



CUSD Junior High School
STUDENT HANDBOOK
2018-2019

ANDERSEN JUNIOR HIGH

Attendance Line: 480-883-5303

Office: 480-883-5300

www.cusd80.com/ajhs

ARIZONA COLLEGE PREP

Attendance Line: 480-224-3933

Office: 480-224-3930

www.cusd80.com/acpoakland

BOGLE JUNIOR HIGH

Attendance Line: 480-883-5503

Office: 480-883-5500

www.cusd80.com/bjhs

CAMILLE CASTEEL HIGH SCHOOL (7-12)

Attendance Line: 480-224-8103

Office: 480-424-8100

www.cusd80.com/cchs

PAYNE JUNIOR HIGH

Attendance Line: 480-224-2403

Office: 480-224-2400

www.cusd80.com/pjhs

SANTAN JUNIOR HIGH

Attendance Line: 480-883-4603

Office: 480-883-4600

www.cusd80.com/sjhs

WILLIS JUNIOR HIGH

Attendance Line: 480-883-5703

Office: 480-883-5700

www.cusd80.com/wjhs

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Printed on recyclable paper 

2018 - 2019
Chandler Unified School District No. 80

| July-18 | | | | | | |
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| August-18 | | | | | | |
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| September-18 | | | | | | |
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| October-18 | | | | | | |
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| November-18 | | | | | | |
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| December-18 | | | | | | |
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Approved 04-10-13
 Revised 11-16-16 (L=1/2 Day)
 Revised 11-16-17 (Early Release)

| JULY | |
|-------|----------------------------------|
| 10 | New Teachers Report |
| 17 | Returning Teachers Report |
| 17-20 | Teacher Inservice/Workdays |
| 23 | First Day of School for Students |

| AUGUST | |
|--------|---|
| 21 | Jr High Parent/Teacher Conferences (ACP/PJHS/WJHS/Hill) |
| 23 | Jr High Parent/Teacher Conferences (AHS/BJHS/SJHS/CCHS 7-8) |
| 29-30 | Elementary Parent/Teacher Conferences |

| SEPTEMBER | |
|-----------|-------------------------------|
| 3 | Labor Day Holiday - No School |
| 28 | 1st Quarter Ends (49 days) |

| OCTOBER | |
|---------|--|
| 1-12 | 1st Intercession |
| 15-16 | Teacher Inservice/Workdays - No school |

| NOVEMBER | |
|----------|---|
| 12 | Veterans Day Holiday Observed - No School |
| 22-23 | Thanksgiving Holidays - No School |

| DECEMBER | |
|----------|--|
| 19/20 | Jr High/High School Early Dismissal - Finals |
| 20 | 2nd Quarter Ends (44 days/93 semester) |
| 21 | Teacher Inservice/Workday - No School |
| 24-31 | 2nd Intercession (Dec 24 - Jan 4) |

| JANUARY | |
|---------|--|
| 1-4 | 2nd Intercession continued |
| 7 | Teacher Inservice/Workday - No School |
| 21 | Martin Luther King Day Holiday - No School |

| FEBRUARY | |
|----------|---|
| 5 | Jr High Parent/Teacher Conferences (ACP/PJHS/WJHS/Hill) |
| 7 | Jr High Parent/Teacher Conferences (AHS/BJHS/SJHS/CCHS 7-8) |
| 12-13 | Elementary Parent/Teacher Conferences |
| 18 | Presidents' Day Holiday - No School |

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

| APRIL | |
|-------|---------------------------|
| 19 | Spring holiday- No school |

| MAY | |
|-------|---|
| 27 | Memorial Day Holiday - No School |
| 28-29 | Jr High/High School Early Dismissal - Finals |
| 29 | 4th Quarter Ends (45 days/semester 87) |
| 29 | High School Graduation/Last Day of School (1/2 day) |
| 30 | Teacher Inservice/Workday - No School |

| JUNE | |
|------|--|
|------|--|

| LEGEND | |
|--------|--|
| X | Total Student Days (180) |
| | Teacher Days (190) |
| X | Teacher Inservice/Workday |
| H | Holidays |
| E | First Day of Students |
| E | Elementary Early Dismissal |
| J1 | Jr High Early Dismissal - ACP/PJHS/WJHS/Hill |
| J2 | Jr. High Early Dismissal - AHS/BJHS/SJHS/CCHS(7-8) |
| J/H | Jr High/High School Early Dismissal |
| G | Grading Period Ends/Last Day for Students |
| | Intercession |
| L | Last Day for All Students - Early Release |

| January-19 | | | | | | |
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| February-19 | | | | | | |
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| March-19 | | | | | | |
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| April-19 | | | | | | |
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| May-19 | | | | | | |
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| June-19 | | | | | | |
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"Dedicated to Excellence"

Welcome to Our School!

Important site and district policies, programs and expectations are outlined in the student handbook on pages 8 through 33. 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 expectations. All students and parents are required to sign and return the signature form to school indicating receipt of these documents.

STUDENT/PARENT ACKNOWLEDGEMENT OF HANDBOOK AND SCHOOL RULES

I, _____ and my parent/guardian, _____, have received information, understand and accept the responsibilities outlined in the student agenda including:

- Attendance Procedures (page 10)
- Student code of conduct (pages 13 - 30)
- CUSD Bus Infraction Information (pages 29)
- School insurance information (separate handout)
- BYOT agreement (pages 32 – 33)

Our son/daughter **may** participate in internet activities. *(circle one)* **NO** **YES**

Our son's/daughter's photograph **may** be used for official school publicity which may include the school newsletter or website, district marketing, etc. **NO** **YES**
(circle one)

| | |
|------------------------------------|---------------|
| _____ Parent/Guardian Signature | _____ Date |
| _____ Student Signature | _____ Date |
| _____ Student ID# | |

NOTE: CUSD is moving towards electronic signatures. If you have access, please log into the Infinite Campus Parent Portal at <https://campus.cusd80.com/campus/portal/chandler.jsp> to electronically sign this document. Once in the portal, click the Online Registration Link. If you do not have access to the internet, please sign and return form to your student's teacher.

Student Confinement for Discipline Purposes (A.R.S. §15-843 and Policy JK): Parent Notification and Consent

Please read the information that has been provided regarding this topic on page 4 of this Handbook before completing this form. 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 in the event it is used. Please indicate your consent or refusal to the use of confinement of your child for disciplinary purposes by checking the appropriate box below and signing where indicated.

- I have read the notification included **on page 4** of this handbook and consent to the use of confinement of my child for disciplinary purposes if determined appropriate by school personnel.
- I have read the notification included **on page 4** of this handbook and do not consent to the use of confinement of my child for disciplinary purposes if determined appropriate by school personnel.

| | |
|------------------------------------|---------------|
| _____ Parent/Guardian Signature | _____ Date |
|------------------------------------|---------------|

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 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/guardian in writing by the end of the same day that confinement was used.

Please indicate your consent or refusal to permit the confinement of your child alone in an enclosed space for disciplinary purposes where indicated on the Welcome to our School page. By signing the Welcome to our School page at the front of this handbook, you are acknowledging that you have read this notification.

Body Worn Cameras (BWC's)

Increasingly, law enforcement agencies are utilizing 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.



Grade Reports

Chandler Unified began paperless grade reports in the 2015-2016 school year. All progress reports and report cards can be printed from the portal. Each parent is encouraged to activate their Infinite Campus portal account. Portal accounts will allow parents to check their child's academic progress any time during the school year. All school sites have a parent portal manager should you require set-up assistance or have further questions. If you still require a paper copy please inform your school.

Final Exams

Students may not take semester final exams prior to the time they are scheduled. Students who are absent during semester final exams will receive an F for the final exam. In order for the grade to be changed, students must take the final within the first two weeks of the next semester as arranged through administration.

Every Student Succeeds Act

The Every Student Succeeds Act (ESSA) gives you the right to ask for the following information about each of your child's classroom teachers: Whether the student's teacher –

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

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.

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:

- | | |
|---|--|
| <ul style="list-style-type: none"> -Student's name -Parent/Guardian's name -SAIS/Student ID number -Address -Telephone listing -Electronic mail address -Photograph -Date and place of birth -Major field of study -Dates of attendance -Grade level | <ul style="list-style-type: none"> -Participation in officially recognized activities and sports -Weight and height of members of athletic teams -Degrees, honors, and awards received -The most recent educational agency or institution attended |
|---|--|

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the Every Student Succeeds Act of 2015 (P.L. 114-95), 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.

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District Culture

CUSD MISSION STATEMENT

To empower all students with the knowledge, skills and attitude necessary to excel in college, career and life.

CUSD STUDENT RESPONSIBILITIES

- **RESPECT THE RIGHTS OF OTHERS:**
Students have a right to an education without interference from others.
- **SCHOOL ATTENDANCE:**
Students have a responsibility to attend school daily and to be on time.
- **COMPLETE WORK ASSIGNMENTS:**
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.
- **PREPARED FOR CLASS:**
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.
- **RESPECT PUBLIC PROPERTY:**
Students have a responsibility to respect and to protect all school property, materials and equipment.
- **SHOW RESPECT:**
Students have a responsibility to demonstrate respect for other students, faculty, staff, community members and themselves.
- **OBEY SCHOOL RULES:**
Students have a responsibility to know and obey rules and regulations in order to provide a safe and positive learning environment.
- **COOPERATE WITH SCHOOL STAFF:**
Students have a responsibility to maintain a safe, orderly environment, and have an obligation to cooperate with school staff, authorities and peers.

SCHOOL CULTURE

ARIZONA COLLEGE PREP MISSION

The mission of Arizona College Prep is to prepare students in a small learning environment to be successful and disciplined in their academic, personal and professional lives.

Arizona College Prep will fulfill its mission by:

- Providing a rigorous, honors-level curriculum
- Providing small classes with an average of 25 students
- Providing dedicated, enthusiastic and highly-qualified teachers who serve as good models of learning and character
- Providing detailed student evaluation
- Providing regular and meaningful homework assignments
- Expecting only high standards of personal conduct of all students

Though the curriculum is rigorous and expectations are high, Arizona College Prep is not an exclusive school for academically gifted students. Our goal is to provide an environment that allows every student who is curious and diligent the opportunity to fulfill his or her potential.

ARIZONA COLLEGE PREP PHILOSOPHY

Arizona College Prep believes in fostering a climate that encourages learning and personal growth in a structured, rigorous academic environment. We value a commitment to excellence in all we do. We value active involvement in our school community. We value positive relationships between one another. We value the opportunities and challenges afforded to everyone at Arizona College Prep.

PARENT INVOLVEMENT

The Arizona College Prep Advisory Board believes that all parents and families want the best for their children and acknowledges research showing that children do best when parents participate in four key roles in their children's learning;

- Teachers (helping children at home)
- Supporters (contributing their skills to the school)
- Advocates (helping children receive fair treatment)
- *Decision-makers (participating in joint problem-solving with the school at every level)*

Arizona College Prep recognizes parents/guardians as full partners with educators, administrators and the Advisory Board in order to achieve the best possible learning experience for each student. A strong program of communication between home and school must be encouraged, continually evaluated and maintained so the school and community are connected in meaningful and productive ways. No parent/guardian shall be required to participate in an education program or sign a contract or agreement; however, voluntary participation is encouraged. Arizona College Prep students invest a great deal in their education, and thus teachers and parents should be unanimous in their support of them and one another.

Teacher-Family Communication

Arizona College Prep believes that the student should be the primary agent in his or her education. Students should be responsible for tracking assignments, understanding stated course requirements, and meeting deadlines. It is also the job of students to communicate honestly to their parents about their day-to-day performance and academic standing. That said, it is the teacher's duty to communicate to the student clearly what is expected of him or her. It is also the teacher's responsibility to share information with the parents, even prior to the five-week reports, quarter reports, or semester evaluations when a student is struggling considerably with the material or is not performing as expected.

We encourage parents to talk with the faculty if they think their son or daughter might be having difficulty. The earlier a problem is recognized, the easier it is to resolve. If you wish to talk to your child's teacher by phone, or make an appointment for a conference, please leave a message at the school office. The teacher will contact you within 24-hours. Teachers may also be reached via e-mail. Stopping by the classroom or office before school starts is not an effective way to meet with the teacher, unless an appointment has been made.

Parents serve an essential role in listening to and then encouraging their child when he or she is working hard. **Parents are asked to check their child's academic progress on a regular basis via Infinite Campus.** Infinite Campus is an internet-based program that allows parents to view their child's current academic progress in each class. Likewise, parents can communicate frequently with their son or daughter's teachers so they can develop an understanding of Arizona College Prep's academic and social expectations. Parents should contact the teachers to share important information on how their child approaches the curriculum at home and if he or she is experiencing difficulty.

Additionally, parent/teacher conferences may be scheduled through the school office at any time during the year. Formal parent/teacher conferences are held in the first and third quarter. Students will be released early from school on those days.

Academics

GENERAL EXPECTATIONS

Though the curriculum is rigorous and our expectations of students are high, we are not a school directed exclusively at gifted students. Our mission is to provide an environment that allows every student who wants to learn the opportunity to achieve academically. A student's desire to learn is the key to success and fulfillment at Arizona College Prep. While the school understands that some students are more proficient than others in certain subjects, every student who is genuinely curious and applies him or herself diligently on a daily basis will experience success at Arizona College Prep.

As a key philosophical assumption, Arizona College Prep holds that every student can learn. As human beings, we are equal in that we all have the capacity to learn and grow. But this equality in capacity cannot be confused with equality of academic results. Arizona College Prep is committed to helping each student achieve as much as he or she can. True excellence across the curriculum is a rare and worthy achievement, to be admired by all, but not to be unreasonably expected of all.

AWARDS ASSEMBLIES

Assemblies are held periodically during the school year. Students are encouraged to take pride in their abilities and start early to work towards excellence.

BOOKS AND SCHOOL PROPERTY

Furnished textbooks, library books, athletic uniforms and equipment are the student's responsibility. If school property issued to the student is lost or damaged, the student will be expected to pay for replacement. Even if the item is stolen – **the student is ultimately responsible.** Until payment is received, whether in the current or subsequent year(s), **students may not participate** in any extracurricular activity or attend school events other than regular classes. Under Arizona law, parents are liable for damage done to school property by their children. A pupil who cuts, defaces, or otherwise damages any school property may be suspended from school, and that student's parent/guardian will be charged for such damage. Please take pride in your school, and participate in taking care of your CUSD campus.

CONFERENCES

Parent/teacher conferences may be scheduled through the school office at any point during the year. Formal conferences will be held in August and February. Students will be released early from school on those dates.

HONOR ROLL

To be eligible for the honor roll, the student must maintain the 3.6 GPA established at ACP. A failing grade in any class automatically disqualifies the student from consideration.

ACADEMIC HONOR CODE

The objective of the Arizona College Prep Honor Code is to build trust among students and to maintain an academic community in which a code is shared. The Arizona College Prep Honor code is given here:

As a student and citizen of Arizona College Prep, I agree to the following:

- *I will not lie, cheat or steal in any of my academic endeavors;*
- *I will oppose each and every instance of academic dishonesty;*
- *I will not request, receive or give aid in examinations/tests/quizzes;*
- *I will not give or receive unpermitted aid in class work, homework, in the preparation of reports, or in any other work that is to be used by the teacher as the basis of grading. I understand, or will seek to learn, the difference between studying or reviewing with others (which often is acceptable) and producing written documents that are submitted under my name for credit (which can only be done alone);*
- *I will not copy from or collaborate with others in completing homework. When I put my name on a homework assignment, I attest that all of the work on the assignment is my own in origin and content;*
- *In the case of all essays and research papers, I will carefully cite all external sources. I will not represent another person's work as my own. I will do my very best to learn from my teachers the clear distinctions between appropriate research and plagiarism, intentional or unintentional;*
- *I will not use "study aids" such as Cliff's Notes, Sparks Notes, or other materials, nor will I watch a movie/video version of a work of literature before or during the study of it in school as a substitution for reading the work. I will do the reading for myself and strive to understand it for myself;*
- *I will give prompt (and confidential) notification to the appropriate faculty member or the administration if I observe academic dishonesty in any course. I will let my conscience be my guide if I should make such a report;*
- *I join the entire student body of Arizona College Prep in a commitment to this Code of Honor.*

Portions of this honor code are derived from the current Duke University and Stanford University honor codes.

The faculty on its part manifests its confidence in the honor of its students by refraining from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code. On some occasions, teachers may ask students to write "ACPHC" (Arizona College Prep Honor Code) on the heading of their assignments to remind them of the details and spirit of this Honor Code.

Since academic dishonesty is viewed as a very serious offense, even first offenders may be punished with a suspension, depending on the severity of the violation, in addition to receiving a zero on the assignment. In the first case of academic dishonesty, administration will meet with the student to review what the student did and reinforce the student's commitment to ethical academic behavior. Further instances of academic dishonesty will result in suspension, in or out of school (depending on the severity of the offense), and a third offense will be grounds for possible expulsion. Even if such instances occur in separate years, they will be considered cumulatively.

HOMEWORK

Students should expect to do meaningful homework each night. Homework is an essential part of preparatory studies because it reserves class time for instruction, discussion, and dialogue. In turn, homework is a time of quiet concentration in which the study truly makes the subject his or her own.

Study habits vary so it is difficult to estimate the amount of homework time for any one student. The amount of time spent studying is not necessarily a function of intellectual ability. A good deal of success with homework is conditioned by a student's study strategies, such as planning, goal-setting, time-management, and self-monitoring. Students who struggle do not usually employ these strategies systematically, even though they may in fact spend a significant amount of time studying.

As a general guideline, students should be prepared for two-to-three hours of homework a night. Teachers work carefully in measuring out a proper amount of work for their class and will coordinate with other teachers or a section of students. Also, students will not have more than three major exams on the same day.

It is the responsibility of the student to make up missed homework after any absence, planned, or due to illness, in a timely manner (one day per excused absence). If a student is unable to attend school, he or she should contact a classmate, not the school office, for information regarding assigned work. This is the student's responsibility. It is wise to coordinate with a friend (who perhaps lives close by), early in the year, such that homework handouts might also be collected for the absent student. Students may email teachers for assignments. After three days of absence due to illness, the office will collect homework assignments upon request.

An absence on the due date of a major assignment (essay, lab report, project, etc.) may not extend the due date of that assignment. Likewise, absences during the preparation time of a major assignment may not extend the due date. Teachers will notify students at the beginning of the year about their class policy regarding late work.

MAKE-UP WORK

Students who are absent will be required to make up all work missed in his/her classes. It is the student's responsibility to obtain all missed assignments. The following guidelines have been established with regards to make-up work.

- For each day missed, the student has an equal number of days to complete the make-up work assigned. Failure to do so may result in a failing grade or no credit.
- Only in cases involving an extended illness of more than three consecutive days, should parents contact the school to make arrangements to pick up the student's work. In this situation, additional make-up assignments may be required upon the student's return. **Please Note: Work must be requested 24 hours in advance of pick-up.**

PHYSICAL EDUCATION

ACP designated shorts, shirts, athletic shoes and socks must be worn during Physical Education classes. Clothing must be neat and clean, and marked with the student's name. If the student needs to be excused from participation for medical reasons, he/she must present a signed note from his/her parent/guardian to the Physical Education instructor. This note may excuse the student from physical activities for a period of no more than three days. Any condition requiring a student to miss more than three days will require signed verification from a medical professional. The student will be expected to dress out during non-participation days unless the parent specifies otherwise.

REPORT CARDS

Chandler Unified began paperless report cards in the 2015-2016 school year. Report cards are issued following each nine-week grading period. Five-week progress reports are provided each quarter, allowing students who are having difficulty to improve before report cards are issued. Nine-week grades are an indication of progress. Only semester grades become a part of the student's permanent record. Students have the right to question grades, absence records, and other school records. If you think an error has been made the first level of appeal is "the point of origin". For example, if you question a math grade, contact the teacher who recorded the grade. The second level of appeal is the principal.

RETENTION

Students must earn a minimum of four (4) credits in order to be promoted to the next grade level. *Failing to earn passing grades in both Language Arts/Reading and Math will result in retention.* Additionally, if students fail to pass two or more core academic classes, including Science or Social Studies, they may be retained or required to attend a Summer School or an intersession program.

STUDY MATERIAL

In order to do well at school, a student must be prepared with the proper tools. Backpacks or book bags may be used to carry books to and from school. Each student should be prepared with several pencils, black or blue ink ballpoint pens, and white, blue-lined, loose-leaf notebook paper. Spiral-bound notebooks are acceptable for note taking. Individual teachers may require additional tools for school use, such as a ruler, compass, calculator, sketch book, subject notebooks, binders, etc. "Magic markers" and other permanent marking pens are prohibited on campus.

Textbooks will be issued to each student and remain the property of the school. Furnished textbooks, library books, athletic uniforms and equipment are your responsibility. If school property issued to you is lost or damaged, you will be expected to pay for replacement of the item. Even if the item is stolen, you are responsible for it. Until payment is received, whether in the current or subsequent year(s), students may not participate in any extracurricular activity or attend school events other than regular classes. In addition, a student's grades will be held pending return or reimbursement of the lost or damaged item.

Under Arizona law, parents are liable for damage done to school property by their child. A pupil who cuts, defaces, or otherwise damages any school property will be suspended from school. That student's parents will be responsible to pay for such damage. We expect all our students to take pride in Arizona College Prep and make it the most inviting campus in Chandler.

TECHNOLOGY RESOURCES (MOVIES/VIDEOS/ELECTRONIC MATERIALS) 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:

- 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 guardian who objects to any learning material or activity on the basis that it is harmful includes objection to a material or activity 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 CUSD Board Policy IJND for more information.*

TUTORING

Each school provides on campus tutoring either before or after school. Please contact the school for specific dates, times, and transportation options with regards to academic tutoring. Students that opt to participate in these programs receive assistance free of charge from certified teachers, as well as qualified high school students. These programs also allow a student computer access and provide a quiet, productive learning environment outside of the traditional school day.

General School Information

ATTENDANCE PROCEDURES

Attendance is considered one of the most important factors in student achievement. Our junior high school is committed to meeting the district's mission and has therefore set a goal of 95% daily attendance rate and developed the following procedures to ensure student attendance. A student is considered absent when he/she misses one or more classes in a day.

EXCUSED ABSENCES: *Include, but are not limited to:* illness, medical appointments, family bereavement, and court appearances are examples of absences that will be excused when the proper procedures have been followed.

- Parents must call the attendance line within 24 hours of a student's absence from school.
- Parents must phone in each day that their student is absent; calling in on the first day of absence will only excuse that day.
- In the event that a phone is not accessible, a note signed and dated by the parent explaining the reason for absence will be acceptable upon the student's return to school.
- Parents will be notified by the front office on the day of the absence, if they have failed to call in.
- Failure to call within the 24-hour period will result in the student receiving an unexcused absence.
- Any absence due to an illness that requires the student to be out of school for 3 or more days will only be excused by a doctor's note.
- In cases where a student may be absent due to a chronic/on-going medical condition, a note from a physician, on official stationary, explaining school attendance will suffice as a doctor's excuse for all student absences related to the condition.

UNEXCUSED ABSENCES: *Include, but are not limited to:* missing the bus, babysitting, and over-sleeping are examples of absences that will not be excused. Each unexcused absence will result in a student receiving a consequence. Five unexcused absences in one semester may result in a citation requiring the student to appear before a judge on charges of truancy.

CHRONIC ABSENTEEISM: A student with 10 or more absences, excused, unexcused or a combination of both, will result in notification of the CUSD truancy officer, who will contact the student and parent/guardian to discuss intervention strategies. Additionally, all future absences will require written verification from a medical professional. Pursuant to Arizona Revised Statute – ARS 15-802/15-803, “...students who exceed an absentee rate of 10% are considered truant, even if the absences are excused.”

Please Note: Chronic absenteeism will impact the continuation and/or approval of Open Enrollment applications.

TARDINESS

Arizona College Prep recognizes that a student may be late on occasion due to transportation problems or a family emergency. Students who are late to school must report to the office for a late pass in order to be admitted to class. If your student will be late, please provide him/her with a signed excuse or sign them in at the office on arrival. Tardiness due to medical appointments or to circumstances beyond a family's/driver's control will be excused.

AUTOS, BICYCLES, ROLLER BLADES, SKATEBOARDS, AND SCOOTERS

If a student rides a bike to school, he/she should provide a padlock and always lock the bike in the bike compound. Bikes should

be registered and licensed for student protection. Bikes must be walked across campus at all times. Failure to do so may result the student losing the privilege of riding his/her bike to school. Please remember the importance of bicycle safety, and follow the established rules at all times. Students attending junior high school are not permitted to drive a motor vehicle on campus. Roller blades, skateboards and scooters are not permitted on any of the Chandler Unified School District's campuses before, during, or after the school day. **Please Note: Schools are not responsible for lost, stolen or damaged personal possessions.**

CAMPUS PASSES

During the time that classes are in session, no one should be out of a classroom without a pass that has been issued by a staff member.

COUNSELORS

Counselors are here to assist students, teachers, and parents with school matters. Individual and group counseling may deal with academic and/or social problems. Sign up to see the counselors in the main office.

EQUAL OPPORTUNITY

Federal law protects students from discrimination in any educational program or activity on the basis of race, color, national origin, sex, or handicap. Federal law also prohibits discrimination in employment based on race, color, religion, sex, national origin, or age. The Affirmative Action Plan of the Chandler Unified School District provides equal opportunities in employment regardless of national origin, race, creed, religion, marital status, age, sex, color, or handicap. Lack of English language skills shall not be a barrier to admission and participation in district programs.

The Assistant Superintendent of Secondary Education, Dr. Craig Gilbert, is the district's Affirmative Action and Title IX Officer. If you have questions that school personnel cannot answer, please contact his office at the CUSD District Office, 1525 W. Frye Road, Chandler. (480)812-7000.

The Director of Pupil Personnel, Dr. Kym Marshall, oversees the implementation of student services, including Special Education and 504 plans. Section 504 of the Federal Rehabilitation Act of 1973 ensures that equal opportunities are provided for individuals with disabilities within the school environment. For additional information, please contact her office at the Instructional Resource Center, 500 W. Galveston Street, Chandler. (480)224-3700

EMERGENCY RESPONSE

Each school maintains detailed emergency response plans for dealing with emergency situations, and has excellent communication with local law enforcement agencies. Schools participate in monthly fire drills and complete school-wide lockdown drills per year. Preparedness for an emergency, however, is an excellent precaution. Leave your room quickly in an orderly fashion, closing all doors as you leave. Proceed to the nearest designated evacuation area. Students shall follow the directions of the teacher. Pulling a fire alarm when an emergency does not exist is against the law. Students involved will be suspended from school.

FLYERS

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 480-224-3908.

HEALTH SERVICES

Please see the health services department tab on the district website www.mychandlerschools.org 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.

Health Office and Illness - The junior high 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.

HEALTH PROTOCOL

A child must not be in school and will be sent home if the following condition(s) are present:

1. Fever 100 degrees or higher. A child must be fever-free for 24 hours (without medication) before returning to school.
2. Persistent cough.

3. Sore throat with fever and/or white spots on the throat-if strep throat is diagnosed, the child must be on antibiotics for 24 hours before returning to school.
4. Rash with fever illness, such as chicken pox, measles, etc.
5. Nausea, vomiting, or diarrhea. A child must be free from symptoms for 24 hours before returning to school.
6. Red, itchy, and draining eyes. If conjunctivitis or "pink eye" is diagnosed, the child must be on antibiotics for 24 hours before returning to school.
7. Prolonged headache and/or stomachache.
8. Swelling or pain at a level that may interfere with learning.
9. Earache.
10. Toothache.
11. Head lice - A child must remain at home until treated with a pediculicide. The child must be cleared through the health office before returning to school. This is in accordance with CUSD Policy JLCC Communicable/Infectious Diseases.

ADMINISTERING MEDICINES TO STUDENTS

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.
- All medications must be brought to the health office by the parent or other responsible adult.

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication. This release should be noted on the Student Emergency Card.
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. This release should be noted on the Student Emergency Card.
- Students who have been diagnosed with diabetes may carry all diabetic supplies. The Diabetic Release Form must be on file with the health office.

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.

IDENTIFICATION CARDS (ID)

Students are required to carry school-issued identification cards at all times. IDs are required for use in the cafeteria, media center, and on buses. If a student loses their ID card, they may purchase a replacement for a fee, as determined by each site.

INSURANCE

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.

LOST AND FOUND

Clothing and other articles found at school will be placed in a designated area. We encourage you to label all clothing, musical instruments, and other personal items. All inventory is donated to charity periodically throughout the year. All textbooks and

notebooks should have the student's name written in ink.

LOCKERS

Lockers will be available for physical education. Be sure to lock your locker and spin the dial to ensure that it catches. **Do not give the combination to anyone!** Chandler Public Schools does not carry insurance to cover theft. The school is not responsible for lost or stolen money or valuables. We strongly urge students not to bring large amounts of money or valuable items to school. Student lockers are school property and remain at all times under the control of the school. School authorities may inspect lockers, without student consent, at any time, for any reason, and without a search warrant.

LUNCH

Lunch accounts may be established online at **MySchoolBucks.com** or in the cafeteria. Please note that electronic deposits may not be available for student use immediately, taking up to 24 hours for processing. Cash or check deposits to accounts may be made in the cafeteria before school. In order for our lunchtime environment to be acceptable, everyone must assume responsibility for its cleanliness and upkeep. This means that every student, regardless of who dropped the food or paper, must obey a request to pick it up. **CUSD Schools do not accept deliveries of student lunches unless presented by a parent/guardian. Any food deliveries for students by a 3rd party (Grubhub, Uber Eats, Jimmy Johns, etc.) will be refused upon delivery.**

At lunch, students shall abide by the following rules:

- Be prepared to enter your ID number at the cashier in order to keep the lunch line moving quickly. Ready to present ID.
- Be patient in line! **No crowding** for any reason (including a student purchasing a lunch for another student).
- Keep our areas litter-free!
- Keep food to yourself. **Never** throw food.
- Remain in the designated area. Never leave without permission.
- Be cooperative and respectful to adult supervisors.
- Never sit or mark on lunch tables. Leave them clean!

The consequences for violating any of the above rules will be as follows:

- Be assigned to community service in the lunch area.
- In the event a student refuses to do the community service, he/she will be referred to the office and may lose the privilege of using the lunch facilities.

Volunteer lunch workers must maintain satisfactory performance in the class from which they leave early and be recommended for work by cafeteria staff. The cafeteria supervisors are the extended arms of the classroom teacher and carry the same authority. Any defiance of their requests will be defined as "defiance of school authority" as covered in the disciplinary guidelines.

For the safety and protection of our students, the district has ruled that all junior high campuses will be closed. This means that students may not leave the campus before the regular dismissal time without the parent coming to the office and signing the student out. This also holds true should a student leave at lunch. Their parent must sign them out in the office.

LIBRARY

The library is open at the beginning of the day and will remain open for student use until the end of the school day. With a pass from his or her teacher, the student may go to the library during a class period to do reference work. All materials in the media center may be checked out; some on an overnight loan, others for periods up to two weeks. Be sure that no books or materials are taken from the library without checking them out at the desk.

PARENT RIGHTS TO RECORDS

Chandler Public Schools respect the privacy of student records and recognize that only pertinent and factual information should be contained in the permanent records of the district's students. The Governing Board has adopted policies to ensure the availability of student records to students 18 years of age and older and to parents of students under 18 years of age. These policies also limit the information contained in student records that can be made available to persons or agencies outside the district without the express permission of parents or emancipated students. The policies have been officially approved to ensure compliance with the Family Educational Rights and Privacy Act of 1974 and the Arizona Parents' Rights Law of 1974. Procedures for reviewing the student records are available in the school office.

PUBLICITY

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 newspapers. Parents may request that their student not be included in publicity by responding NO on the Student/Parent Acknowledgement of Handbook and School Rules at the beginning of the school year.

TRANSPORTATION POLICY

While Arizona College Prep is a Chandler Unified School District school of choice, the District does provide bus transportation to or from the campuses for those families that reside within the Chandler District. Pick up and drop off locations, along with corresponding times, are provided prior to the start of the school year. If a parent chooses to provide personal transportation for their child it is the responsibility of the parent/guardian to ensure their student arrives to school on time. We also expect parents to arrive promptly at the end of the school day. ***If a parent/guardian is late dropping off or picking up their student more than 5 times a semester, the student may be required to utilize District transportation.***

Students will not be permitted to leave school with any adult except the parent, or by written permission of the child's parent. If your student will be walking or biking to and from school, or another parent will be picking up your child to drive home after school, please file a permission form with the office at the beginning of the year. Arizona College Prep students will not be permitted to leave campus in any car driven by someone other than the parent unless explicit written permission from the parent is on file with administration.

Non-custodial parents who wish to pick up a student during or after school must have a signed statement from the custodial parent for each occasion, or there must be a statement of permission on file with the office. If you plan on having other adults pick up your child at the end of school, please file a list of the names of those adults with the office.

Once a student is on campus he/she may not leave except under parental supervision or under the supervision of an authorized professor or coach.

While district transportation may not be utilized to or from Arizona College Prep by all students, there will be events or activities that require students to use district transportation. District expectations for using district transportation are included in this handbook.

VISITORS

Visiting parents, guardians, and patrons are welcome on campus. Please contact the front office in advance. Adult visitors to the campus must check in at the office and wear a visitor's pass. However, students may not bring friends, relatives, or younger brothers or sisters to visit. Classroom observations/visitations shall be arranged with the teacher and administration prior to taking place. CUSD will not assume supervision or liability of students not enrolled here.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for the student to withdraw from school during the school term, parents should notify the registrar two days in advance to prepare transfer records. The student will be given a withdrawal sheet to take to each teacher for proper clearance. Parents may come to school and make the withdrawal at any time. Having the forwarding address of the new school is very helpful. All school-issued books and materials must be turned in prior to withdrawal.

Junior High School Athletics

MISSION STATEMENT

The mission of Chandler's Interscholastic Athletic Program is to promote, for the maximum number of students, sportsmanship, teamwork, skill development, and academic achievement.

For questions or specific information regarding athletics, please contact the school's Athletic Director.

East Valley Conference Schools

Andersen Junior High School, Chandler
Arizona College Prep, Chandler
Bogle Junior High School, Chandler
Camille Casteel High School, Chandler
Cooley Middle School, Higley
Queen Creek Middle School, Queen Creek

Newell Barney Junior High School, Queen Creek
Payne Junior High School, Chandler
Santan Junior High School, Chandler
Sossaman Middle School, Higley
Willis Junior High School, Chandler

Required Forms Before Try-Outs

The following set of athletic forms must be completed before students are eligible to try out for a sport. Forms are available from the school office or school website.

- Physical Examination form
- CUSD Emergency Insurance Card form
- East Valley Conference Academic Requirements form
- CUSD Code of Conduct form
- Implied/Legal Consent & Hazing / Harassment Policy form
- Guidelines for Team Try-Outs and Sportsmanship form

| SPORTS SEASONS | | | |
|--|---|---|--|
| 1st Quarter Flag Football Girls Volleyball Baseball Cheer | 2nd Quarter Cross Country Softball Boys Basketball Cheer | 3rd Quarter Wrestling Girls Basketball Boys Soccer Cheer | 4th Quarter Track & Field Girls Soccer Boys Volleyball |

PARTICIPATION

Each athletic season is nine weeks in length. Selected participants are expected to make a full commitment to the established EVC schedule of games for his/her sport. If an athlete is involved in Club/AAU or other extra-curricular activities, he/she should be available for ALL school games or tournament play during the specific sport season in which they were eligible to participate. Failure/inability to commit to this expectation may prevent a student from being selected for participation. **Students selected for teams are not guaranteed EQUAL playing time; coaches maintain autonomy regarding game line-ups and individual playing time.**

SUPERVISION

Coaches take responsibility for supervising student athletes. Athletes are supervised at all times; before and after practices, during practice, at games, and until athletes leave campus. Parents are responsible for picking up student athletes. If an athlete is continually picked up late, the coach will discuss alternatives with the parent, including dropping the athlete from the program.

POSITIVE COACHING ALLIANCE

Positive Coaching Alliance is a national non-profit organization with the mission to transform the culture of youth sports so that youth athletes can have a positive, character-building experience. PCA achieves its goals primarily by providing training workshops to coaches, parents, and administrators of schools and youth sports organizations in the United States. Its mission statement has since been modified to "Better Athletes, Better People."

FEES

Students who have not yet paid their athletic fees will not be able to participate in the first game unless a fee waiver has been approved and is on file with site.

Student Life

AFTER SCHOOL AND EVENING ACTIVITIES

While attending school or evening activities the student will be expected to follow all school rules and regulations, including the dress code. A student must be in attendance at school for at least three periods to participate in after-school and evening activities. Only students under the supervision of a teacher should be on campus. Suspended students may not attend evening or after-school activities.

DANCES

Dances are for our students only. No visitors are permitted to attend. The parent/guardian must pick up the student promptly (15 minutes) after the activity/dance has ended or the student may be prohibited from future participation. School dances are held immediately after school or as specified. Current picture I.D. cards are requested at the door. Students will not be allowed to loiter on campus during the dance. **A parent sign-out is required if a student chooses to leave the dance early.**

EXTRACURRICULAR PARTICIPATION

To take part in extracurricular activities, each student at Arizona College Prep. shall be required to earn a 70% in each course in which the student is enrolled. The regular grading interval for determining eligibility shall be every 4.5 weeks. Following each 4.5 week eligibility-grading interval, students shall be checked weekly for academic progress. Students determined to be academically ineligible at the end of a 4.5 week grading period shall remain ineligible until the requirements of eligibility are met. Once an ineligible student makes up his/her deficiency, following the minimum of one contest, students must maintain passing grades to remain eligible. Athletic departments at individual sites may set additional eligibility guidelines.

NON-PAYMENT OF FEES

Although required textbooks are provided for students, there may be other charges for materials, lost or damaged books, etc. Students are encouraged to pay these charges with cash, check, or money order. In cases of hardship, students may be allowed

to arrange a payment plan. Until an assessment is paid, whether in the current or subsequent year(s), the student **may not participate** in any extracurricular activity or attend school events other than required classes. If a student withdraws from the Chandler Unified School District still owing money, a listing of the student's classes will be mailed to another school upon request. However, a transcript will not be provided until the charges are paid. The absence of a transcript may prevent a student from graduating.

PRODUCT SALES

Groups and individuals who wish to sell products on campus must be officially recognized school organizations, and must have the sale approved by the principal. All funds collected must be deposited in the school's student funds account.

STUDENT COUNCIL

Student Council is considered a very important part of the school. The student council is the governing body of the school and plans many student activities. The student council is an organization through which the students may express their opinions and assist in the functions of the school. The council tries to promote leadership and initiative. A president, vice-president, secretary, and treasurer of the student body are elected to carry on student activities during the school year. Grade level representatives are also elected to the council.

Dress Code and Appearance

UNIFORM & DRESS CODE

Arizona College Preparatory has a primary objective of developing a "community of learners," dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within our school community. It is also a visible signature of our school to the larger community, an indicator of our unity and of our pride of purpose. This is the most important function of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one's responsibility to that group.

Another purpose of a uniform is to reduce the attention given to appearances, and to questions of group affiliation, socio-economic status, and the like. We want students to attend to the ideas and character of their colleagues in school, expressed in other students' words and deeds, rather than focusing on external appearances. We hope to engender in students a respect for the essential dignity of others. Our desire is not to quash student's individuality, but to secure their commitment to a community of learners whose purpose, while at school, is scholarship and character development.

Our students should dress their best, look their best, and do their best. All clothing must be clean, neat, reasonably pressed, complimentary (i.e. matching), and in properly fitting condition. **If a student is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing may be required for attendance that day.** Decisions about the appropriateness of apparel may be referred to administration, whose judgment will be final.

Students must stay in uniform whenever they are on campus during a school day. Students may only change out of uniform after school with professor/coach permission to participate in an approved curricular or extracurricular activity that requires a change in dress.

Approved Arizona College Preparatory attire can be purchased through Anton Sport Company, 1602 N. Scottsdale Road, Tempe, AZ 85281, (480) 968-6636, www.antonuniforms.com, or you can check with the ACP administration for the availability of gently used uniform shirts.

GENERAL DRESS STANDARDS (SPECIFIC REQUIREMENTS ARE DISCUSSED ON PAGES 18 -21)

| Arizona College Preparatory Uniform Standards <u>Monday-Thursday</u> <i>Uniform shirts meeting approved ACP standards must be purchased through Anton Sport Co.</i> <i>Students who have no dress code violations Monday-Thursday may wear approved denim pants or shorts and Arizona College Preparatory t-shirts on Friday.</i> | | |
|--|--|--|
| | Men | Women |
| Shirts | Approved ACP Polo's (purple, black, gray, or white with ACP crest) are required. Approved white oxford shirts with ACP Crest. Shirts must be tucked in. | Approved ACP Polo's (purple, black, gray, or white with ACP crest) are required. Approved white oxford shirts with ACP Crest. Shirts must be tucked in. |
| Pants/Shorts | Approved black, khaki or navy blue pants or shorts are required. Shorts must have a minimum 8.5" inseam. No leggings or athletic shorts/pants allowed. Solid brown or black belts must be worn at all times. | Approved black, khaki or navy blue pants or shorts are required. Shorts must have a minimum 8.5" inseam. No leggings or athletic shorts/pants allowed. Solid brown or black belts must be worn at all times. |

| | | |
|--|--|--|
| Skirts, Skorts | N/A | Approved navy, black, khaki, or plaid skirts and skorts are permitted (No higher than 2" above kneecap). |
| Capris | N/A | Approved navy, black or khaki capris are permitted. |
| Sweaters, jackets, hoodies, and sweatshirts | Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college themes are permitted. If the outerwear does not have an ACP logo it must be solid purple, black, gray, or white with a logo smaller than a quarter. | Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college themes are permitted. If the outerwear does not have an ACP logo it must be solid purple, black, gray, or white with a logo smaller than a quarter. |
| Socks | Solid color socks that compliment the attire must be worn. No leggings or leg-warmers are permitted. Socks cannot go above the knee. | Solid color socks or tights that compliment the attire must be worn. No leggings or leg-warmers are permitted. Socks cannot go above the knee. |
| Shoes | Shoes must be worn at all times. All footwear (except sandals) must be worn with socks. Footwear must adhere securely at the heel and be tied properly. Footwear must compliment required uniform attire. | |
| Undershirts/ Turtlenecks | Short and long-sleeve undershirts/turtlenecks in solid black, purple, gray or white are permitted. | |

UNIFORM STANDARDS

| Arizona College Preparatory Uniform Standards – Friday's Only | | |
|---|--|--|
| <i>Students who have no dress code violations Monday-Thursday are permitted to wear the following attire to school on Friday.</i> | | |
| | Men | Women |
| Shirts | Approved ACP Polo's (purple, black, gray, or white with ACP crest) Approved white oxford shirts with ACP Crest or ACP t-shirts are required. | Approved ACP Polo's (purple, black, gray, or white with ACP crest) Approved white oxford shirts with ACP Crest or ACP t-shirts are required. |
| Pants/Shorts | Approved black, khaki, navy blue or blue denim jeans or shorts with a minimum 8.5" inseam are permitted. No leggings or athletic short/pants. | Approved black, khaki, navy blue or blue denim jeans or shorts with a minimum 8.5" inseam are permitted. No leggings or athletic short/pants. |
| Skirts, Skorts | N/A | Approved navy, black, khaki, or plaid skirts and skorts are permitted (No higher than 2" above kneecap). |
| Capris | N/A | Approved navy, black or khaki capris are permitted. |
| Sweaters, jackets, hoodies, and sweatshirts | Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college themes are permitted. If the outerwear does not have an ACP logo it must be solid purple, black, gray, or white with a logo smaller than a quarter. | Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college themes are permitted. If the outerwear does not have an ACP logo it must be solid purple, black, gray, or white with a logo smaller than a quarter. |
| Socks | Solid color socks that compliment the attire are to be worn. No leggings or leg-warmers are permitted. | Solid color socks or tights that compliment the attire are to be worn. No leggings or leg-warmers are permitted. |
| Shoes | Shoes must be worn at all times. All footwear (except sandals) must be worn with socks. Footwear must adhere securely at the heel and be tied properly. | |
| Undershirts/ Turtlenecks | Short and long-sleeve undershirts/turtlenecks in solid black, purple, gray or white are permitted. | |

PERSONAL GROOMING STANDARDS

1. All clothing must be clean, neat, reasonably pressed, and in properly fitting condition. Students are required to wear approved ACP Polo's or approved oxford shirts with ACP Crest and approved khaki, black or navy blue pants and shorts to school Monday-Thursday. Shorts must have a minimum 8.5" inseam.
2. All Polo's and Oxford shirts must be tucked in throughout the school day.
3. Shirts are not permitted to have "thumbholes" or be altered or frayed.
4. Pants and shorts (including blue denim jeans) may not be faded or have any holes, frays, rips, or tears. **No leggings or jeggings are permitted.**
5. ACP Jackets, sweaters, sweatshirts, and hoodies with ACP's logo or college themes are recommended, but not required. College themed sweatshirts may be worn in classrooms. Plain solid-colored sweatshirts are approved in ACP colors: black, purple, gray, or white and any logos must be smaller than a quarter
6. Short and long sleeve undershirts must be worn underneath the clothing, be tucked in and be solid in color. *Approved colors are black, purple, gray or white.*
7. All students are required to wear brown or black belts when their bottom attire has belt loops. Belt loops must not be altered in any way.

8. Shoes and socks must be worn at all times and compliment the student's attire. Sandals may be worn without socks. All footwear (including sandals) must adhere securely at the heel and be tied properly if they were designed to do so. No flip flops may be worn.
9. Socks and tights, with no pattern, must be solid in color and **MUST** compliment the student's clothing and be worn appropriately. No leggings or leg-warmers are permitted.
10. Students may wear a college t-shirt on the last Friday of every month.

Students who have no dress code violations throughout the week may wear approved denim pants or shorts and approved Arizona College Preparatory t-shirts (e.g. school, club, or athletic) on Friday.

Men's Uniform and Dress Code Standards

Men's Pants and Shorts: Approved khaki, black or navy blue shorts or pants that reach to the shoe but are not dragging on the ground are to be worn to school. Pants and shorts must be worn at the waist. Shorts should go just above the knee with a minimum 8.5" inseam, and should not be tight fitting or excessively baggy. Solid brown or black belts with standard belt buckles are to be worn with all pants and shorts. No large or elaborate belt buckles or buckles with emblems or logos are permitted. Belt loops are not to be altered.

Men's Shirts: Approved purple, black, gray or white Arizona College Preparatory short or long sleeve Polo shirts or collared oxford shirts with the ACP crest are to be worn to school. Short and long sleeve undershirts or turtlenecks may be worn underneath the Polo shirts and must be solid in color - acceptable undershirt/turtleneck colors are black, purple, gray or white. Shirts and undershirts (turtlenecks) must always be tucked in.

Men's Jewelry: No body-piercing jewelry is permitted. One ring, necklace and bracelet is permissible. Necklace pendants should not be large or elaborate – they may not be much larger than an inch or so in length, width, or diameter. No chokers, beaded necklaces, shells, or large or elaborate chain-link jewelry may be worn.

Men's Hair: Hair should be neatly trimmed and combed. Crew cuts are permitted as long as the head does not appear shaved or skin widely visible underneath. No Mohawks or rat's tails are allowed. No hairnets, doo-rags or bandannas. No unnatural hair color. No shaved heads. No facial hair – students must be clean-shaven.

Headwear/Sunglasses: Hats and sunglasses are not permitted in classrooms. Students who wear a hat and/or sunglasses to school must remove them prior to entering their classes. Hats and glasses may be worn outside to protect the head and eyes from the exposure to sun.

Outerwear: Approved jackets, sweaters, sweatshirts and hoodies with ACP's logo or college theme are recommended but are not required. If a student chooses to wear a jacket, sweater, sweatshirt or hoodie without the ACP logo, the attire must be solid in color and free of advertisements and any logos must be smaller than a quarter. Acceptable colors are purple, black, gray, or white. Gloves or mittens are not to be worn in the classroom.

Footwear: Shoes and socks must be worn at all times and compliment the uniform attire. Sandals may be worn without socks. All footwear (including sandals) must adhere securely at the heel and be tied properly if they were designed to do so. No flip flops or slippers may be worn.

Socks: Socks need to be solid in color and **MUST** compliment the child's clothing and be worn appropriately. No leggings or leg-warmers are permitted. Socks may not be worn above the knee.

Makeup: Male students are not permitted to wear makeup, including nail polish, to school. In addition, no tattoos, temporary or permanent are permitted. This includes pen and ink drawings on the skin.

Students who have no dress code violations throughout the week may wear blue denim pants or shorts and ACP t-shirts (e.g. school, club, and athletic t-shirts) on Friday.

Women's Uniform and Dress Code Standards

Women's Slacks & Shorts: Approved khaki, black or navy blue pants or shorts that reach to the shoe but are not dragging on the ground are to be worn to school. Pants and shorts must be worn at the waist and not be baggy nor tight fitting. Shorts should go just above the knee with a minimum 8.5" inseam, and should not be tight fitting or excessively baggy. Tights, jeggings or leggings are not allowed. Solid brown or black belts with standard belt buckles are to be worn with all pants and shorts. No large or elaborate belt buckles or buckles with emblems or logos are permitted. Belt loops are not to be altered.

Women's Skorts/Skirts: Approved khaki, black, navy blue, or plaid skorts and skirts may be worn. The hem should reach to just above the knee and may not be higher than 2" above the kneecap. Skorts and skirts must be worn at the waist.

Women's Capris: Approved khaki, black or navy blue capris may be worn. Capris may not be baggy nor tight fitting and should be worn at the waist. Black or brown belts must be worn with any capris pants that have belt loops.

Women's Shirts: Approved purple, black, gray or white Arizona College Preparatory short or long sleeve Polo shirts or collared oxford shirts with the ACP crest are to be worn to school. Short and long sleeve undershirts or turtlenecks may be worn underneath the Polo shirts and must be solid in color - acceptable undershirt/turtleneck colors are black, purple, or white. Shirts and undershirts (turtlenecks) must always be tucked in. All shirts must have at least a capped sleeve, no tank tops are allowed.

Women's Jewelry: Girls may wear one pair of short earrings – no loops larger than the size of a quarter. No body-piercing jewelry except earrings will be permitted. One bracelet, ring, and necklace is permissible. Necklace pendants should not be large or elaborate – they should not be any larger than an inch or so in length, width, or diameter. No chokers, beaded necklaces, shells, or large or elaborate chain-link jewelry may be worn.

Women's Makeup: Makeup is permitted, and should be applied tastefully and in moderation. Heavy lined eyes or gaudy lipstick, glitter or white-powdered faces will not be permitted. Nail polish, when applied, should be done in a tasteful manner and compliment the overall dress. No tattoos, temporary or permanent. This includes pen and ink drawings on the skin.

Women's Hair: Hair should be neatly combed or styled. No shaved heads. Neat bows, barrettes, headbands and “scrunchies” are permissible. Hair should not be arranged or colored so as to draw undue attention to the student. Hair must be natural looking and conservative in its color and both eyes must be visible at all times. Radical changes in hair color during the school year are unacceptable.

Headwear/Sunglasses: Hats and sunglasses are not permitted in classrooms. Students who wear a hat and/or sunglasses to school must remove them prior to entering their classes. Hats and glasses may be worn outside to protect the head and eyes from exposure to sun.

Outerwear: Approved jackets, sweaters, sweatshirts and hoodies with ACP's logo or college themes are recommended but are not required. If a student chooses to wear a jacket, sweater, sweatshirt or hoodie without the ACP logo, the attire must be solid in color and free of advertisements and any logos must be smaller than a quarter. Acceptable colors are purple, black, gray, or white. Gloves or mittens are not to be worn in the classroom.

Footwear: Shoes and socks must be worn at all times and compliment the uniform attire. Sandals may be worn without socks. All footwear (including sandals) must adhere securely at the heel and be tied properly if they were designed to do so. No flip flops or slippers may be worn.

Socks: Socks need to be solid in color and **MUST** compliment the child's clothing and be worn appropriately. No leggings or leg-warmers are permitted. Socks may not be worn above the knee.

Students who have no dress code violations throughout the week may wear blue denim pants or shorts and ACP t-shirts (e.g. school, club, and athletic t-shirts) on Friday.

FREE DRESS OR SPIRIT/THEME “NON-UNIFORM” DAYS

At times, ACP students will have “free dress” or non-uniform theme days. On these specified days, students can wear attire other than uniform attire. On “free dress” days 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 distractive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.** 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 Arizona Revised Statutes 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.
- 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. (*ACP minimum 8.5" inseam or skirts within 2" inches of kneecap*).
- Students will be required to remove sunglasses while inside the buildings.
- Footwear must be worn for good health safety. Students cannot wear “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.

- Hats, visors, bandannas, hairnets and other head covering will not be allowed on campus at any time.
- Chains, hanging belts, and spiked bracelets/necklaces/earrings are not allowed on campus.
- All school personnel have the responsibility and right and to enforce all school rules, including regular and “free/theme” 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. 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.** 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, styled , and within accepted color ranges. | (Not) Be a distraction or of distracting colors (green, purple, pink, etc.) or any combination of colors or patterns that are not “natural”; or be of distracting style; spiked more than 1 inch. |
| Cosmetics | Conservative and in good taste. | (Not) Be extreme or distracting; no stickers or designs, no excessive use of glitter. |
| Nose ring, gauges or other body-piercing other than earrings | | (Not) Be worn. |
| Tattoos or other body markings | | (Not) Be visible, be gang or drug related, suggestive. |
| Jewelry, pins, necklaces | | (Not) Be excessive, gaudy or unsafe; display an offensive message or suggest/promote drug use. |
| Sunglasses | | (Not) Be worn in class. |
| Chains | | (Not) Be worn. |

| CLOTHING | | |
|--|---|--|
| ATTIRE | WILL BE / HAVE | WILL NOT... |
| Outer garment(coat, sweater, sweatshirt) | Appropriate for wear based on weather conditions and room temperature. | (Not) Be worn in classroom or on campus to conceal items; be a trench coat. |
| Blouses, shirts, casual tops | Modest | (Not) 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. | (Not) 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 (unless theme). |
| Shorts | Properly fitted, no bunching at the waist or bagging/sagging at seat; worn at waist over hips | (Not) Be shorter than mid-thigh; expose any area of the buttocks; be larger than appropriate or expose undergarments. |
| Hats/Caps/Bandanas | Placed in backpack. | (Not) Be worn or visible on campus. |

Note: Students not participating within a “theme day” established guidelines are expected to adhere to the standard uniform dress code guidelines.

Behavior and Discipline

STUDENT CONDUCT PHILOSOPHY

The philosophy of Arizona College Prep is that students are young adults in the making who will learn civil, polite and respectful conduct by the example of their professors and other adults. Consequently, students will be treated with respect and courtesy by the Arizona College Prep staff and will be expected to treat not only all adults at Arizona College Prep but one another as well.

Arizona College Prep has the goal of developing not only habits of good scholarship and critical inquiry, but also the character traits that define good citizenship, such as courtesy, promptness, forgiveness, responsibility, and self-control. Students at Arizona College Prep are expected to exhibit appropriate behavior at all times.

Arizona College Prep's guiding policy is to be fair, firm, and consistent in the application of discipline for inappropriate behavior. However, the guidelines for discipline are not intended to be exhaustive. The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate. *

Students may be assigned detention, suspension, loss of extra-curricular activity privileges, or be required to perform some work detail, such as cleaning, depending on the nature and frequency of offenses such as: littering, possession and/or chewing of gum on campus, being late to class, talking out of turn or otherwise disrupting the classroom environment, using disrespectful speech toward other students, violating uniform and dress code policies, and engaging in other inappropriate behaviors as determined by administration.

Detentions can be serious in nature and a high number of detentions can indicate a student's general unwillingness to cooperate with the school. If a student has received 3 detentions for any reason in a quarter (9-week period) then he or she will be suspended off-campus for a 5-day period pending a meeting with an administrator. A student may be suspended for a lesser number of detentions if many of the detentions are received for the same offence or if administration determines that the behaviors are of a serious nature and warrant immediate action.

In the case of more serious misbehavior, such as forging a parent's signature, lying to an adult, cheating on exams and/or academic assignments, fighting, theft, willful destruction of property, defiance of authority, disrespect of adults, leaving campus without permission, ditching class, etc., the parent will be contacted, appropriate disciplinary measures will be taken and a follow-up parent/student meeting with an administrator will take place prior to the student's return to school.

Threats of violence and physical, verbal or sexual harassment are illegal and will result in parent contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension and expulsion. Tobacco and other legally controlled substances, vapes, lighters, matches, pocket knives, weapons of any kind, and sexually explicit materials are also prohibited on campus at all times. Possession of these items will result in immediate disciplinary action and recommendation for suspension or expulsion.

The vast majorities of our students respect the rights of others and are not negatively affected by a discipline plan. Each teacher has his/her own discipline plan that is distributed at the beginning of each new course. The principal has the authority to suspend a student for 10 days or less. There is no appeal of a short-term suspension. If a student is subject to suspension for 11 days or more, a request for a formal hearing can be made to the Director of Athletics and Student Discipline. A formal hearing shall be held whenever expulsion is recommended. Only the Governing Board can expel a student.

District policy covers, but is not limited to, tardiness, unexcused absence or ditching, defiance of school personnel's authority, disorderly conduct including profanity and obscene behavior, lying, dress code, automobiles, bus threats, verbal abuse, forgery, gambling, theft, smoking, destruction or defacement of property, trespassing, fighting, alcohol and drugs, physical assault, arson, extortion, weapons, and dangerous items.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Where conduct falls within the protection of the First Amendment, the administration will reserve the right to preview any material or activity (planned or spontaneous) involving the student population.

Any student engaged in a behavior or action that disrupts the operation of class or school will be immediately removed from school, pending a parent conference.

ARIZONA STATUTE 13-1204

A person who knowingly insults or abuses a teacher, or any school employee, on school grounds or while the teacher is performing his/her duties, is guilty of a misdemeanor that is punishable by a fine and/or imprisonment.

ALTERNATIVE SCHOOL REASSIGNMENT

Under Arizona law (A.R.S. 15-841 E and F) a school district may reassign a student to an alternative education program if the student refuses to comply with school rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Governing Board. A student can also be reassigned if he/she threatens an educational institution as defined in A.R.S. 13-2911.

CHILD ABUSE (ARS 13-3620)

School employees cannot ignore child abuse. By law, reasonably suspected cases of non-accidental injury, sexual molestation, abuse, and neglect must be reported to the Department of Child Safety Services or the local law enforcement agency. People who are required to report suspected abuse are protected from civil or criminal liability.

If parents or students need assistance in relation to abuse, the Child Crisis Center East Valley (480-969-2308) can help. This agency, open 24 hours a day, provides crisis counseling and information on a variety of agencies which offer shelter for children and adults, emergency food supplies, parenting classes, legal aid, job placement services and much more.

CONDUCT AT SCHOOL

Successful students will agree that two very important factors to success are respect for and cooperation with their teachers and other school personnel. In order for the most benefit to be gained from any subject, it is desirable that the student gives his/her cooperation to teachers, as well as fellow students. Please follow these suggestions as rules:

- Use courteous language at all times.(ACP enforces a zero-tolerance policy in regards to inappropriate language)
- Refrain from public display of affection (hugging, kissing, etc.).
- Keep food and drinks out of the classroom, **no gum allowed on campus.**
- Be in your seat when the bell rings.
- Do not disturb others or interrupt their learning.
- Bring all work materials to class and do your own work.
- Comply with Dress and Appearance Code.
- Stay seated until dismissal by the teacher, not the bell.
- Follow teacher directions the first time.
- See your counselor to help solve problems.

DETENTION

Students may be required to attend after school or lunch detention for inappropriate behavior. Parents will be notified and the teacher or administrator will assign the specifics of the detention.

DISCIPLINE PROCEDURES

The charts on pages 31 – 35 show 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 behavior history.** School rules apply and students are subject to discipline including, but not limited to, the following: (1) any school activity/event, home or away, day or night; (2) to and from school or school activity, including bus stops; (3) in classrooms, on campus or on any district property

DUE PROCESS

Students in Chandler Schools have rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process.

Students:

- Must be informed of the accusations.
- Must have an opportunity to accept or deny the accusations.
- Must have the factual basis for accusation explained.
- Must have a chance to present an alternative factual position if the accusations are denied.

ELECTRONIC DEVICES

Cellular telephones can be disruptive in an educational environment. We realize that many parents are choosing to have their child carry a cellular telephone as a means of before and/or after school communication and for safety purposes. If you, as a parent or guardian, have decided that it is necessary for your child to carry a cell phone, we ask that you and your child be aware of the following:

- Chandler School District (CUSD) states that the District does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone or electronic device 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 be able to take any financial responsibility for the cell phone or cell phone charges.
- **Cellular phones must be turned off and in backpacks at all times while on campus and on the bus.** If the cell phone is a disruption or distraction, or visible in any way, it will be confiscated and the parent/guardian will need to come to the school office to pick it up.

GANG ACTIVITY OR ASSOCIATION

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student while on school property or at any school activity shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang-related or would disrupt or interfere with the school environment or activity and/or educational objectives.
- Present a physical safety hazard to self, students, staff members, employees, or any other person.
- Create an atmosphere in which the well-being of a student, staff member, or any other person is hindered by undue

pressure, behavior, intimidation, overt gesture, or threat of violence.

- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or clothing or on one's person.

If a student's behavior or other attribute is in violation of these provisions, the principal or designee will take appropriate corrective and disciplinary action that may include suspension or expulsion. This information can be referenced in Governing Board Policy JICF.

HAZING

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. This information can be referenced in Governing Board Policy JICFA and JICFA-EA.

MANDATORY REPORTING OF CRIMINAL ACTIVITY TO LAW ENFORCEMENT

Due to the requirements of Arizona State Statutes (ARS 13-3620), school and school employees are required to report criminal activity to local law enforcement and report incidences of child abuse, neglect, sexual assault, 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 all incidents of non-accidental injury, which might occur during altercations at school.

OFF-CAMPUS JURISDICTION

The jurisdiction of the school is primarily limited to the school premises and school-sponsored functions. However, violations in conduct by students:

- at any school activity/athletic event (home or away, day or night),
- to and from school or school activities, including bus stops,
- in classrooms,
- on campus,
- on any district property,
- could result in disciplinary action, as per Arizona Revised Statutes 13-201

It is becoming increasingly popular for students to post material on websites such as Snapchat, Instagram and Facebook. Please be aware that material posted, either at home or at school, could be viewed as harassment or disruptive to the educational environment. This is not limited to social media, alone. Material sent via email, text messaging or voicemail, could be viewed as harassment or disruptive to the educational environment. Conduct off campus during non-school hours could lead to the disruption of the educational environment. In cases where it is harassment, or leads to the disruption of the educational environment, students will be subject to disciplinary action.

School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school, during the lunch hour, and release time. School authorities may discipline a student for any misconduct while off campus during the times specified above. This information can be referenced in Governing Board Policy JIC.

PERSONAL PROPERTY

The school will not assume responsibility for damage, storage, or security of a student's personal property. Should a student bring banned/valuable personal items to school, they will be confiscated and only released to a parent. Balloons are discouraged from being delivered to school. Balloons are disruptive in the classroom and will not be delivered to students until the end of the day. Balloons will not be allowed on the bus. Matches, lighters, felt-tip markers, trading cards, playing cards, dice or other games of chance are not permitted at school. We recommend that students not bring expensive jewelry or large sums of money to school. Chandler Public Schools does not carry insurance to cover theft of personal property. Parents may want to check their homeowner's coverage. (See page 23 - Electronic Devices)

SEARCH AND SEIZURE

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. This would also include personal property such as backpacks, book bags, clothing, electronic devices, or other items carried by the students. Items provided by the school for storage (e.g. lockers, desks) of personal items are provided as a convenience to the student and remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy and lockers, desks, storage areas, etc., may be inspected at any time, with or without reason, or with or without notice by school personnel. This information can be referenced in Governing Board Policy JIH.

SMOKING/ALCOHOLIC BEVERAGES/DRUGS

Students who use or possess any form of tobacco, alcohol, drugs, or imitation of illegal drugs on campus will be subject to disciplinary action. Students shall not come to school having consumed drugs or alcohol. The use, possession, or sale of drugs (including over-the-counter medications) on school property or at school events is prohibited. (See page 13 –Medicines at School) Students in violation of the provisions of these policies shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All controlled substances prohibited by law;
- All alcoholic beverages;
- Any prescription or patent drug (including over-the-counter medications), except those for which permission to use in school has been granted;
- Hallucinogenic substances and Inhalants.

Students who use, possess, or sell substances that they represent as being drugs may be subject to the above policy. This information can be referenced in Governing Board Policy JICG and JICH.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

SCHOOL BOARD POLICY J-3611 JII-R SUMMARY

This Regulation sets forth the procedure to 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.

APPROPRIATE USE OF TECHNOLOGY - STUDENT USE OF PERSONAL TECHNOLOGY BOARD POLICY IJNDC-R SUMMARY

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/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 Board policy.

BULLYING/HARASSMENT/INTIMIDATION BOARD POLICY SUMMARY

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

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 = a repeated act occurring 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, 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 who 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, and support services available to the student.*
4. *The administrator will notify the student's parent/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 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 for not less than six (6) years. Restrictions established by FERPA on disclosure of personally identifiable student information will be observed at all times.

SEXUAL HARASSMENT INVOLVING STUDENTS BOARD POLICY ACAB SUMMARY

Prohibition Against Sexual Harassment. Sexual harassment is prohibited.

Types of Prohibited Sexual Harassment. Sexual harassment is unwelcome conduct of a sexual nature. It can take two forms:

Quid pro quo harassment occurs when a school employee or person of authority causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee or person of authority causes a student to believe that the employee or person of authority will make an educational decision based on whether or not the student submits to unwelcome sexual conduct.

Hostile environment harassment occurs when unwelcome conduct of a sexual nature is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student or someone visiting the school

Examples of Sexual Harassment. Sexual harassment can take many forms and can occur on or off school campus (i.e. on field trips, on off-campus athletic events). Girls can sexually harass girls and boys can sexually harass boys. Depending upon the circumstances, sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, or invitations or display of sexually suggestive objects, pictures, or cartoons.
- Sexually derogatory comments, slurs, or jokes.
- Sexual name calling or spreading of rumors of a sexual nature.

- Sexual touching, impeding or blocking movement, or leering gestures.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Withholding earned or deserved grades or credits because the student reports the sexual harassment behavior or fails to comply with the sexual request, or implying or threatening that earned or deserved grades or credits will be withheld if the student reports the sexual harassment behavior or fails to comply with the sexual requests.
- Suggesting that a scholarship or college application will be denied if the student reports the sexual harassment behavior or fails to comply with sexual requests, or actually taking action to see that a scholarship recommendation or college application will be denied if the student reports the sexual harassment behavior or fails to comply with the sexual requests.
- Any coercive sexual behavior used to control, influence, or affect educational opportunities, grades, and/or the learning environment of a student, including a request for sexual favor from a person of authority.

Gender Based Harassment. Gender based harassment is a form of prohibited sexual harassment that occurs because a student does not conform to gender stereotypes.

Prompt and Thorough Investigation. If harassment is reported, or if it is widespread or well known to students and staff, the District shall respond. The District will investigate and document alleged acts of sexual harassment in a prompt and thorough manner.

Prompt Remedial and/or Disciplinary Action. If the District determines that sexual harassment has occurred, the District will take effective steps to end the harassment and prevent it from happening again.

The District shall take prompt remedial and/or disciplinary action against individuals who have engaged in activities prohibited by this policy. Students and employees shall be disciplined in accordance with applicable discipline Policies and guidelines. Disciplinary consequences may include but are not limited to suspension from school or expulsion from the District. Disciplinary consequences for employees may include but are not limited to suspension without pay or dismissal. Possible remediation actions may be but not limited to education training and counseling.

Reports of Possible Crimes. When the alleged sexual harassment may also constitute a crime, the incident shall be reported promptly to the appropriate law enforcement agency. The District shall not wait for the conclusion of a criminal investigation or a criminal proceeding to begin its own investigation. If necessary, the District must take interim preventative measures to ensure the safety of the alleged victims and of the larger school community during the criminal investigation or criminal proceeding.

Child Abuse Reporting. A school employee who reasonably believes that a minor has been the victim of physical injury, abuse, child abuse or neglect that appears to have been inflicted by other than accidental means or that is not explained by the available medical history as being accidental shall make a mandatory report in accordance with District regulation [JLF-RB](#). The requirement to report suspected abuse is applicable whether the alleged abuser is a student or an adult.

Confidentiality. All matters involving complaints of sexual harassment will remain confidential to the extent possible.

Non-retaliation. Retaliation in any form for filing a report of sexual harassment or participating in an investigation relating to sexual harassment is prohibited. Persons who have been determined to have retaliated will be subject to disciplinary action.

This is a summary of Policy ACAB. The complete version of this document can be found at the following locations:

- District website: www.cusd80.com/ACABpolicysummary
- Also linked from every school website to: www.cusd80.com/ACABpolicysummary
- Principal's office (hard copy)

Questions, complaints, or request for additional information regarding this policy may be forwarded to the designated compliance coordinator:

Dr. Craig Gilbert and/or Sandy Cooper
 ADA/Title IX
 Chandler Unified School District
 1524 West Frye Road
 Chandler, AZ 85224
 480-812-7624

SUSPENSIONS

In school suspension (ISS) - student loses all social privileges on campus and is in a self-contained classroom to complete work assigned by regular classroom teachers.

Off-campus-suspension (OCS) – results in removal of student from regular classes and assignment to a parent/guardian for the

period of time specified by the administration. While serving OCS, the student will not participate in any school activity or be permitted on any CUSD campus. A parent-administrator conference is required prior to a student returning to classes. Students will receive credit for class work completed and submitted by the due date as determined by an administrator. Short-term suspensions cannot be appealed (Policy JKD).

WEAPONS

No student shall carry, possess, use or distribute a weapon, simulated weapon, firearm, destructive device, or dangerous instrument while on any District-owned property, at school bus stops, or at any school related function (whether on or off District premises). A simulated weapon means an instrument displayed or represented as a weapon. Weapons can be loaded or unloaded, real or simulated. Items always classified as weapons, but not limited to, are any type of gun, knife, nunchaku, explosive or poison gas. Additionally, any object intentionally used to threaten or harm another may be classified as a weapon. Students will be subject to disciplinary action relating to the use of weapons within the parameters of the Due Process as defined in the CUSD Student Code of Conduct policy. This information can be referenced in Governing Board Policy JICI.

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS BOARD POLICY J-3400 JIH-R SUMMARY

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 Department of Child Safety (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 Department of Child Safety worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. [8-821](#), the Department of Child Safety 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 Department of Child Safety 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 expectancy 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.

District Infraction and Consequence Chart

| PROBLEM AREA | DEFINITION | SCOPE/CONSEQUENCE |
|---|---|---|
| ABSENCE WITHOUT PERMISSION | Absence from class without parental permission, leaving school grounds without permission, unexcused absences, truancy. Parent must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply. | Conference – Contact CUSD Truancy Officer – Referral to Chandler Justice Court – Alternative Placement – Suspension |
| ALCOHOL (Distribution, Possession, Use and Sale) | (Liquor law violations; possession, use, distribution and 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 would include being intoxicated at school, school-sponsored events and on school-sponsored transportation. | Suspension – Expulsion Police Report |
| ARSON | Knowingly and unlawfully damaging a structure or personal property by knowingly causing a fire or explosion. | Restitution and: Suspension – Expulsion - Police Report (Occupied Structure) |
| ASSAULT | A physical attack includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of physical injury to an individual. 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. | Suspension – 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. | Conference – Suspension – Expulsion Police Report |
| BUS MISUSE | Not following designated bus rules. | Refer to CUSD Bus Infractions |
| CHEATING/ PLAGIARISM | Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way. | Conference – Removal from Class - Suspension Refer to ACP Honor Code |
| 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. | Conference – Suspension – Expulsion Police Report |
| DANGEROUS ITEM (Distribution, Possession, Use and 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. | Suspension – Expulsion Police Report |
| DEFIANCE/DIS-RESPECT OF | Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules. | Conference – Suspension |

| | | |
|---|---|--|
| AUTHORITY | | |
| DESTRUCTIVE DEVICES (Distribution, Possession, Use) (Other than Firearms) | Possession, use or distribution of any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes starter guns, bombs, grenades, mines, rockets, missiles, pipe bombs, combustible or poisonous gases or similar devices that explode and are capable of causing bodily harm or property damage. | Suspension – Expulsion Police Report |
| DISRUPTIVE BEHAVIOR | The act of being involved in behavior which disrupts the educational process of other students on the campus or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior. | Conference – Suspension |
| DRESS CODE VIOLATION | Violation of ACP Uniform Standards. 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. | Conference requesting change of clothes – Detention – Loss of Friday Dress privileges – Suspension |
| DRUGS (Distribution, Possession, Use and Sale) | (includes illegal drug possession, sale, use, distribution, being under the influence) 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. “Drugs” 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. | Suspension – Expulsion Police Report |
| ELECTRONIC DEVICES | 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. In addition, this includes the misuse, abuse, or blatant disregard of CUSD ETS guidelines and procedures. While it is becoming increasingly popular for students to post material on web sites such as Facebook and Twitter, 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. | Conference – Expulsion |
| 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. | Suspension – Expulsion Police Report |
| FAILURE TO MEET EXPECTATIONS | Student does not meet the expectations of the teacher or staff member. May be based on class/team/organization's rules, policies, and procedures. | Conference - Suspension |
| FALSE ACCUSATIONS | Knowingly giving false or misleading information with intent to defame or cause harm. | Suspension – Expulsion Police Report |
| 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. | Suspension – Expulsion Police Report |
| FIREARMS | Possession, use or distribution of any weapon designed to or may | Suspension – Expulsion |

| | | |
|---|--|---|
| (Distribution, Possession, Use) | be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon. This includes, but is not limited to handguns, rifles or shotguns. | Police Report |
| FORGERY | Falsely and fraudulently making or altering a document. | Conference – Suspension |
| GAMBLING | Participating in games of chance for the purpose of exchanging money or goods. | Conference – Suspension |
| 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. | Conference – Expulsion Police Report |
| 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 (including on social media; Snap Chat, Instagram, etc.), 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. | Conference – Expulsion Police Report |
| 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. | Suspension – 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. | Suspension – Expulsion Police Report |
| INTIMIDATING ACT | 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 (Snap Chat, Instagram, YouTube, etc.). | Conference – Expulsion Police Report |
| LYING | Knowingly giving false information or information intended to mislead about one's self. | Conference – Suspension |
| MINOR AGGRESSIVE ACT | Pushing, shoving, tussles, minor confrontations. Does not rise to the level of fighting or assault. | Conference – Suspension |
| PHYSICAL PRESENCE IN UNAUTHORIZED AREAS | Knowingly and willingly being in an area that is prohibited or not authorized by a staff member. | Suspension – Expulsion |
| PROFANITY | Swearing and/or use of vulgar language either directed to an individual or non-directed. | Conference – Suspension |
| PROVOKING STUDENTS | Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written or physical cues. | Conference – Expulsion Police Report |
| PUBLIC DISPLAY OF AFFECTION | Any intimate physical contact. | Conference – Suspension |
| RECKLESS DRIVING | Inappropriate or reckless use of a motorized vehicle on school property or to school sponsored events. | Conference – Suspension |
| ROBBERY | Unlawful taking, carrying, leading, riding away or attempting to | Restitution and: Suspension – |

| | | |
|--|---|---|
| | take anything of value that is owned by another person or organization, by force, or threat of force, or by putting the victim in fear. | Expulsion Police Report |
| SEXUAL HARASSMENT | Unwelcome sexual advances, requests for sexual favors, or the verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance. Includes: sexual comments, gestures, jokes or looks, being touched, grabbed or pinched in a sexual manner, flashing or mooning, spreading sexual rumors and clothing pulled at, off or down off in a sexual manner. | Conference – Expulsion Police Report |
| SEXUAL HARASSMENT WITH CONTACT | (includes attempted) Forcible sexual assault against the person's will, or not forcibly or against a person's will where the victim is incapable of giving consent. Includes fondling/touching private body parts of another person and indecent liberties or acts. | 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. | Suspension – Expulsion Police Report |
| TARDINESS | Arriving late to class. Truancy laws apply. | Conference –Suspension |
| THEFT (Personal or School Property) | The unlawful taking, carrying, leading or riding away with property of another person without threat, violence, or bodily harm. This also includes possession or sale or attempted sale of another's property. | Restitution and: Suspension – Expulsion Police Report |
| THEFT (Motor Vehicle) | The theft or attempted theft of a motor vehicle. Examples include: car, truck, motorcycle, dune buggy, RV, golf cart or anything that is self-propelled. | Restitution and: Suspension – Expulsion Police Report |
| THREATENING ACT | (Physical or verbal threat or intimidation): To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Ex: bomb threat, threats made over the telephone, threats to beat someone up, threats to beat someone up, threats made by text message or internet, at home or at school. | Conference – Expulsion Police Report |
| THROWING OBJECTS | 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 transportation. | Conference - Expulsion |
| TOBACCO (Distribution, Possession, Use and Sale) | The distribution, possession, use or sale of tobacco products, including imitation tobacco (electronic cigarette, hookah, water pipe, etc.) on school grounds, school-sponsored events and on school-sponsored transportation. | Conference – Suspension Police Report |
| 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. | Conference-Expulsion Police Report |
| UNSAFE BEHAVIOR/ ENDANGERMENT | 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. | Conference – Expulsion |
| VANDALISM (Destruction of school or personal property) | The willful or malicious damage, destruction, injury, disfigurement or defacement of school or personal property without consent. This includes bombing, arson, graffiti, computer hacking and other acts that cause property or personal damage. | Restitution and: Suspension – Expulsion Police Report |
| VEHICLE MISUSE | The inappropriate use of an automobile, motorcycle or other motorized vehicle on school property or travel to or from school | Conference – Expulsion Police Report |

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| | or school-sponsored events. | |
| VERBAL ALTERCATION | Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act. | Conference – Suspension |
| 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. | Suspension – Expulsion Police Report |

District Transportation

SAFE STUDENT TRANSPORTATION: EXPECTED STUDENT BEHAVIOR

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

Dangerous or narcotic drugs

Legally prohibited substances

Animals, insects or reptiles

Weapons

Glass items

Smoke or stink bombs

Other dangerous objects

Explosives

Fireworks

Tobacco

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 stairwell.
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/transportation.
18. Remain seated while bus is in motion ***and until it comes to a stop.***
19. Secondary students are required to show student ID card to bus driver upon request. Electronic copy of student ID card on phone or device is acceptable.

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

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.



USE OF TECHNOLOGY RESOURCES IN INSTRUCTION ELECTRONIC INFORMATION SERVICES USER AGREEMENT

I. General Terms and Conditions

Each user will be required to sign an EIS user's agreement. When the signed agreement is returned to the school, the user may be permitted use of the electronic information services (EIS) resources. Electronic information services include anything attached to, or delivered through our 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. Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the District.
- Not use the EIS for commercial purposes. No commercial business ventures may be advertised using our EIS (either via e-mail, electronic bulletin board or other electronic messaging system).
- Follow the District's code of conduct.
- Take responsibility for assigned District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of District accounts and files by unauthorized persons.
- Report any misuse of the EIS to the administration or system administrator, as appropriate.
- Understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without District authorization.*
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action, up to and including expulsion for students and dismissal for employees.

Accounts may be closed and files may be deleted at any time. The District does not assume liability for any information lost, damaged, or unavailable due to technical or other difficulties, and is not responsible for any service interruptions, changes, or consequences.

The District specifically denies any responsibility for the accuracy of information retrieved via the EIS. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.

II. Communications

Each user must:

- Not reveal the home addresses, personal phone numbers, or personally identifiable data of students or other employees unless authorized to do so by designated school authorities.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Understand that electronic mail or direct electronic communication is not private, and may be read and monitored by school-employed persons. Non-confidential modes of communication should not be used to communicate confidential information.
- Be polite and use appropriate language. Users will not send, nor encourage others to send, abusive messages. Users of the EIS should remember that they represent the School District in their communications.

III. Hardware

Each user must:

- Not use the network in any way that would disrupt the use of the network by others.
- Not use unauthorized technology resources in the classroom.
- Not attempt to harm, modify, or destroy hardware nor interfere with system security.
- Not attempt to add unauthorized hardware.

IV. Software and Electronic Content

Each user must:

- Abide by all copyright and trademark laws and regulations.
- Not attempt to harm, modify, add, or destroy software nor interfere with system security.
- Not load personal software.
- Not use the EIS to download media files (recorded audio, recorded video, multimedia) for non-instructional use.
- Not copy personal media files to the EIS for non-instructional use.

NOTE: Any use of media files must follow ALL copyright regulations and ALL Fair Use guidelines. Use of media must be **directly tied to the course curriculum**. (If not directly tied to the course curriculum, usage of copyrighted materials constitutes copyright infringement, and is a violation of this acceptable use agreement. Additionally, copyright infringement is illegal, and is subject to litigation and prosecution).

V. Personal Devices

Each user must:

Not attach unauthorized personal electronic devices to the EIS.



USO DE LOS RECURSOS TECNOLÓGICOS PARA LA INSTRUCCIÓN

CONTRATO DE USUARIO PARA LOS SERVICIOS DE INFORMACIÓN ELECTRÓNICA (SIE)

I. Condiciones Generales

Todo usuario deberá firmar el Contrato del Usuario para los Servicios de Información Electrónica (SIE). Cuando se devuelva a la escuela el contrato firmado, se le podrá dar acceso al usuario a los recursos de los servicios de información electrónica (SIE). Los servicios de información electrónica incluyen cualquier objeto conectado a, ó enviado a través de nuestra red (Acceso Local, Acceso No-Local, Internet), cualquier fuente de información accesible en alguna computadora (disco duro, cintas, CDs, disquete u otro recurso electrónico), y el sistema telefónico del Distrito Escolar. Todo usuario deberá:

- Usar el SIE para apoyar los objetivos de educación personal de acuerdo con las metas educacionales y los objetivos del Distrito.
- Evitar el uso del SIE para fines comerciales. No deberán anunciarse operaciones de negocio comerciales utilizando el SIE (ya sea por medio de correo electrónico, tableros de anuncio electrónicos ni algún otro sistema de mensajes electrónico).
- Apegarse a las reglas de conducta del Distrito.
- Responsabilizarse de las cuentas asignadas por el Distrito, incluida la protección de la contraseña de acceso.
- Tomar toda precaución responsable, incluyendo el mantenimiento de la contraseña de acceso, las medidas de protección de los archivos y directorios para impedir el uso de los archivos y cuentas del Distrito por personas no autorizadas.
- Informar cualquier mal uso del SIE al administrador ó al administrador del sistema, según sea apropiado.
- Entender que muchos de los productos y servicios están sujetos a una cuota y *reconocer su responsabilidad por cualquier gasto incurrido sin el permiso del Distrito.*
- Entender que el uso impropio puede resultar en la cancelación del permiso para usar el SIE y acción disciplinaria, incluyendo la expulsión para los estudiantes y el ser despedido para los trabajadores.

En cualquier momento se podrán cerrar las cuentas y borrar los archivos. El distrito no será responsable de cualquier información perdida, dañada o no disponible debido a problemas técnicos u otras dificultades, ni será responsable de cualquier interrupción de servicio, cambios ni consecuencias.

El Distrito denegará, específicamente, cualquier responsabilidad de la exactitud de la información obtenida a través del SIE. Mientras que el Distrito hará un esfuerzo para asegurar el acceso al material apropiado, el usuario será responsable en última instancia en cuanto a como usar el SIE y la confiabilidad de la información obtenida.

II. Comunicaciones.

Todo usuario deberá:

- Evitar revelar el domicilio, números de teléfono personales ó datos de identificación personales de los alumnos u otros empleados, a menos que las autoridades escolares designadas le hayan autorizado hacerlo.
- Acordar no mostrar, publicar, exhibir ó recuperar cualquier material que sea difamatorio, inexacto, ofensivo, obsceno, profano, de orientación sexual, amenazador, ofensivo a una raza, ni ilegal.
- Entender que el correo electrónico ó la comunicación electrónica directa no es confidencial, y podría ser leída y monitoreada por trabajadores escolares. No deberán usarse métodos de comunicación no confidenciales para comunicar información confidencial.
- Ser cortés y utilizar el lenguaje apropiado. Los usuarios no enviarán ni alentarán a otros a enviar mensajes ofensivos. Los usuarios del SIE deberán recordar que representan al Distrito Escolar en sus comunicaciones

III. Soporte Físico (Hardware).

Todo usuario deberá:

- Evitar el uso de la red de cualquier modo que perturbe el uso de la red a otros.
- Evitar el uso de recursos tecnológicos no autorizados en las aulas.
- Desistirse de dañar, modificar ó destruir el soporte físico (hardware) ni interferir con el sistema de seguridad.
- Desistirse de añadir soporte físico (hardware) no autorizado.

IV. Software y Contenido Electrónico.

Todo usuario deberá:

- Acatarse a todos los derechos de reproducción y a las reglas y leyes de marca.
- Desistirse de dañar, modificar, añadir ó destruir el software ni interferir con el sistema de seguridad.
- Evitar cargar software personal.
- Evitar el uso del SIE para descargar archivos de medios (audio grabado, video grabado, multimedia) para uso no educativo.
- Evitar el copiar archivos de medios al SIE para uso no educativo.

NOTA: Cualquier uso de los archivos de medios será de acuerdo a TODA regla de derecho de reproducción y a TODA guía de Uso Justo. El uso de los medios deberá estar **directamente relacionado al currículo de la materia**. (Si no está directamente relacionado al currículo de la materia, el uso de material con derechos de reproducción infringe los derechos de reproducción, y es una violación del acuerdo del uso aceptable. Además, el infringir los derechos de reproducción es ilegal, y está sujeto a litigio y enjuiciamiento).

V. Aparatos personales

Todo usuario deberá: Evitar conectar aparatos electrónicos personales no autorizados al SIE.



BYOT Responsible Use Agreement

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 the Student Handbook 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 is 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.

I understand and will abide by the above policy and guidelines, in addition to any applicable Governing Board Policies, Administrative Regulations, and State and Federal laws concerning the use of technology. I further understand that any violation may result in the loss of my network and/or BYOT privileges, as well as other disciplinary action, and/or legal action in accordance with law and Board policy.

Print Student Name: _____ Print Parent Name: _____

Student Signature: _____ Parent Signature: _____

NOTE: To download and keep your own copy of this document, please visit <http://cusd80.com/BYOT> at any time. CUSD is moving towards electronic signatures. If you have access, please log into the Infinite Campus Parent Portal at <https://campus.cusd80.com/campus/portal/chandler.jsp> to electronically sign this document. Once in the portal, click the Online Registration Link. If you do not have access to the internet, please sign and return form to your student's teacher.

Independent Research Project

| Project Timeline | | |
|--|---|------------|
| Due Date (Subject to Change) | Component Due | Max Points |
| | <ul style="list-style-type: none"> ● Independent Research Project Journal folder check | |
| | <ul style="list-style-type: none"> ● Project Proposal Outline ● Parent Acceptance Letter | |
| | <ul style="list-style-type: none"> ● Final project approval required for all projects | |
| | <ul style="list-style-type: none"> ● IRB forms 1, 1a, and 1b completed, signed, and in journal. | |
| PROJECTS MUST BE SIGNED OFF BY TEACHER AT THIS POINT. LATE POINT DEDUCTIONS WILL APPLY FOR ANY MISSED DEADLINES DUE TO UNAPPROVED STATUS. | | |
| | <ul style="list-style-type: none"> ● Research Paper <ul style="list-style-type: none"> ○ Research papers not submitted to Turnitin.com receive a score of <u>zero</u>. ○ Minimum 5 paragraph paper in MLA format including proper introduction, body and conclusion. ○ Minimum 5 credible sources. ○ Must include in-text citations for facts used. ○ Must cite each source at least once. ○ Place physical copy in journal. | |
| | <ul style="list-style-type: none"> ● Journal Check – Research Paper & Experimental Design (EDD & Four Question Strategy for project) | |
| | <ul style="list-style-type: none"> ● Independent Research Project PowerPoint Sections: <ul style="list-style-type: none"> ○ Background Research ○ Research Question ○ Hypothesis ○ Variables (2 slides) ○ Materials ○ Methods | |
| | <ul style="list-style-type: none"> ● Independent Research Project PowerPoint Sections: <ul style="list-style-type: none"> ○ Procedures ○ Data Tables ○ Graphs ○ Discussion of Results ○ Conclusion | |
| | <ul style="list-style-type: none"> ● Independent Research Project PowerPoint Sections: <ul style="list-style-type: none"> ○ Application ○ Future Research ○ References ○ Abstract | |
| | <ul style="list-style-type: none"> ● Final Draft of the Independent Research Project PowerPoint turned in to Turnitin.com | |
| | <ul style="list-style-type: none"> ● PowerPoint Presentations ● Completed Independent Research Project Journal – organized, legible, neat and in binder/folder | |

Important tips and reminders:

- ✓ **Submitting assignments to Turnitin.com is an expectation and an assignment is considered late if it is not submitted by the deadline.**
- ✓ **All work should be saved in multiple places. Make sure to back up your work on another computer, a flash drive, and OneDrive.**
- ✓ **Note important due dates in your agenda. Check for due date changes (class board & website) and make appropriate changes to your agenda. Due dates are non-negotiable.**

ELA: Outside Reading Project Planning Page
(ORP)

| | |
|---|--------------------------|
| Quarter 1 | |
| Assigned Genre: | |
| Book Choice/Pages: | |
| Project Choice: | |
| Project Due date: | |
| Due Dates | |
| Complete ½ Book/Annotations: | <input type="checkbox"/> |
| Complete Book/Annotations: | <input type="checkbox"/> |
| Begin Project: | <input type="checkbox"/> |
| Complete & Rehearse Project: | <input type="checkbox"/> |
| Quarter 2 | |
| Assigned Genre: | |
| Book Choice/Pages: | |
| Project Choice: | |
| Project Due date: | |
| Due Dates | |
| Complete ½ Book/Annotations: | <input type="checkbox"/> |
| Complete Book/Annotations: | <input type="checkbox"/> |
| Begin Project: | <input type="checkbox"/> |
| Complete & Rehearse Project: | <input type="checkbox"/> |
| Quarter 3 | |
| Assigned Genre: | |
| Book Choice/Pages: | |
| Project Choice: | |
| Project Due date: | |
| Due Dates | |
| Complete ½ Book/Annotations: | <input type="checkbox"/> |
| Complete Book/Annotations: | <input type="checkbox"/> |
| Begin Project: | <input type="checkbox"/> |
| Complete & Rehearse Project: | <input type="checkbox"/> |
| Quarter 4 | |
| Assigned Genre: | |
| Book Choice/Pages: | |
| Project Choice: | |
| Project Due date: | |
| Due Dates | |
| Complete ½ Book/Annotations: | <input type="checkbox"/> |
| Complete Book/Annotations: | <input type="checkbox"/> |
| Begin Project: | <input type="checkbox"/> |
| Complete & Rehearse Project: | <input type="checkbox"/> |