.

**Board Policy Reference:** ECAC, JIC and JICB  
**Consequence Range:** Restitution and Suspension – Expulsion  
**Police Report (Occupied Structure)**

**Attendance**

**Tardy**

Arriving at school or class after the scheduled start time.

**Board Policy Reference:** JIC  
**Consequence Range:** Conference - Suspension

### **Leaving School Grounds without Permission**

Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.

**Board Policy Reference:** JH and JHB

**Consequence Range:** Conference – Contact CUSD Truancy Officer - Referral to Chandler Justice Court – Alternative Placement - Suspension

### **Unexcused Absence**

When a student is not in attendance for an entire day and does not have an acceptable excuse.

**Board Policy Reference:** JH and JHB

**Consequence Range:** Conference – Contact CUSD Truancy Officer - Referral to Chandler Justice Court – Alternative Placement - Suspension

### **Truancy**

It is unlawful for any child between six to sixteen years of age to fail to attend school during the hours school is in session. “Habitually truant” means at least five school days within a school year. “Truant” means an unexcused absence for at least one class period during the day.

**Board Policy Reference:** JH and JHB

**Consequence Range:** Conference – Contact CUSD Truancy Officer - Referral to Chandler Justice Court – Alternative Placement – Suspension

## **Harassment, Threat, and Intimidation**

### **Harassment, Nonsexual**

A person commits harassment with intent to harass or with knowledge that the person is harassing another person. The person anonymously or otherwise communicated or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in manner that harasses. Follows another person in or about a public place for no legitimate purpose, repeatedly commits an act or acts that harass another person, on more than one occasion, makes a false report to a law enforcement, credit or social service agency.

**Board Policy Reference:** JIC, JICFB and JICK

**Consequence Range:** Conference – Expulsion

**Police Report**

### **Bullying**

Bullying occurs over an extended period of time, and may include, but is 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; damage to or theft of personal property.

**Board Policy Reference:** JIC, JICFB and JICK

**Consequence Range:** Conference - Suspension – Expulsion

**Police Report**

### **Cyberbullying**

Any act of bullying committed by use of electronic technology or electronic communication devices; telephonic devices, social networking, Internet on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Board Policy Reference:** JIC and JICK

**Consequence Range:** Conference - Suspension – Expulsion

**Police Report**

### **Threat or Intimidation – A.R.S. § 13-1202 Person**

When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. Reckless disregard to causing serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility. To promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise. Retaliation for victim reporting or being involved in an organization established for the purpose of reporting. Ex: threats made over the telephone, threats to beat someone up, threats made by text messages or on social media, at home or at school.

**Board Policy Reference:** JIC and JICK

**Consequence Range:** Conference – Expulsion

**Police Report**

### **Hazing**

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 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 and the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

**Board Policy Reference:** JICFA

**Consequence Range:** Suspension – Expulsion

### **Hate Crime**

A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation.

This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

**Board Policy Reference:** JIC

**Consequence Range:** Suspension – Expulsion

**Police Report**

## **Lying, Cheating, Forgery, or Plagiarism**

### **Cheating**

To deprive of something valuable by the use of deceit or fraud; to influence or lead by deceit, trick or artifice.

**Board Policy Reference:** JIC

**JHS Consequence Range:** Teacher Resolution - Suspension

**HS Consequence Range:** Conference – Removal from class – Refer to specific school policy

### **Forgery**

Falsely and fraudulently making or altering a document.

**Board Policy Reference:** JIC

**Consequence Range:** Conference - Suspension

### **Lying**

To make an untrue statement with intent to deceive; to create a false or misleading impression. Includes “**False Accusation**” with the intent to defame or cause harm.

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Suspension

### **Plagiarism**

To steal and pass off the ideas or words of another as one's own.

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Suspension

## School Policies, Other Violations of

### **Defiance/Disrespect of Authority**

Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules. Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.

**Board Policy Reference:** JIC

**Consequence Range:** Conference - Suspension

### **Combustible**

Student in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e: matches, lighters, firecrackers, gasoline, and lighter fluid.

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Suspension – Expulsion

### **Possession of Contraband**

Items state in school policy as prohibited because they may disrupt the learning environment

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Suspension - Expulsion

### **Disruption**

Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out of seat behavior.

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Suspension

### **Dress Code Violation**

Dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, or alcohol on clothing are expressly prohibited. Schools may have more restrictive guidelines.

**Board Policy Reference:** JIC and JICA

**Consequence Range:** Conference requesting change of clothes - Suspension

**Gambling**

Participating in games of chance for the purpose of exchanging money or goods.

**Board Policy Reference:** JIC

**Consequence Range:** Conference - Suspension

**Language, Inappropriate**

Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Suspension - Expulsion

**Gangs (Negative Group Affiliation)**

An ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior.

This includes students wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership.

**Board Policy Reference:** JIC and JICF

**Consequence Range:** Conference – Expulsion

**Police Report**

**Parking Lot Violation**

Inappropriate or **reckless** use of a motorized vehicle on school property or to school sponsored events. Other parking lot violations.

**Board Policy Reference:** JIC and JLIE

**Consequence Range:** Conference – Suspension - Expulsion

**Public Display of Affection**

Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Suspension

**Other Violation of School Policy**

Student does not meet the expectations of the teacher or staff member. May be based on class/team/organization's rules, policies, and procedures.

**Board Policy Reference:** JIC

**Consequence Range:** Conference - Suspension

**School Threat**

**Bomb Threat**

Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.

**Board Policy Reference:** JIC and JIC1

**Consequence Range:** Conference – Suspension - Expulsion

**Police Report**

**Other School Threat - A.R.S. § 13-2911 Educational Institution**

Intentionally, knowingly or recklessly interferes with or disrupts normal operations of an educational institution by either threatening to cause physical injury or damage. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property.

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Expulsion

**Police Report**

**Sexual Offenses**

**Pornography**

Sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials.

**Board Policy Reference:** JIC

**Consequence Range:** Suspension – Expulsion

**Police Report**

**Indecent Exposure or Public Sexual Indecency**

When a person exposes his/her genitals or anus or exposes the areola or nipple of their breast(s) and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. This includes flashing and mooning.

**Board Policy Reference:** JIC

**Consequence Range:** Conference – Expulsion

**Police Report**

**Sexual Harassment**

Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance. Includes: sexual comments, gestures, jokes or looks, spreading sexual rumors and clothing pulled at, off or down off in a sexual manner.

**Board Policy Reference:** JIC, ACA and ACAB

**Consequence Range:** Conference – Expulsion

**Police Report**

**Sexual Harassment with Contact**

Sexual Harassment that includes unwanted physical contact of nonsexual body parts.

**Board Policy Reference:** JIC, ACA and ACAB

**Consequence Range:** Suspension – Expulsion

**Police Report**

**Accidental Contact**

Accidentally making physical contact with another person's body.

**Board Policy Reference:** JIC

**Consequence Range:** Suspension – Expulsion

**Police Report**

**Sexual Assault (Rape)**

Intentionally or knowingly engaging in sexual intercourse (vaginal, anal, or oral penetration) with any person without consent of that person: Rape includes penetration using a foreign object.

**Board Policy Reference:** JIC, ACA and ACAB

**Consequence Range:** Suspension – Expulsion

**Police Report**

## Technology, Improper use of

### **Network Infraction**

Each user will be required to sign an EIS user's agreement. Electronic Information Services include anything attached to, or delivered through the District's network (Local Access, Wide Area, Internet), any computer accessible sources of information (hard drives, tapes, CDs, floppy disks, or other electronic sources), and the School District phone system.

**Board Policy Reference:** JIC and IJNDB

**Consequence Range:** Conference – Suspension – Expulsion

### **Telecommunication Device (Electronic Device)**

Misuse, abuse of electronic devices to photograph, film, videotape or digitally record or by any other device images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person's knowledge. This includes the misuse, abuse or blatant disregard of CUSD EIS (Electronic Information Services) guidelines and procedures.

While it is becoming increasingly popular for students to post material on social media, please be aware that if material posted, either at home or at school, is viewed as inappropriate, harassment or disruptive to the educational environment, students will be subject to disciplinary action.

**Board Policy Reference:** JIC, IJNDC and IJNDB-R

**Consequence Range:** Conference – Suspension – Expulsion

## Theft

### **Theft - Personal or School Property**

Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. Controls property of another knowing or having reason to know that the property was stolen.

### **Theft – Petty**

Thefts under \$100

**Board Policy Reference:** JIC

**Consequence Range:** Restitution and Suspension – Expulsion

**Police Report**

### **Extortion**

Asking for or demanding money or something of value from another person in return for protection or in connection with a threat to inflict harm.

**Board Policy Reference:** JIC

**Consequence Range:** Suspension- Expulsion

**Police Report**

## **Trespassing**

### **Trespassing**

To enter or remain on a public school campus without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave.

**Board Policy Reference:** JIC

**Consequence Range:** Conference - Expulsion

**Police Report**

## **Vandalism or Criminal Damage**

### **Graffiti or Tagging**

Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.

**Board Policy Reference:** JIC and JICF

**Consequence Range:** Suspension – Expulsion

**Police Report**

### **Vandalism (destruction of school or personal property)**

The willful or malicious damage, destruction, injury, disfigurement or defacement of school or personal property without consent.

**Board Policy Reference:** JIC and ECAC

**Consequence Range:** Restitution and Suspension - Expulsion

**Police Report**

## **Weapons and Dangerous Items**

### **Firearms including Destructive Devices (Distribution, Possession, Use)**

"Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, starter gun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon. "**Destructive Device**" means a category of firearm that includes an explosive combustible or poisonous gas. This includes grenades, mines and rockets.

**Board Policy Reference:** JIC and JICI

**Consequence Range:** Suspension - Expulsion

**Police Report**

### **Other Weapons (Distribution, Possession, Use)**

Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but not limited to: nunchakus, brass knuckles, Chinese stars, Billy clubs, **knives at least 2.5 inches**, electrical weapons or devices. Weapons are strictly prohibited.

**Board Policy Reference:** JIC and JICI

**Consequence Range:** Suspension - Expulsion

**Police Report**

### **Dangerous Item (Distribution, Possession, Use, Sale)**

A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. This includes, but is not limited to: B.B. gun, paintball gun, pellet gun, **knife less than 2.5 inches**, taser or stun gun, letter opener, razor blade or box cutter, simulated knife.

**Board Policy Reference:** JIC and JICI

**Consequence Range:** Suspension – Expulsion

**Police Report**

### **Simulated Firearms (Distribution, Possession, Use)**

Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.

**Board Policy Reference:** JIC and JICI

**Consequence Range:** Suspension – Expulsion

**Police Report**

### Board Policy References

<b>ACA</b>	<b>Sexual Harassment</b>
<b>ACAB</b>	<b>Sexual Harassment Involving Students</b>
<b>ECAC</b>	<b>Vandalism</b>
<b>IJNDB/C</b>	<b>Use of Technology Resources/Appropriate Use</b>
<b>JH</b>	<b>Student Absences and Excuses</b>
<b>JHB</b>	<b>Truancy</b>
<b>JIC</b>	<b>Student Conduct</b>
<b>JICA</b>	<b>Student Dress</b>
<b>JICB</b>	<b>Care of School Property by Students</b>
<b>JICC</b>	<b>Student Conduct on School Buses</b>
<b>JICF</b>	<b>Gang Activity</b>
<b>JICFA</b>	<b>Hazing</b>
<b>JICFB</b>	<b>Harassment of Students</b>
<b>JICG</b>	<b>Tobacco Use by Students</b>
<b>JICH</b>	<b>Drug and Alcohol Use by Students</b>
<b>JICI</b>	<b>Weapons in School</b>
<b>JICK</b>	<b>Student Bullying/Harassment/Intimidation</b>
<b>JII</b>	<b>Student Concerns, Complaints and Grievances</b>
<b>JKE</b>	<b>Expulsion</b>
<b>JLIE</b>	<b>Student Automobile Use and Parking</b>
<b>KE</b>	<b>Public Concerns and Complaints</b>

## Body Worn Cameras

Increasingly, law enforcement agencies are utilizing Body Worn Cameras (BWC's) in their law enforcement practices, including those agencies that collaborate with the District. We have requested and been provided with information concerning how these devices may be used. While each agency has adopted its own policy for the use of BWC's, we wanted to provide you with the following information below.

Generally, BWC's will only be turned on when there is a "law enforcement action" taking place or when deemed appropriate by the officer. BWC's are typically NOT utilized in the following circumstances:

- Traditionally private settings (bathrooms, locker rooms, during medical exams, etc.) absent a compelling reason to do so.
- When the victim of a sexual assault requests that a recording not be made.
- During casual interactions with individuals (i.e. when there is no law enforcement action), e.g., greeting and talking to students, when teaching law related classes, and when simply being a crime deterrent presence.
- When making a recording would be impossible, impractical, or unsafe.

All law enforcement agencies must comply with A.R.S. § 1-602(9), which requires, in pertinent part, written parent consent prior to making a video or voice recording, unless the video or voice recording is made by law enforcement officers during or as part of a law enforcement investigation, during or as part of an interview in a criminal or child safety services investigation or to be used solely for any of the following:

- Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles;
- A purpose related to a legitimate academic or extracurricular activity;
- A purpose related to regular classroom instruction;
- Security or surveillance of buildings or grounds; or
- A photo identification card.

## HEALTH AND SAFETY

### Emergency Procedures

School Board Policy | JR-R

If a minor injury occurs, your child will be taken to the health office for treatment. The parent/legal guardian will be notified at the time of dismissal or a note will be sent home. In case of a serious injury, first aid will be administered. Parents/legal guardians will be notified immediately to pick up child for further care. If a parent/legal guardian cannot be located, an emergency contact will be called to pick up the child.

### Food Service

School Board Policy | EF and EF-R

The Food Service Department operates a non-profit program that provides meals and related services to the students of the district. For information regarding school meals please visit our website at [www.cusdnutrition.com](http://www.cusdnutrition.com). Here you will find all of our menus, pricing information, and nutritional data on the food we serve. Special diet forms and Free & Reduced Applications can be downloaded as well. You can also contact our CUSD Nutrition staff at 480-812-7240.

It is our goal at CUSD Nutrition Services to provide healthy balanced meals to our students so that they may remain focused throughout the school day.

It is the policy of *Chandler Unified School District* to provide a complete meal to all students. In the event a student's account has insufficient funds to pay for the meal, the account is charged. Parents/guardians shall be contacted for payment through phone calls and written notification.

- Students in kindergarten through grade six (6) will be allowed to accrue a negative balance while efforts are made to collect the account deficiency.
- À la carte purchases are not permitted when the account is in a negative balance

When a negative account balance exceeds the dollar amount equivalent to ten lunches:

- The Principal will be notified.
- A social worker and/or designated staff member of Nutrition Services will contact the student's parent(s)/guardian(s) to determine an appropriate resolution of the circumstance.
- The student's parent(s)/guardian(s) will be provided application materials for the reduce-price and free meal programs.

If it is determined the district is unsuccessful in collecting payment, the debt may be handed over to a collection agency.

At least one (1) advance written communication shall be given to the student(s) parent/guardian prior to providing additional meals beyond the conditions established by the District. The written communication shall explain the procedure should the student not have sufficient funds to pay for a meal.

No charges will be permitted at secondary sites. Students and parents of secondary students are encourage to review student meal balances online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or can call their school cafeteria manager for information.

### **Health Services**

School Board Policy | JLC

Please see the health services department tab on the district website [www.CUSD80.com](http://www.CUSD80.com) for specific information and forms required from parents and doctors, the medication administration policy, health protocols for student illness, immunizations, hearing and vision screening programs, and information on specific health conditions.

### **Health Office and Illness**

School Board Policy | JLC

The elementary school health office is staffed by a health assistant to provide emergency care, health consultation, and act as a resource for students and parents. Specific procedures and permission forms are required for the school health office to administer any prescription medications; be aware that written orders from the prescribing physician are required if students are to receive such medications during school hours. If students become ill and must go home, a student leave permit must be obtained from the school health office and presented to the school attendance office before leaving campus.

### **Hearing and Vision Screening**

School Board Policy | IHB-R

Identified groups of students are required to have vision and hearing screenings. The screenings are completed by trained staff at the school site. The groups of students include: any student new to the district, students in preschool, kindergarten, 1st, 3rd, 5th grades, and any student who is enrolled in special education (as required by A.R.S. Title 15, Chapter 7, Article 4 and A.A.C. R7-2-401).

## Health Protocol

### School Board Policy | JLC

**Should it be determined that your child cannot be in school you will need to make arrangements to have your child picked up immediately to ensure the health and safety of students and staff.**

Your child will not be allowed at school and will be sent home if the following condition(s) are present:

1. Students and staff members who test positive for COVID-19 must remain at home until they are fever-free for 24 hours without the use of medication and their symptoms have improved. Upon return, we will ask that students and staff wear a mask (optional). Students and staff members who test positive for COVID-19 but have no symptoms will be asked to wear a mask (optional). Students may be sent home for multiple symptoms.
2. Fever of **100.4° or higher**. Students and Staff must be fever-free for 24 hours (without fever-reducing medication) before returning to school.
3. Persistent cough that interferes with learning for the student and class.
4. Sore throat with fever and/or white spots on the throat. **If strep throat is diagnosed (note required)**, the child must be on antibiotic medication and fever-free for 24 hours (without fever-reducing medication) before returning to school.
5. Rash with/without fever and/or signs of illness or behavioral changes. (i.e. chicken pox, measles, etc.) Even non-contagious rash conditions can be a symptom of a health condition....even if it is just unsightly, uncomfortable, or itchy. Medical attention may be needed to reduce symptoms or disease risks.
6. Vomited (not caused by motion sickness or a gag reflex unassociated with illness) A child must be free of symptoms for 24 hours before returning to school.
7. Diarrhea of two (2) or more loose/watery stools in a 24-hour period unless other signs of illness are present. A child must be free of symptoms for 24 hours before returning to school.
8. Skin sores on an exposed surface are weeping fluid and cannot be covered.
9. Red, itchy, and purulent draining eyes. If conjunctivitis or "pink eye" is diagnosed, the child must be on medication for 24 hours before returning to school. If not diagnosed by medical provider student must remain out until symptoms have cleared.
10. Prolonged and/or persistent headache or stomachache that does not resolve.
11. Swelling or pain at a level that may interfere with learning.
12. Earache with severe discomfort and/or fever.
13. Toothache with facial swelling and/or fever.
14. Active (live) Head Lice. A child must remain at home until treatment with pediculicide. A child may return to school if there are no live lice present. Please notify the Health Office as the student must be cleared to attend class.

**Please feel free to contact the school health office with any questions.**

## **Guidelines for Medication Administration**

School Board Policies | JLC, JLCD, JLCD-RA

All medication is to be brought to school by the parent/guardian in a properly labeled container from the pharmacy and/or the original unopened, over the counter packaging. Expired medications will NOT be accepted. You may ask the pharmacist to label two containers: one for school and one for home. Medications will not be sent home with students daily.

Medications will NOT be crushed without a licensed healthcare provider order. Parent/guardian is required to provide student specific pill crusher. If a medication needs to be cut in half, it will be done by the parent/guardian NOT the health assistant or nurse.

Any medications that the district/school nurse feels are unsafe will not be administered until licensed healthcare provider clarification is obtained. School nurses must follow all State Scope of Practice regulations.

Students will NOT be allowed to carry or administer their own medication except with special written permission from the parent/guardian, licensed healthcare provider, building administrator/principal, and school/district nurse. This includes prescriptions, over the counter medications and natural/ herbal supplements. No controlled substances will be allowed for self-carry for the safety of all students.

The parent/guardian is responsible to pick up the child's medication at the end of the school year. Any medication left over will be discarded on the last day of class. No Exceptions.

Parent/guardian is responsible for providing medications for overnight and extended day field trips with all appropriate paperwork.

Medications will not be given at school that mask COVID-19 like symptoms. (i.e. headache).

### **Prescription Medication**

- Prescription medication must be prescribed by your child's Arizona licensed healthcare provider and filled by a licensed pharmacy. Medication prescribed by out-of-state healthcare providers can be administered for up to 60 days. After 60 days, the prescription must be replaced by a provider licensed in the State of Arizona. No Prescriptions from outside of the United States will be accepted.
- Medications prescribed to be taken one (1) two (2) and three (3) times a day are not routinely given at school. Exceptions may be made if the nurse discusses the need with the licensed healthcare provider and they find this is necessary.
- A Consent for Medication Administration form must be filled out and signed by the child's licensed healthcare provider, and the parent/guardian, for prescription medication to be given.
- A new Consent for Medication Administration form must be completed and signed by the child's licensed healthcare provider for any changes to prescription medication (dosage, timing, etc.), including each new school year.

- The student is responsible for coming to the health office or to the designated person to take the medication.
- Narcotic pain medication, CBD oil and medical marijuana will not be given in the general education setting at school for the safety of all students. (ARS§15-108)

### **Over-the-Counter Medication**

- All Non-prescription medications will be dispensed to students upon the completion of the Consent for Medication Administration form with parent/guardian signature. Medication will be given in accordance with package directions. Dosage must be weight and age appropriate per label (i.e. children specific formula).
- If medication is to be administered for three (3) consecutive days, a licensed healthcare provider order must be submitted to the school health office for continuing administration of the medication beyond the three (3) days to ensure that use of this medication is not masking symptoms of a serious condition in the student.
- In order to minimize the possibility of a drug overdose, non-prescribed medications will not be dispensed during the first and last hours of the school day.
- A new Consent for Medication Administration form is required for each school year.
- The health office does have a supply of Acetaminophen (Tylenol) in pill form that we can give to your student if they will benefit from it and help keep them in school. For us to administer, the parent/guardian must give permission during the online registration process each school year. The frequent use of Acetaminophen (Tylenol) has been shown to cause liver problems in both children and adults; therefore, we will use Acetaminophen (Tylenol) at our discretion. If we find we are administering Acetaminophen (Tylenol) on a recurrent basis, you may be contacted to provide a note from your doctor along with a supply of the medication for the health office.

### **Natural/Herbal Preparations and Dietary Supplements**

**Supplements are not regulated by the FDA. Under the Dietary Supplement Health and Education Act (DSHEA), the FDA treats supplements like food. Supplements can include minerals, vitamins or other natural biological substances and they are available in a variety of shapes and sizes, including concentrates, extracts, capsules, tablets, liquids and powders. Because these are not regulated by the FDA, we have guidelines in place to ensure the safety of all students.**

- All Natural, Herbal and Dietary supplements will be dispensed to students upon the completion and signature of the Consent for Medication Administration form by the parent/guardian.
- A new Consent for Medication Administration form is required for each school year.
- Supplement must be in original unopened container with all instructions intact on that container.
- If supplement is to be administered for more than three (3) consecutive days, a licensed healthcare provider's order may be necessary.
- Supplements will not be given the first and last hour of the school day to avoid any possibility of overdose.
- Identification of the condition for which the product is being used is necessary. That includes all safety information, possible side effects, contraindications, and adverse reactions.

## **Immunizations**

School Board Policies | JLCB and JLCB-E

Please see Health Services under the department tab on the district website [www.cusd80.com](http://www.cusd80.com) for specific information and forms required for parents and doctors, the medication administration policy, health protocols for student illness, immunizations, hearing and vision screening programs, and information on specific health conditions.

The Chandler CARE Center at 777 E. Galveston St. provides immunizations. Call 480-812-7900 for times of service.

## **Emergency Card**

School Board Policy | JR-R

Parents are required to complete a Student Emergency Health and Medical History Card for each of their children every year. This card tells us how to contact you or another responsible adult if your child becomes ill or is injured at school. Please list health problems including allergies to foods, medications, insect stings, etc. It is very important to notify the office if your address, home phone number, business phone or cell phone number changes during the school year. Please update these forms online.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

## **Mandatory Reporting of Criminal Activity to Law Enforcement**

School Board Policy | JLF-RB

Due to the requirements of A.R.S. § 13-3620, schools and school employees are required to report criminal activity to local law enforcement, and report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. Recent changes in the law require schools to report threats, or rumors of threats against schools, students, and school personnel. Schools must also report incidents of non-accidental injury, which might occur during altercations at school. (Also, see "Threat or Intimidation", page 47.)

## **Reporting Child Abuse**

School Board Policies | JLF and JLF-RA

Suspected child abuse is not something school employees can ignore. Apparent non-accidental injury, sexual molestation, abuse, and neglect are required by law to be reported to Department of Child Safety and/or local law enforcement agencies.

### **Restricted Physical Education Activities**

If for any reason you feel your child should have restricted physical education activities, please provide the school health assistant with a doctor's statement, giving the reason and the length of the restriction. This information will be forwarded to both the classroom and physical education teacher.

### **Toilet Training**

Except for Priority Preschool classrooms, all students are required to be toilet trained before beginning preschool in CUSD. Toilet trained is defined as the child being able to use the toilet, wipe him/herself, and pull his/her pants up and down on their own. We understand there may be occasional accidents and request you send an extra set of clothing to be kept at school. Children are given multiple opportunities to use the restroom throughout their preschool day.

## TECHNOLOGY

### Appropriate Use of Technology

Student Use of Personal Technology  
School Board Policy I JNDC-R

The Governing Board intends that technological resources provided by the District be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The Chandler Unified School District views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Chandler Unified School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students.

Students are authorized to use District equipment and personal electronic devices to access the Internet or other online services in accordance with Board policy, the use obligations and responsibilities specified below and outlines in the District's **Acceptable Use Agreement**.

- ***Students shall use the District's system safely and for educational purposes only.***
- ***Students shall not use the District's electronic information services to encourage or facilitate the use of drugs, alcohol or tobacco, or other unethical activities.***
- ***Students are prohibited from accessing, posting, submitting, publishing or displaying harmful or inappropriate material that is threatening, obscene, disruptive, or sexually explicit, or that could be defined as harassment based on race/ethnicity, sex, gender, sexual orientation, age, disability, religion, or political beliefs.***
- ***Students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of electronic communication, unless instructed to do so by school personnel.***
- ***Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.***
- ***All materials utilized for research projects should be appropriately cited as with other printed sources of information.***
- ***Vandalism will result in the cancellation of user privileges or more severe consequences.***
- ***Students shall not read other users' email or files without permission. Nor shall they attempt to read, delete, modify, or use another's identity electronically.***
- ***Students shall report any security problem or misuse of the network to appropriate school personnel.***

Before a student may use district technology and/or personal electronic devices, the student and his/her parent/legal guardian shall sign the following documents outlining the expectations and responsibilities:

- **Bring Your Own Technology Responsibility Use Agreement**
- **Acceptable Use Agreement**

The District reserves the right to monitor use of the District's systems for improper use without warning or prior consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the District at any time. When a student violates any part of the policy, the principal or designee may cancel or limit the student's user privileges or increase supervision of the student's use of technological resources as appropriate. Inappropriate use may result in disciplinary action and/or legal action in accordance with the law and School Board Policy.

#### **Acceptable Use Agreement for the Internet**

We are pleased to bring to the students of the Chandler School District access to electronic mail and the Internet. Access to electronic mail and the Internet offers an abundance of resources such as thousands of libraries, databases, and bulletin boards to both students and teachers. The district goal in providing this service is to promote excellence in our schools by facilitating resource sharing, innovation, and communication.

Chandler School District has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials on a global network and industrious users may discover such materials. We believe that the benefits to students to further educational goals and objectives via access to the Internet far exceed any disadvantages. 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. To that end, the Chandler Unified School District supports and respects each family's right to decide whether or not to participate.

All network activities, including Internet and E-mail, will be supervised by appropriate personnel. Below (with explanatory examples) are activities in which your child may be a participant:

- E-mail pen-pals
- Research major news sources: (newspapers, magazines, U.S. Congress)
- File Transfer (FTP) – transfer files between computers, in either direction.
- Research (Gopher, Telnet) – research databases, card catalogs, image files, weather maps. (U.S. Weather Service, the Library of Congress, the Smithsonian)
- Conversation: Real-time e-mail-type conversation (Internet Relay Chat) or video conferencing with distant classrooms, professional experts, technical assistance

## Internet and E-mail Rules

### (Terms and Conditions)

- 1) Individual users of Internet and E-mail are responsible for their behavior and communications over the Network. The use of each user account must be in support of education and research and consistent with the educational objectives of the Chandler Unified School District.
- 2) Access is a privilege – not a right. Inappropriate use will result in a cancellation of privileges. Each user who receives access (called a “user’s account”) will be part of a discussion/training/lesson pertaining to the proper use of the network. The network administrators will deem what is appropriate use and their decision is final. An account may be closed at any time if inappropriate use is determined. The administration, faculty, and staff of Chandler Unified School District may request the network administrators to deny, revoke, or suspend specific user accounts.
- 3) Network etiquette:
  - a) Be polite, using appropriate language and pictures in your messages to others. Downloading inappropriate materials is prohibited.
  - b) Respect and maintain user privacy. Do not reveal any names, home addresses, or phone numbers.
  - c) Assume that all communication and information accessible through the network are private property. Copyright infringement is prohibited.
  - d) Use the network appropriately in such a way that would not disrupt the use of the network by others.
  - e) Damaging computers, computer systems or computer networks is prohibited and will not be tolerated.
- 4) Personal responsibility: Report any misuse of the information service to a parent, teacher, or the system administrator, as appropriate.

By using the District's network, you acknowledge and understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without District authorization.*

**VIOLATIONS OF THE ABOVE NETWORK ETIQUETTE MAY RESULT IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY ACTION.**

## BYOT Responsible Use Agreement

School Board Policies | IJNDB and GBA

We are pleased to be able to offer “Bring Your Own Technology” as an option to expand student and staff access to online and other educational electronic resources. The purpose of this agreement is to outline the expectations for use of personal electronic devices on our campuses.

### Chandler Unified School District BYOT Philosophy

Our philosophy is to assist all members of the Chandler Unified School District community to be **good digital citizens** – students and staff who use technology to support learning in a meaningful, safe and responsible way, in accordance with all applicable state and federal laws. (NOTE: Regulations, consequences, and possible disciplinary action for inappropriate use of the network and electronic devices are already covered by the CUSD Acceptable Use Policy, a separate document available at: <http://cusd80.com/AUP>.)

### Purpose of and Permissions to Use Personal Electronic Devices at School

Like other personal items that may be brought from home to school, there are times and places where the use of personal electronic devices is beneficial to instruction, and other times when it is not. The expectation is that personal electronic devices are to be used only for instructional purposes, in appropriate times and places as determined by each school’s principal. Teachers who permit the use of personal electronic devices in class are expected to model and teach responsible use of the Internet, to monitor students’ use of the devices, and to set up any applicable classroom procedures and rules pertaining to this use. Teachers or other staff may be able to assist but cannot be expected to troubleshoot problems with the students’ technology.

### Internet and Network Access

We maintain a filter that blocks harmful content on the Internet from students. When you sign this agreement and bring in your own device, you will be allowed to use the district-supplied, filtered network for Internet access at your school, if available. **The District reserves the right to monitor use of the District's systems for improper use without advance notice or consent.** Your signature indicates your understanding that any activity that occurs with the use of the District’s internet and network systems are not private and may be accessed by the District for the purpose of ensuring proper use. Your signature also indicates your understanding that we cannot filter any non-district network connections (such as 3G or 4G) that may be already present on your device, and that you agree to follow the Acceptable Use Policy and all other related CUSD policies related to Internet use, regardless of the network you use. Use of electronic devices outside of these conditions is not allowed, can be considered a distraction to instruction, and will be handled as already described in the Student Handbook. (Please see below for more information about current policies related to technology use at school.)

**Examples of What You MAY Do with Your Device at School:**

*Using the device at times and in places when the teacher has given permission for you to use them, such as:*

- Conducting research on the web for a school project – citing resources, following copyright law, respecting the intellectual property of others.
- Creating documents in collaboration with other students when working in groups.
- Participating in class discussion threads, using respectful language to others.
- Engaging in class activities using your device as a responder.
- Taking a photo or video of a project to put into a class presentation.

**Examples of What You MAY NOT Do with Your Device at School:**

*Using the device at times or in places when the teacher has asked you not to use them, such as, but not limited to:*

- Texting to others for non-instructional purposes.
- Bullying or threatening others.
- Playing non-educational games.
- Attempting to bypass network security or engaging in hacking.
- Taking a photo or video of another person and posting it to the Internet.
- Sharing personal information with others.
- Engaging in plagiarism or copyright infringement.

Please note that use of personal electronic devices is left to the discretion of the classroom teacher. The teacher will make the final determination of when use of personal electronic devices is appropriate.

**You are encouraged to:**

- Personalize your device with a case, school-appropriate skins, decals, wallpaper, etc. that will make it easier to distinguish your device from other students' similar devices.
- Charge your device before bringing it to school. (It will not be possible to charge student devices at school.)
- Keep track of your personal electronic device. The school and District are not liable for your losses due to theft, damage, or other financial harm.
- Follow the Acceptable Use Policy and school and class rules. Remember that BYOT is a privilege, not a right. This privilege can be taken away if abused.
- Install, update, and use virus protection on your device. If your device is determined to be the source of virus infections or security problems, access may be discontinued.

As new technology becomes available, we expect that it will be necessary to update this document and to make clarifications. If you have questions about which devices and specific uses are permitted, please refer these questions to your teacher and/or school principal.

## Technology Resources

### (Movies/Videos/Electronic Materials)

School Board Policy | IJND-R

Movies, videos and electronic materials with ratings other than for general audiences of all ages are not to be shown in classrooms or at any District facility (this includes buses and motels where students are present) except when all of the following have occurred:

- The movie, video or electronic material has been previewed by the teacher or other certificated staff member.
- The movie, video or electronic material has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
- The responsible school administrator has approved of the use of the movie, video or electronic material prior to its showing.
- The teacher or other certificated staff member has provided advance notification to each student's parent(s), or other responsible adult, of the title of the movie, video or electronic material and the date on which it will be shown.

When a movie, video or electronic material has a rating, the above advance notification will include the rating and the source providing the rating.

A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie, video or electronic material.

Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown.

A parent or legal guardian who objects to any learning material or activity on the basis that it is harmful (including because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language) may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment.

*Please reference School Board Policy IJND.*

## **Lightspeed Alert**

As part of our efforts to maintain a safe, secure online experience for students, Chandler Unified School District uses a technology tool known as Lightspeed Alert in grades K-12. This scanning program reviews students' cloud storage files (Google Drive, OneDrive, etc.) and web searches made using their CUSD account and/or device for inappropriate images and /or content identified by keywords. Alert will flag content referencing intentions of violence, drug and alcohol use, sex, self-harm, hate speech, pornography, etc. It will also analyze images to block pornography and obscene visuals from reaching students.

Alert representatives review students' cloud storage files throughout the day and night and send alerts to administrators at the school and the district office. School administrators will contact parents/guardians when an alert is received. If a parent/guardian cannot be reached, administrators will contact local law enforcement to request a well-check on students of alerts regarding threats of self-harm.

All school rules apply to the content on a student's cloud storage drive and email inbox. Students are encouraged to practice responsible digital citizenship.

We look forward to continuing to collaborate with families to support and meet our students' needs and to protect them while in our care.

Thank you,  
CUSD District Administration

## TRANSPORTATION POLICY

### Transportation

School Board Policy | EEAA

The primary purpose of the District's Transportation Department is to safely transport students to and from school. It takes shared cooperation and responsible actions by the bus driver, student, parent, teacher, school administrator, and the Transportation Department to achieve this goal. The District's Transportation Department staff commits to provide the safest buses and best-trained drivers that our resources allow. Our drivers are required to meet training standards that exceed the requirements established by state and federal regulations. We rely on all of the students (supported by their parents or guardians) to follow procedures that contribute to the safety of everyone on the bus. Parents are responsible to ensure their children's safety prior to the arrival of the bus at the stop in the morning and on the way home from the stop in the afternoon.

#### **Kindergarten and First Grade Students**

Our bus drivers will only drop K-1st bus riders off at their designated bus stop with an older sibling student or if an adult is waiting at the location. If either option is not available, the bus driver will notify Transportation Dispatch. Dispatch will try to contact student's parent. If unable to make contact, then student will be returned to their home school.

#### **Instruments on the Bus**

Because space on our buses is limited, we cannot guarantee that students will be able to transport large band or orchestra instruments on the bus.

#### **When Walking isn't Allowed**

Occasionally, a parent may request that a student regularly walk or ride a bike to school using a path that involves crossing a major roadway with no crossing guard. If the District provides busing from a particular area, it is because it has deemed it too far or unsafe for a student to walk and the district will not allow a student to walk or ride a bike from that area.

Please ensure that you and your children have reviewed the bus rules and consequences listed on pages 79-80.

## Safe Student Transportation

### Expected Student Behavior School Board Policy | EEAE-EB

1. Obey the bus driver at all times.
2. Be at bus stop 10 minutes prior to scheduled pick-up time in the morning. Be on time to the bus in the afternoon.
3. Stand a safe distance from the curb or highway.
4. Be courteous to the driver and other bus passengers.
5. When crossing street by school bus, always cross ***in front*** of bus.
6. Always use the steps and handrail when boarding and leaving the bus.
7. Sit quickly and quietly in *assigned seat*. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
8. Always identify yourself when asked by the driver.
9. No eating, drinking (except water in plastic bottles), smoking, chewing gum or spitting inside the bus.
10. Keep hands, head, arms and all objects inside the bus at all times.
11. Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
12. Keep the bus clean and free of damage.
13. State law prohibits the following items on school buses:

Alcoholic beverages	Animals, insects or reptiles	Smoke or stink bombs	Fireworks
Dangerous or narcotic drugs	Weapons	Other dangerous objects	Tobacco
Legally prohibited substances	Glass items	Explosives	

14. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the step well.
15. Skateboards, scooters and roller blades are not allowed on the school bus.
16. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's *written* request, counter-signed by a school official.
17. Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student's parent or legal guardian and approved by a school official.
18. Remain seated while bus is in motion ***and until it comes to a complete stop***.
19. Bus driver will only drop Kindergarten-1<sup>st</sup> grade student bus riders off at their designated bus stop with an older sibling student or if an adult is waiting at the location. If either option is not available, the bus driver will notify Transportation Dispatch. Dispatch will try to contact student's parent. If unable to make contact, then student will be returned to their home school.

**These expectations are taken from various regulatory sources including, federal regulations and laws, Arizona state laws and regulations, DPS regulations, and Chandler School District policies.**

## **School Bus Infractions**

School Board Policy | EEAE-ED

Site administration issues all consequences for school bus infractions which range from conference to loss of bus privileges. Infractions and consequences also apply to behavior at bus stops.

### **Level I Infractions which cause delay, inconvenience or irritation**

1. Failure to remain properly seated
2. Loud disruptive talking or yelling
3. Failure to take assigned seat upon request
4. Eating/drinking/chewing gum on bus
5. Harassing other passengers or driver or aide
6. Littering inside/outside bus
7. Horseplay on bus or at bus stop

### **Level II Disrespectful, illegal, damaging or demeaning**

8. Refusal to show ID card, or give student name upon driver's request. (Secondary students only)
9. Profanity, obscene language, or gestures
- 9a. Profanity or verbal abuse directed towards demeaning a person's character
10. Extending hands or head out of bus window
11. Verbal abuse of driver or passenger
12. Defiant behavior or profanity toward driver or aide
13. Spitting
14. Throwing objects on bus
15. Throwing objects at bus
16. Tobacco, alcohol or drug possession on bus
17. Defacing school or district property
18. Rough and rowdy behavior
19. Unsafe behavior of any sort
20. Possession of lighters or matches on bus

### **Level III Extremely dangerous or damaging**

21. Fighting
22. Lighting matches or lighters on bus
23. Setting fire on bus
24. Destroying school district property
25. Physical assault
26. Fireworks possession or use on bus
27. Tobacco, alcohol or drug use on bus
28. Activation or tampering with emergency or safety equipment on bus
29. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
30. Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at bus stop
31. Shoving student(s) in path of any on-coming vehicle
32. Throwing objects out of bus
33. Unauthorized exit from emergency door
34. Physically impeding movement of school bus
35. Verbal threat of harm or violence
36. Any action causing harm to others

**Because Level III infractions endanger all students and district employees on the bus, there will be no warnings given and no lesser consequences will be imposed for these violations.**

## Parent and Student Transportation Agreement

School Board Policy | EEAE-EC

Please review the following parent and student transportation responsibilities. Thank you for partnering with CUSD to keep our bus riders safe!

### PARENT RESPONSIBILITIES:

1. Before school, parents will make sure students arrive at the bus stop 10 minutes prior to the scheduled pick-up time. After school, parents will arrive at the bus stop 10 minutes prior to the scheduled drop-off time.
2. Kindergarten and 1<sup>st</sup> grade students **must** have a parent/legal guardian at the bus stop in the morning and afternoon. Bus drivers will not release Kindergarten and 1<sup>st</sup> grade students at the bus stop without a parent present. If a parent is not present at the bus stop, the driver will take the child back to the school.
3. Parents should familiarize their child(ren) with the bus stop area. Students should know the name of the bus stop, cross streets, and be able to recognize landmarks associated with their bus stop.
4. Parents should discuss bus rules and safety with their child(ren) including proper and safe behavior at the bus stop area.

### STUDENT RESPONSIBILITIES:

1. Students will adhere to all bus and bus stop area rules and procedures.
2. Students will be able to recall the name of their bus stop and be able to recognize landmarks associated with their bus stop.
3. When the bus comes to a stop, all students will be actively listening for the bus driver to announce the name of their stop.
4. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students will wear a bus tag listing their name, the name of their bus stop, and school information. This tag must be worn for the first 10 days of school.

## MISCELLANEOUS INFORMATION

### **Annual Public Notification of Nondiscrimination**

Chandler Unified School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Chandler Unified School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available in Agri-science, Business, Biomedical, Engineering, Family and Consumer Sciences, Health Sciences, Industrial Arts, Information Technology, and Marketing. The Chandler Unified School District also does not discriminate in its hiring or employment practices.

The lack of English language skills will not be a barrier to admission and participation in the career and technical (vocational) education programs at our schools.

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

Dr. Craig Gilbert, Associate Superintendent/Title IX  
Chandler Unified School District  
1525 West Frye Road  
Chandler, AZ 85224  
480-812-7000

Dr. Jeff Filloon, Executive Director of Human Resources/ADA  
Chandler Unified School District  
1525 West Frye Road  
Chandler, AZ 85224  
480-812-7000

Dr. Kym Marshall, Executive Director/Section 504 Coordinator  
Chandler Unified School District  
1525 West Frye Road  
Chandler, AZ 85224  
480-812-7000

## Family Educational Rights and Privacy Act (FERPA)

### Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Chandler Unified School District (CUSD), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CUSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow CUSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. <sup>1</sup>

If you do not want CUSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks of the start of school. CUSD has designated the following information as directory information:

- |                                 |  |
|---------------------------------|--|
| - Student's name                | - Date and place of birth                                      |
| - Student's current school name | - Major field of study   |
| - Parent/Legal guardian's name  | - Dates of attendance  |
| - SAIS/Student ID number        | - Grade level  |
| - Address                       | - Participation in officially recognized activities and sports |
| - Telephone listing             | - Weight and height of members of athletic teams               |
| - Electronic mail address       | - Degrees, honors, and awards received                         |
| - Photograph                    | - The most recent educational agency or institution attended   |

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<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## **Notification of Rights under FERPA**

### **For Elementary Schools**

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

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Chandler Unified School District (CUSD) has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. CUSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. CUSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. CUSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-592

### **Student Confinement: Parental Notification and Consent**

Arizona law (A.R.S. § 15-843) requires school district discipline policies to address the confinement of students left alone in an enclosed space. Governing Board Policy JK, “Student Discipline” and related Regulation JK-R address this topic.

The District does not engage in the use of confinement for disciplinary purposes. However, pursuant to A.R.S. § 15-843, the District is required to notify parents/guardians that confinement may be used for disciplinary purposes and provide a process to obtain prior written parental consent.

Although the District does not anticipate the use of confinement for disciplinary purposes, it has adopted the following process to notify parents/guardians of the possible use of confinement for disciplinary purposes, as well as to obtain their prior written consent:

- The notification will be included in the student/parent handbook disseminated at the beginning of every school year.
- Parent consent will be obtained by having the parent indicate their agreement or disagreement for the use of confinement for disciplinary purposes on the Acknowledgement of Handbook Receipt form, completed yearly upon receipt of the handbook.

Please note: Arizona law and Governing Board Policy permit school personnel to place a student alone in an enclosed space without parental consent if the school principal or teacher determines that the pupil poses an imminent physical harm to self or others. In this case, the school principal or teacher shall make reasonable attempts to notify the student’s parent/legal guardian in writing by the end of the same day that confinement was used.

Please indicate in the Infinite Campus Parent Portal your consent or refusal to permit the confinement of your child alone in an enclosed space for disciplinary purposes. By indicating in the Infinite Campus Parent Portal, you are acknowledging that you have read this notification.

## PRESCHOOL ADDENDUM

### Program Philosophy

Chandler Unified School District's Early Childhood programming is based on the belief that children learn through experience and discovery. With the understanding that every child is unique, our early childhood programs are organized to initiate activities to grow from personal interest and intention using hands-on developmentally appropriate materials. Through the use of developmentally appropriate curriculum, the social, emotional, physical, and cognitive needs of all our students are developed.

### Program Descriptions

#### Preschool

Preschool programming is designed with our youngest learners in mind. Three-year-olds will receive instruction in English Language Arts, Mathematics, Science and Social Sciences, Art, and more! They will also experience a variety of opportunities meant to support social development, including peer and adult interaction. **Students must be three (3) by August 31 and independent in self-care skills, including toileting.**

#### Pre-Kindergarten

Pre-Kindergarten programming provides a rigorous pre-academic curriculum with an emphasis on preparing students for Kindergarten. Four-year-olds will receive instruction in English Language Arts, Mathematics, Science and Social Sciences, Art, and more! They will also experience a variety of opportunities meant to support social development, including peer and adult interaction. **Students must be four (4) by August 31 and independent in self-care skills, including toileting.**

#### DLE Pre-Kindergarten

Our new Dual Language Exploration (DLE) program offers four-year-old children an opportunity to experience Language exposure which leads into our successful Dual Language Immersion programs. The Spanish DLE program experience will be offered at Chandler Traditional Academy – Freedom Campus and Chandler Traditional Academy - Liberty Campus. The Mandarin DLE program experience will be offered at Tarwater Elementary.

#### Title I Pre-Kindergarten

School Board Policy IHBD-R

Title I Pre-Kindergarten programs are funded through Federal and State funds and are free to Chandler residents who live within the Title I school boundaries. Title I programs provide a rigorous academic curriculum with an emphasis on preparing students for Kindergarten. Four-year-olds will receive instruction in English Language Arts, Mathematics, Science and Social Sciences, Art, and more! They will also experience a variety of opportunities meant to support social development, including peer and adult interaction. **Students must be four (4) by August 31 and independent in self-care skills, including toileting.**

## **Special Education Services for Preschool and Pre-Kindergarten**

### **School Board Policy JEB**

Special education services are provided for children ages 3 to 5 (not of kindergarten age as of September 1<sup>st</sup> deadline) who meet eligibility requirements. Individual educational programming is designed to meet the unique needs of the child.

To be eligible as an early childhood special education student, the child must have a comprehensive evaluation and meet eligibility guidelines as a child with a disability. Typically, the child is referred to our school district by an outside agency, medical provider, or the parent. A screening process will determine if a child should be referred for further evaluation. If so, a full evaluation will be conducted to determine whether the child is eligible for special education services. If eligible, an Individualized Education Program (IEP) will be developed by the school district team and parents to meet the child's needs. Eligible children are offered services to meet their needs free of charge and are not required to be independent with self-care skills, including toileting.

### **General Information**

#### **Classroom Visits**

Parents are encouraged to observe and volunteer in the classroom. This also provides the teacher with help and support as the students learn, play, clean up or transition between activities. Talk to your child's teacher about specific volunteer schedules.

#### **Communication**

To ensure a successful early learning experience, it is important to have good communication between school and home. Newsletters are sent home to help keep parents informed about their child's program as well as special events that are planned throughout the school year. We encourage parents to visit the school's website to view information that is posted on the early childhood teacher's webpage.

#### **Dress Code**

##### **School Board Policy JICA**

Simple play clothes are appropriate for early childhood students. Children interact with paints, markers, glitter, and glue, and there may be spills at snack time. Children also are running, jumping, and climbing during free play time. Good supportive shoes should be worn daily. Most playgrounds are covered with wood chips that can injure children's feet if sandals are worn. Socks and tennis shoes are always the best footwear for early learners. Some sites may require a dress code.

#### **Early Childhood Orientation/Curriculum Night**

This is an opportunity to learn more about our school and your child's classroom. Information about your child's early childhood program and curriculum will be shared at this event.

#### **Hygiene**

To keep all our children healthy, students are required to wash their hand on arrival, before and after snack time, after recess, and after water play. Hand washing prevents the spread of germs and becomes a lifelong habit. We appreciate your help in reinforcing this routine at home as well.

### **Late Pick Up – Community Education Programs**

We understand that emergencies do occur. However, our procedure for late pick up is as follows:

- \$1.00 per minute, per child after the end of the scheduled class time.

If you are going to be late, please first contact your child's teacher. If you cannot reach the teacher, please contact the school's attendance technician. If you are going to be more than 20 minutes late, please ask someone else on your pick-up list to come for your child. Late fees will be applied regardless of who is picking up should the pickup extend beyond dismissal.

If you call before arriving late, you and the staff will be able to work out the details prior to your arrival. The late pick-up fee will be posted to your Community Education account and payment will be processed with the card you have on file in your Community Education account.

If you fail to pick up your child/ren at the scheduled pick up time without notice, or arrange for someone else to pick them up, the site will make two attempts to contact you. If we are unable to contact a parent/legal guardian, we will contact the emergency person(s) listed on your child's emergency form to advise them that your child remains in our care without notice from you. If, for any reason, there is no telephone service we will contact the police to request assistance in contacting a parent/legal guardian or emergency contact person.

The school site agrees to keep your child for one hour after the stated pickup time, with late fees accruing, before contacting the local police, if contact cannot be made with a parent/legal guardian or emergency contact person. We agree to not discuss your tardiness in arriving with your child beyond reassuring them that you or someone they know will be there soon to pick them up.

The parent/legal guardian agrees to advise the preschool teacher immediately of any changes regarding their personal contact information, to include address and phone numbers, for home, work, and cell phones. Parent/legal guardian also agrees to provide immediate notice to the preschool teacher of any changes in emergency contacts or contingency routines.

### **Meet the Teacher**

Parents and students will have the opportunity to visit the classroom before school is in session. This event helps to ensure a smooth transition on the first day of school.

### **Parent/Teacher Conferences**

School Board Policy IKACA

Parent-teacher conferences take place two times during the school year. They are scheduled in August and February. These conferences provide an opportunity to discuss your child's progress and work together to help them be successful. Parent-teacher conferences give parents the chance to ask questions about their child's progress and discuss any concerns they may have.

## Portfolios

A portfolio is a collection of work that is kept on file for each Early Childhood student throughout the school year. The portfolio includes writing samples, cutting samples, art projects, and other evidence of the child's work. Portfolios are shared with parents during conferences to demonstrate the growth each child has achieved in certain skill areas.

## Progress Monitoring

Teaching Strategies GOLD is an observational tool that monitors performance and progress. This assessment tool allows us to assess the children in different classroom activities by observing and recording early childhood students at work and at play. It is a way for teachers to evaluate kindergarten readiness. This information indicates how your child is progressing in the program, and how we can better provide support that will help them develop the skills needed to be successful in Kindergarten.

## Teacher Qualifications

School Board Policy GCF

All early childhood classes are taught by certified teachers and staffed with a para-educator. The goal is to maintain class size at 20 students with a 1:10 adult to student Ratio. Additional para-educator support is provided when required.

## Toilet Training

Except for students eligible for Special Education, all students are required to be toilet trained before beginning an early childhood program in CUSD. Toilet trained is defined as the child being able to use the toilet, wipe him/herself, and pull his/her pants up and down on their own. We understand there may be occasional accidents and request you send an extra set of clothing to be kept at school. Children are given multiple opportunities to use the restroom throughout their school day.

Students being potty-trained includes the following:

- Students should be able to **communicate** their need to go to the bathroom prior to going potty. If necessary, the student's communication should be such that allows for time to accommodate any necessary waiting for the bathroom or travel to and from the restrooms.
- Students should be able to **independently manage** their clothing both before and after going to the bathroom (pull up and down their pants and underwear).
- Students should be able to **independently handle** the appropriate hygiene associated with going to the bathroom (appropriate wiping, cleaning/drying hands, etc.).
- The use of pull-ups **is not** permitted as an alternative.

## Program Services

### Health Screenings

School Board Policy JLDAC

During the year, health personnel will assess the children with hearing and vision screenings to ensure that students do not have a problem with their hearing or vision. If there are concerns, parents or guardians will be notified so the child can be taken for a follow-up visit with their physician.

## **Screening and Referral Process**

School Board Policy | JLDAC

A screening tool is used to screen children's abilities within the first 45 days of attendance. This screening tool encompasses vision, hearing, communication, social/emotional/behavioral, sensory, motor, and adaptive skills. If there are developmental concerns, the teacher will provide parents/legal guardians with contact information to the CUSD Child Find Assessment Center to determine if your child has a potential disability requiring further evaluation. If you have any questions regarding the screening process, please call the Child Find Assessment Center at 480-883-5865.

### **Summary of Fees**

**\$10 Program Change Processing Fee** – assessed for each change to a child's Preschool or Pre-Kindergarten schedule after invoicing, before the current month is complete. All Changes must be made online through the parent portal a minimum of 7 days prior to the end of the month to avoid additional charges.

**\$25 Late Payment Fee** – assessed to each family account when payments are received after the 5th of the month. The late payment fee will be assessed if payment is not made or in cases involving, but not limited to, returned/cancelled checks and/or credit card transactions that are declined.

**\$1 Per Minute, Per Child Late Pickup Fee** – Early Childhood site hours vary Monday through Friday with extended care hours from 2:30-5:30 pm. While we understand that emergencies occur, parents must contact the school/teacher to indicate should they be running late. Repeated late pick-ups will result in a \$1.00 per minute Late Pick-up Fee that will be posted to your family account. The site clock will be used to determine the time. If the site clock is not working properly, cell phone time will be used.

**\$25 Chargeback/Stop Payment Fee/Return Check** – assessed to the family account if credit card charges are disputed or if a stop payment is placed on a check, and the charges are valid for services received/contracted.

**Refund Policy:** The annual registration fee is non-refundable. Unused days will not be refunded.

**Returned Check Policy:** For any checks returned as unpaid to CUSD, the check writer's account may be electronically debited without further notice for the amount of the check, plus a returned check fee as allowed by state law, currently \$25. Questions or issues regarding returned checks may be directed to Check Redi at 1-800-686-9522.

## TRADITIONAL ACADEMY ADDENDUM

### Philosophy

The Chandler Traditional Academy program was founded on the principle that parents and staff shall work together as partners to provide an education that encourages students to pursue academic excellence to the best of their abilities. The curriculum, pace of studies, and specific expectations for academic achievement, behavior, and dress require a firm commitment from every parent, student, and teacher. By selecting the Chandler Traditional Academy (CTA), parents, students, and staff are responsible for and committed to supporting CTA programs, upholding standards, and following the rules and policies of the school.

### Admissions

All CTA schools follow the same CUSD admission and enrollment procedures, which can be found on all school and district websites.

### Traditional Academy Program

The CTA program develops a solid foundation of fundamental and higher-level thinking skills through a structured curriculum that is consistent within each grade level and sequential throughout grades. The kindergarten through sixth grade curriculum is taught using various teaching techniques such as whole group instruction, small groups instruction, and utilization of departmentalized teaching methods. Teachers shall help students gain the necessary skills to become productive citizens by modeling and discussing the meaning of good citizenship.

The students are taught using Spalding. The Spalding method is the foundation of the CTA language arts curriculum. The math program is advanced one grade level across the school. Special area classes, such as library, music, physical education and technology are included in the curriculum.

Classrooms are organized with student's desk facing the teacher's primary instructional area. Whole school announcements, visitors and guest observers, and individual messages to students shall not interfere with instructional time. When possible, messages and announcements will be delivered during the first or last 15 minutes of the school day to minimize interruptions.

### Curriculum

#### District Objectives

The Chandler Traditional Academy shall meet or exceed all curriculum objectives established by the Chandler Unified School District. A sequential curriculum will be utilized in the areas of language arts, math, and reading. New material is introduced each year, which builds upon the previous year's curriculum. Quality teaching strategies will infuse the relationship of the subject matter to real world situations.

#### Spalding Integrated Language Arts

Spalding's **The Writing Road to Reading** is a total language arts program that integrates essential research-based components, educational philosophy, and a methodology consisting of time-tested principles of learning and instruction. Spalding integrates direct instruction in listening, speaking, spelling, writing, and reading. The Spalding mission is to develop skilled readers, critical listeners, accomplished speakers, spellers, writers, and lifelong learners. A strong emphasis on grammar, both oral and written, will be stressed on all CTA campuses.

All language arts teachers at CTA shall have completed, or be enrolled in, the Spalding I course within five months after the date they are hired. Teachers shall complete the Spalding II course prior to the start of their third-year teaching at a CTA campus.

The language arts program shall integrate the following components:

### **Spelling and Handwriting**

Spelling is a phonics-based program with emphasis on daily written and oral phonics drills. Phonics along with Spalding manuscript and/or cursive handwriting shall be directly taught and maintained as standardized penmanship for all grade levels. Students in third through sixth grades are expected to write primarily in cursive.

### **Composition**

Teachers shall encourage students' creativity while maintaining high expectations for grammar, spelling, punctuation, and neatness. Rubrics will be used as a scoring tool to evaluate these composition genres as well as the use of correct grammar, writing mechanics, and neatness.

### **Reading/Literature**

- Reading skills shall be developed utilizing quality literature, the District adopted reading program, **Succeeding in Reading with the Spalding Method Teacher's Guide**, and various expository text along with the phonics skills learned in spelling and handwriting. A strong emphasis shall be placed on listening and reading comprehension, literary appreciation, passage structure, and mental actions.
- Students shall have Silent Sustained Reading (SSR) each day in conjunction with some sites that use the Accelerated Reader (AR) program. Each student shall have a library book available at his desk to read at all times. Book reports are required throughout the year. The number of reports is determined by each grade level. Detailed book reports shall be on books approved by the teacher within the students' personal reading level range. (Students shall not be allowed to repeat book reports from previous years). Students should set reading goals to achieve appropriate levels.

### **Public Speaking**

Public speaking, practicing listening, and some memorization shall be required at each grade level. Students may practice their public speaking in a whole group setting, small group setting, or in other creative ways. Students are encouraged to practice their public speaking by memorizing or using note cards to recite poetry or prose, sections from the U. S. Constitution, or other patriotic writings, a relevant piece that highlights an area of study, or a personal writing completed by the student. Students shall receive credit for completion of the speech. The goal is to provide students with the practice, opportunity to improve, and build their confidence in public speaking by focusing on fluency, expression, and delivery methods.

## Mathematics

Mathematics shall include the mastery and practical application of basic mathematical principles. Students shall understand that mathematical problems have absolute answers, and that precision and accuracy are required. Students use higher level thinking skills to solve conceptual problem-solving applications. The use of calculators to complete classwork or homework shall occur only when directed by the teacher.

The mathematics basic facts program shall be taught to the mastery level using drill, repetition, and memorization to achieve appropriate accuracy and speed. Grade level year-end goals/expectations are as follows:

Grade 1 (+ -) 30 problems in 1 ½ min.

Grade 3 (+ - x /) 100 problems in 3 ½ min.

Grade 5 (+ - x /) 100 problems in 2 ½ min.

Grade 2 (+ - x) 100 problems in 4 min.

Grade 4 (+ - x /) 100 problems in 3 min.

Grade 6 (+ - x /) 100 problems in 2 min.

District adopted math curriculum, along with hands on activities and practice with manipulatives, and other district approved and adopted materials shall be utilized at all grade levels to ensure the mastery of the standards and proficient mathematical practices. The math program shall be advanced one year at all grade levels.

## Integrated Science, Social Science, and History

As new instructional frameworks in Science and Social Science/History were adopted at the state level, CUSD created cross-curricular units of study that align these frameworks around seven cross-cutting concepts; Cause and Effect; Patterns; Scale, Proportion, and Quantity; Systems and System Models; Structure and Function; Energy and Matter; and Stability and Change. Using district adopted materials, the units are designed to have students engage in inquiry-based experiences that connect multiple disciplines through an essential question. When an integration of the content standards was not appropriate, single subject units of study were developed. Each grade level has a varying number of integrated and single subject units of study. Programming such as Project Lead the Way and Defined Stem may be used to supplement science instruction.

## Homework Assignments

In addition to the homework requirements on page 16, CTA will meet or exceed the homework requirements:

Grade Level	Minutes per Day
Kindergarten-2nd	15-30
3rd-4th	25-40
5th-6th	40-60

In addition to a specific homework assignment, students are expected to spend 15 to 30 minutes in additional reading. The student may be read to, may read silently, or may read to parents or others in the home. Your child may experience difficulties if they have excessive absenteeism, are new to CTA, or during new or difficult concepts, requiring more time than is stated above. Please contact your child's classroom teacher with specific concerns.

## Prescribed Dress Code

An enforced dress code will contribute to the CTA's academic environment. The guidelines will meet or exceed the CUSD guidelines. Hybrid schools may follow CUSD Dress Code guidelines. Just as dress codes address professional standards in the workplace, the CTA "prescribed" dress code promotes the purpose of academics. "Prescribed Dress" means that all students are expected to dress in a neat attractive fashion reflecting pride in themselves and their school. It is both the parents' and the child's responsibility to ensure compliance with these standards. Specialized/Self-Contained programs may not be required to adhere to the uniform policy. The CTA's mandatory dress code options are as follows:

### MONDAY – THURSDAY DRESS

#### GIRLS

##### Bottoms:

- Pants – Plain dark navy blue or khaki
- Jeans – Plain navy blue denim (no fading, holes/ripped, logos, or designs)
- Capris – Plain navy blue denim or khaki – leggings are not permitted.
- Short/skirts – Plain navy blue or khaki with no designs. Must be of modest length – approximately to the knee.
- Dress/jumper – Plain navy-blue, red, or khaki (no pin stripes or designs) w/jumpers must have a dress code appropriate shirt underneath.

**No tight fitting or big/baggy bottoms will be allowed.**

**Tights or leggings may be worn under dresses, jumpers, or skirts in solid red, white, or blue.**

##### Tops:

- **SOLID** navy blue, red, or white shirts
  - All shirts must be solid in color with no pin stripes or logos of any kind with the exception of the CTA campus-specific logo shirt.
- A collar and sleeves are required.
- The collared shirt and the long-sleeved shirt do not have to be the same color, i.e., red can be worn with white or navy blue, navy blue can be worn with red or white, and white can be worn with red and navy blue.
- When long sleeved shirts are worn under the collared shirt, the shirts must be red, white, or navy blue.

**ALL shirts must be tucked in.**

Please refer to Personal Grooming Standards on page 37 for more information.

## BOYS

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### Bottoms:

- **Pants** – Plain navy blue or khaki
- **Jeans** – Plain navy blue denim (no fading, holes/ripped, logos, or designs)
- **Shorts** – Plain navy blue or khaki and must be of modest length – approximately to the knee.

**No tight fitting or big/baggy bottoms will be allowed.**

### Tops:

- **SOLID** navy blue, red, or white shirts
  - All shirts must be solid in color with no pin stripes or logos of any kind with the exception of the CTA logo shirts.
- A collar and sleeves are required.
- When long-sleeved shirts are worn under the collared shirt, the shirts must be red, white, or navy blue.

**ALL shirts must be tucked in.**

Please refer to Personal Grooming Standards on page 37 for more information.

### FRIDAY DRESS





Tops can be red, white, or navy blue. The background color must be red, white, or navy blue. Students are encouraged to wear their spirit shirts (with school mascot) or may wear shirts that have an American patriotic theme. No collars are required but they must have sleeves. Schools may prescribe alternate Friday dress such as that from a school-sponsored group or the PTO. **ALL shirts must be tucked in.**

### OUTERWEAR

Outerwear, including sweaters and sweatshirts, worn in the classroom must be predominantly navy, red, or white. A very small logo on the front of the navy, red, or white outerwear is acceptable. If the outerwear is worn outside and not inside the building, it may be any color.

## DISTRICT SERVICES

Below is a listing of additional services and programs available to our elementary families.

	
<p><u>Chandler Sports League</u> Chandler Sports League offers students an opportunity to represent their school by participating in team based sports and activities. Teams compete against other schools in the Chandler Unified School District.</p>	<p><u>CLUB CUSD</u> Variety of enrichment classes during the school year and intersession breaks offered various times and locations for K-Adults offered at various sites.</p>
	
<p>Curriculum preschools to help develop social, emotional, physical and cognitive abilities for ages 3-5 year olds offered at various elementary sites</p>	<p>Year round childcare for birth to four year olds located at the four CUSD high schools, during the school year and during intersession breaks at one location.</p>
	
<p><u>Credit Recovery &amp; Accelerated Courses</u> For grades K-12<sup>th</sup> grade students offered at various elementary sites during summer intersession break.</p>	<p><u>Chandler Academy of Performing Arts and Technology</u> Intersession camp offered to 6<sup>th</sup>-12<sup>th</sup> grade students who express an interest in chorus, orchestra, band or theater.</p>
<p><b>For more information regarding the programs above, please call 480-224-3900 or visit us online at <a href="http://www.CUSDcommunity.com">www.CUSDcommunity.com</a>.</b></p>	

	
<p>A school-based, community-linked program which provides free medical, dental, counseling, and social services to uninsured Chandler youth, birth through 18 year olds.</p>	<p>An educational partner to the Chandler Unified School District (CUSD), who are committed to the vision of raising significant funds to support excellence in education, community service, and life-long learning.</p>
<p><b>Call 480-812-7900 for more information or visit us online at <a href="http://www.ChandlerCARECenter.com">www.ChandlerCARECenter.com</a>.</b></p>	<p><b>Call 480-224-3030 for more information or visit us online at <a href="http://www.ChandlerEdFoundation.org">www.ChandlerEdFoundation.org</a>.</b></p>

## NOTES

**Chandler Unified School District**  
*The Premier District of Choice*



**1525 West Frye Road | Chandler, AZ 85224**  
**480.812.7000 | [www.CUSD80.com](http://www.CUSD80.com)**