



**CUSD Junior High School**  
***STUDENT HANDBOOK***  
**2022-2023**

**ANDERSEN JUNIOR HIGH**

Attendance Line: 480-883-5303  
Office: 480-883-5300  
[www.cusd80.com/ajhs](http://www.cusd80.com/ajhs)

**ARIZONA COLLEGE PREP MIDDLE SCHOOL**

Attendance Line: 480-883-5403  
Office: 480-883-5400  
[www.cusd80.com/acpms](http://www.cusd80.com/acpms)

**BOGLE JUNIOR HIGH**

Attendance Line: 480-883-5503  
Office: 480-883-5500  
[www.cusd80.com/bjhs](http://www.cusd80.com/bjhs)

**CAMILLE CASTEEL HIGH SCHOOL (7-12)**

Attendance Line: 480-424-8103  
Office: 480-424-8100  
[www.cusd80.com/cchs](http://www.cusd80.com/cchs)

**PAYNE JUNIOR HIGH**

Attendance Line: 480-224-2403  
Office: 480-224-2400  
[www.cusd80.com/pjhs](http://www.cusd80.com/pjhs)

**SANTAN JUNIOR HIGH**

Attendance Line: 480-883-4603  
Office: 480-883-4600  
[www.cusd80.com/sjhs](http://www.cusd80.com/sjhs)

**WILLIS JUNIOR HIGH**

Attendance Line: 480-883-5703  
Office: 480-883-5700  
[www.cusd80.com/wjhs](http://www.cusd80.com/wjhs)

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

# 2022 - 2023

## Chandler Unified School District No. 80

July - 22						
S	M	T	W	T	F	S
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August - 22						
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September - 22						
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October - 22						
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November - 22						
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December - 22						
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18	19	20	J/H	G	24	25
26	H	27	28	29	30	31

Approved 04-25-18  
Revised 11-17-21 (Early Release)

JULY	
6	New Teachers Report
13	Returning Teachers Report
13-19	Teacher Inservice/Workdays
20	First Day of School for Students

AUGUST	
16	Jr High Parent/Teacher Conf-ACP MS/PJHS/WJHS/Hill
18	Jr High Parent/Teacher Conf-AJHS/BJHS/SJHS/CCHS(7-8)
24-25	Elementary Parent/Teacher Conferences

SEPTEMBER	
5	Labor Day Holiday - No School
30	1st Quarter Ends (52 days)

OCTOBER	
3-14	1st Intersession
17	Teacher Inservice/Workday - No school

NOVEMBER	
11	Veterans Day Holiday - No School
23	No School
24-25	Thanksgiving Holidays - No School

DECEMBER	
21-22	Jr High/High School Early Dismissal
22	2nd Quarter Ends (44 days/96 semester)
23	Teacher Inservice/Workday - No School
25-30	2nd Intersession (Dec 25 - Jan 6)

JANUARY	
1-6	2nd Intersession continued
9	Teacher Inservice/Workday - No School
16	Martin Luther King Day Holiday - No School

FEBRUARY	
7	Jr High Parent/Teacher Conf- ACP MS/PJHS/WJHS/Hill
9	Jr High Parent/Teacher Conf - AJHS/BJHS/SJHS/CCHS(7-8)
15-16	Elementary Parent/Teacher Conferences
20	Presidents' Day Holiday - No School

MARCH	
10	3rd Quarter Ends (42 days)
13-24	3rd Intersession
27	Teacher Inservice/Workday - No School

APRIL	
7	Spring Holiday - No School

MAY	
24-25	Jr High/High School Early Dismissal
25	4th Quarter Ends (42 days/84 semester)
25	High School Graduation/Last Day of School (1/2 day)
26	Teacher Inservice/Workday - No School
29	Memorial Day Holiday

JUNE	
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LEGEND	
	Total Student Days (180)
	Teacher Days (190)
X	Teacher Inservice/Workday
H	Holidays
	First Day of Students
E	Elementary Early Dismissal
J1	Jr High Early Dismissal - ACP MS/PJHS/WJHS/Hill
J2	Jr High Early Dismissal - AJHS/BJHS/SJHS/CCHS(7-8)
J/H	Jr High/High School Early Dismissal
G	Grading Period Ends
	Intersession
NS	Day off - No School
L	Last Day for All Students - Early Release

January - 23						
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February - 23						
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March - 23						
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May - 23						
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28	H	30	31			

June - 23						
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25	26	27	28	29	30	





Dear CUSD Families,

As part of our efforts to maintain a safe, secure online experience for students, Chandler Unified School District uses a technology tool known as Gaggle in grades K-12. This scanning program reviews student Google files for inappropriate images and /or content identified by keywords. Gaggle will flag content referencing intentions of violence, drug and alcohol use, sex, self-harm, hate speech, pornography, etc. It will also analyze images to block pornography and obscene visuals from reaching students.

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

All school rules apply to the content on a student's Google Drive. Students are encouraged to practice responsible digital citizenship.

Gaggle Speak Up is another tool CUSD will be using. This tool is an anonymous tip line for students to share concerns about school safety and the well-being of fellow students. Trained professionals evaluate content and send an email regarding non-life-threatening items to school administrators. They will also call school officials in emergency situations and can even contact local law enforcement.

Students may report:

- Bullying
- Students in crisis
- Weapons brought to school
- Planned fights
- Threats of violence
- Other urgent situations

Phone: 480-573-8808

email: [speakup@gse.cusd80.com](mailto:speakup@gse.cusd80.com)

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

Thank you,

CUSD District Administration

# Welcome to Our School!

Important site and District Policies, programs and expectations are outlined in the Student Handbook on pages 11 through 42. It is imperative that students AND parents are informed of these policies and procedures. Please read through this information thoroughly. All students and parents are required to sign and return the signature form to school indicating receipt of these documents.

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## 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 15)
- Student code of conduct (pages 26 - 46)
- CUSD Bus Infraction Information (page 42)
- School insurance information (separate handout)
- BYOT agreement (pages 45 – 46)

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 designated teacher.

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

Please read the information that has been provided regarding this topic on page 5 of the Student 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 5** of the Student 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 5** of the Student 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 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 the Student Handbook Receipt form, completed yearly.

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 the Student Handbook, you are acknowledging that you have read this notification.

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.

### ***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 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***

## **Policy IKA-R/IKAB**

Chandler Unified utilizes paperless grade reports. 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 of grade reports, 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.

To obtain this information, please contact District human resources.

ARS §15-341(A)(29) Notice to parents – An employee's educational and teaching background and experience in a particular academic content subject area shall be made available for inspection on request of parents and guardians of pupils enrolled at a the student's school. This paragraph shall not be construed to require any school to release personally identifiable information in relation to any teacher or employee, including the teacher's or employee's address, salary, social security number or telephone number.



## 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, or within two weeks of initial enrollment, if not enrolled at the start of the school. CUSD has designated the following information as directory information:

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

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.

For more information about FERPA, please refer to Governing Board Policy JR and Administrative Regulation JR-R.

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

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920





## CHANDLER UNIFIED SCHOOL DISTRICT EDUCATIONAL PROGRAMS

### NOTICE OF NONDISCRIMINATION

Chandler Unified School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability, or age in its programs or activities, including admission and employment, and provides equal access to the Boy Schools and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

#### Compliance Officers for Title IX and all categories other than disability-based complaints:

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

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

Dr. Jeff Filloon, Dir of Human Resources  
1525 W. Frye Rd.  
Chandler, AZ 85224  
[filloon.jeff@cusd80.com](mailto:filloon.jeff@cusd80.com)

#### Compliance officer for Section 504 and ADA complaints:

Dr. Kymberly Marshall, Director of Student Services  
1525 W. Frye Rd  
Chandler, AZ 85224  
[marshall.kymberly@cusd80.com](mailto:marshall.kymberly@cusd80.com)

Inquiries about the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator, to the Assistant Secretary of Civil Rights of the U.S. Department of Education, or both.

#### Aviso de no discriminación

El Distrito Escolar Unificado de Chandler no discrimina por motivos de raza, color, origen étnico, nacionalidad, religión, sexo o género, orientación sexual, discapacidad o edad en sus programas y actividades y proporciona igualdad de acceso a Boy Scouts y a otros grupos juveniles designados. En conformidad con el Título IX, el Distrito no discrimina por motivos de sexo en ninguno de sus programas o actividades, incluyendo, pero no limitado a, admisiones y empleo. Las siguientes personas han sido designadas para encargarse de las consultas de Título IX con respecto a las políticas de no discriminación:

#### Funcionario de Cumplimiento de Título IX

**Aviso de no discriminación:** [www.cusd80.com/nondiscrimination](http://www.cusd80.com/nondiscrimination)

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

Dr. Jeff Filloon, Director de Recursos Humanos  
1525 W. Frye Rd.  
Chandler, AZ 85224  
[filloon.jeff@cusd80.com](mailto:filloon.jeff@cusd80.com)

#### Funcionario de Cumplimiento para Sección 504

Dr. Kymberly Marshall, Director de Servicios Estudiantiles  
1525 W. Frye Rd  
Chandler, AZ 85224  
[marshall.kymberly@cusd80.com](mailto:marshall.kymberly@cusd80.com)

Además, las consultas pueden ser remitidas al Subsecretario de Derechos Civiles del Departamento de Educación de los Estados Unidos.

#### Sexual Harassment and Title IX Policies:

[Sexual Harassment Policy ACA](#)

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

[Sexual Harassment Policy ACA-R](#)

[Title IX Sexual Harassment Policy ACAA](#)

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

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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 – Policy JI**

- **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 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. ACP is a public school and a part of CUSD. 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 Site Council 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 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 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 child(ren) 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. Parents can only meet with a teacher once an appointment has been made. **All visitors must enter campus through the front office**, show proper ID, sign in and receive a visitor pass.

Parents serve an essential role in listening to and then encouraging their child when they are not 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 child(ren)'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 they are 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 academically 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 themselves diligently on a daily basis will experience success at Arizona College Prep.

### AWARD 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 – Policy EDBA

Furnished textbooks, library books, athletic uniforms and equipment are the student's responsibility. If school property issued to the student is lost or damaged, parent/guardian of 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. Exceptions may only be made under the approval of Principal or designated party. 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 – Policy IKACA

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.

### 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 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.

## **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 student 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 typically coordinate with other teachers.

## **HONOR ROLL – Policy IKD**

To be eligible for the honor roll, the student must maintain the GPA established at his/her school site. A failing grade in any class automatically disqualifies the student from consideration.

## **MAKE-UP WORK – Policy IKEA**

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). Students may email teachers for assignments as well.

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.

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 at least 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, and school colors are strongly encouraged. 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 (school or class) 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.

## **PROGRESS REPORTS AND REPORT CARDS – Policy IKA/IKAB**

Chandler Unified utilizes paperless report cards. 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 – Policy IKE**

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. In addition, a student's Open Enrollment at ACP may be revoked.

## **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 all of the following have occurred:

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

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

A parent or guardian (who objects to any learning material or activity on the basis that it is harmful 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 – Policy JE/JEA/JH/JHB/JHD

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:** Illness, medical appointments, family bereavement, and court appearances are examples of absences that will be excused when the proper procedures have been followed.

- Parents are asked to 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 may 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 stationery, explaining school attendance will suffice as a doctor's excuse for all student absences related to the condition.

**UNEXCUSED ABSENCES:** 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 parent and student to appear before a judge on charges of truancy.

**REPEATED 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.**

**CHRONIC HEALTH CONDITIONS:** The District will provide appropriate educational opportunities for any student identified by an appropriately licensed healthcare provider as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance. Please work with your student's school counselor to formulate a Chronic Health Plan and obtain Plan approval.

## AUTOS, BICYCLES, ROLLER BLADES, SKATEBOARDS, AND SCOOTERS – Policy JLI/ECAD

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, scooters, motorized transportation 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 and skateboards may not be ridden on any of the 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

While classes are in session, students should not be out of the classroom without a pass that has been issued by a staff member.

## COUNSELORS – Policy JLD

Counselors are available to assist students, teachers, and parents with school matters. Individual and group counseling may deal with educational and/or social problems. Students may sign up to see a counselor in the main office.

## ENGLISH LANGUAGE DEVELOPMENT

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

The Arizona English Language Learner Assessment (AZELLA) is used to determine the English language proficiency of Arizona K-12 students whose primary home language is other than English. Our current models are based on the number of ELD learners at a given school site. Model

One is a pull-out or push-in approach for schools that have few ELD learners. A highly qualified ELD support teacher works closely with the regular classroom teacher, and both provide instruction in the areas of reading, writing, grammar, vocabulary and oral language development during the regular school day. The ELD support teacher may service the ELD learners between two to four hours each day. Model Two is a self-contained approach for schools that have many ELD learners. The students are grouped by their grade level and their English language level. They're assigned to a highly qualified ELD classroom teacher who services the ELD learners by providing instruction in the areas of reading, writing, grammar, vocabulary and oral language development during the regular school day. We have asked the State Board of Education for an alternative model that we feel to be more effective. As of the printing of this handbook the proposal is under review. Adjustments to classrooms may be made at the start of the 2020-2021 school year.

### **EQUAL OPPORTUNITY – Policy JB**

Federal law protects students from discrimination in any educational program or activity on the basis of race, color, national origin, sex, religion or disability. Lack of English language skills shall not be a barrier to admission and participation in District programs. Please refer to page 7 of the Student Handbook for contact information.

### **EMERGENCY RESPONSE – Policy EBC**

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 each year. Preparedness for an emergency, however, is an excellent precaution. Leave your room quickly in an orderly fashion, closing all doors as you leave and proceed to the nearest designated evacuation area. Students must 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 – Policy KD/KHC**

Flyers for local non-profit organizations sponsoring student activities and flyers that promote third party invitations to students or parents who attend our school, may be approved through our Community Education Department. Once the flyer is reviewed and approved, it 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 – Policy JLC**

Please see the health services department tab on the District website [www.mychandlerschools.org](http://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 – Policy JLC**

**COVID-19 has caused us to look at how we evaluate a sickness in the health office, and should it be determined, your child cannot be in school you need to make arrangements to have your child picked up immediately to ensure the health and safety of students and staff.**

To help you make decisions about whether your child should attend school, we have put together a list of guidelines. Your child will not be allowed at school and will be sent home if the following condition(s) are present:

1. For any symptoms below or any the CDC has listed as COVID-19 symptoms, the most current CUSD COVID-19 Exclusion Guidelines will be followed.
2. \*Fever of **100.4° or higher**. A child must be fever-free for 24 hours (without fever-reducing medication) before returning to school. If COVID-19 has not been ruled out, follow CUSD exclusion guidelines.
3. \***Difficulty breathing, Headache, Loss of taste and smell.**
4. \*Persistent Cough.
5. \*Sore throat with fever and/or white spots on the throat. **If strep throat is diagnosed (note required)**, the child must be on medication and fever-free for 24 hours (without fever-reducing medication) before returning to school.
6. Rash with/without fever and/or signs of illness or behavioral changes. (i.e., chicken pox, measles, etc.) Even non-contagious rash conditions can be a symptom of a health condition.... even if it is just unsightly, uncomfortable, or itchy. Medical attention may be needed to reduce symptoms or disease risks.
7. \*Vomited (not caused by motion sickness or a gag reflex unassociated with illness) A child must be free of symptoms for 24 hours before returning to school.
8. \*Diarrhea of two (2) or more loose/watery stools in a 24-hour period unless other signs of illness are present. A child must be free of symptoms for 24 hours before returning to school.



9. Skin sores on an exposed surface that are weeping fluid and cannot be covered.
10. Red, itchy, and purulent draining eyes. If conjunctivitis or “pink eye” is diagnosed, the child must be on medication for 24 hours before returning to school. If not diagnosed by medical provider student must remain out until symptoms have cleared.
11. Prolonged and/or persistent stomachache that does not resolve.
12. Swelling or pain at a level that may interfere with learning.
13. Earache with severe discomfort and/or fever.
14. Toothache with facial swelling and/or fever.
15. Active (live) Head Lice. A child must remain at home until treatment with pediculicide. A child may return to school if there are no live lice present. Please notify the Health Office as the student must be cleared to attend class.

**\*If a student does not have verified immunity to COVID-19 as outlined by Maricopa County Department of Public Health, then CUSD will follow the COVID-19 Exclusion Guidelines for all COVID-19 like symptoms. Please feel free to contact the school health office with any questions. Thank you.**

### **ADMINISTERING MEDICINES TO STUDENTS – Policy JLC/JLCD**

All medication is to be brought to school by the parent/guardian in a properly labeled container from the pharmacy and/or the original unopened, over the counter packaging. No expired medication will be accepted. You may ask the pharmacist to label two containers: one for school and one for home. Medications will not be sent home with students daily.

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

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

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

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

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

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

### **Prescription Medication:**

- Prescription medication must be prescribed by your child’s Arizona healthcare provider and filled by a licensed pharmacy. Medication prescribed by out-of-state healthcare providers can be administered for up to 60 days. After 60 days, the prescription must be replaced by a provider licensed in the State of Arizona. No Prescriptions from outside of the United States will be accepted.
- Medications prescribed to be taken one (1) two (2) and three (3) times a day are not routinely given at school. Exceptions may be made if the nurse discusses the need with the healthcare provider and they find this is necessary.
- A Consent for Medication Administration form must be filled out and signed by the child’s healthcare provider, and the parent/guardian, in order for prescription medication to be given.
- A new Consent for Medication Administration form must be completed and signed by the child’s healthcare provider for any changes to prescription medication (dosage, timing, etc.), including each new school year.
- The student is responsible for coming to the health office or to the designated person to take the medication.
- Narcotic pain medication, controlled substances, CBD oil and medical marijuana will not be given in the general education setting at school for the safety of the student. (ARS§15-108).

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

- All Non-prescription medications will be dispensed to students upon the completion of the Medication Administration form with parent/guardian signature. Medication will be given in accordance to package directions. Dosage must be weight and age appropriate per label (i.e. children specific formula).
- If medication is to be administered for three (3) consecutive days, a healthcare provider order must be submitted to the school health office for continuing administration of the medication beyond the three (3) days to ensure that use of this medication is not masking symptoms of a serious condition in the student.
- In order to minimize the possibility of a drug overdose, non-prescribed medications will not be dispensed during the first and last hours of the school day.
- A new Consent for Medication Administration form is required for each school year.

- The health office does have a supply of Acetaminophen (Tylenol) in pill form that we can give to your student if they will benefit from it and help keep them in school. For us to administer, the parent/guardian must give permission during the online registration process each school year. The frequent use of Acetaminophen (Tylenol) has been shown to cause liver problems in both children and adults therefore; we will use Acetaminophen (Tylenol) at our discretion. If we find we are administering Acetaminophen (Tylenol) on a recurrent basis, you may be contacted to provide a note from your doctor along with a supply of the medication for the health office.

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

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

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

#### **HOMEBOUND INSTRUCTION – Policy IHBF**

The District provides academic tutoring for students eligible for homebound services in the home by a certified teacher. To be eligible, a physician must certify that a student will be absent for three months due to a medical condition. These three months do not have to be consecutive. Forms are available through the office of Student Services at the Instructional Resource Center (IRC) at 480-224-3732.

#### **HOMELESS STUDENTS**

Notice of Student Rights under the “McKinney-Vento Homeless Assistance Act”. This federal legislation guarantees homeless children and youth the following:

- The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment
- The right to attend school in his/her school of origin (if this is requested by the parent or unaccompanied children and youth and is feasible) or in the school in the attendance area where the family or youth is currently residing
- The right to receive transportation to his/her school of origin, if this is requested by the parent or unaccompanied children and youth
- The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services
- The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited
- The posting of homeless students' rights in all schools and other places around the community

The term “homeless children and youths”—

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

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

#### **IDENTIFICATION CARDS (ID)/STUDENT IDENTIFICATION**

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. Students shall identify themselves by name, upon request by site administrator, SRO, security, or any District staff member.

#### **INSURANCE – Policy JLA**

Your child's school does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. Student accident/health insurance plans are offered to help you pay those bills. The Student Health Care and High Option 24-hour Accident plans are especially recommended for those students with no other insurance because they

provide the most help when injuries occur. Student Health Care covers illness as well as injury, 24 hours a day. If your child does have other health coverage, student insurance may also be used to help pay 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 also be obtained in the school office.

### **LOST AND FOUND**

We encourage you to label all clothing, musical instruments, and other personal items. Clothing and other articles found at school will be placed in a designated area. All inventory is donated to charity periodically throughout the year. All notebooks should have the student's name written in ink.

### **LOCKERS**

Lockers are 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!** The District does not carry insurance to cover theft of student property. 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.

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.
- 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, junior high campuses are closed campuses, which 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.

### **FOOD DELIVERY SERVICES (Door Dash, Grub Hub, Uber Eats, etc)**

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

### **LIBRARY – Policy IJNC**

The library is open at the beginning of the school 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. 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 EDUCATIONAL RECORDS – Policy JR**

The District respects the privacy of student records and recognizes that only pertinent and factual information should be contained in the permanent records of District students. Governing Board policy JR and Administrative Regulation JR-R address the availability of student records to students 18 years of age and older and to parents of students under 18 years of age, and 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 District adheres to the regulations of the Family Educational Rights and Privacy Act of 1974 (FERPA) and applicable Arizona laws. 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, social media, or local newspapers. Parents may request that their student not be included in publicity by circling NO on the Student/Parent Acknowledgement of Handbook and School Rules form.

### **SPECIAL EDUCATION - Policy IHB/IHBA/IHBA-E/IHBA-RA**

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

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

### **SPECIAL EDUCATION RECORDS – Policy JR/JR-R**

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

### **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.

Once a student is on campus, they 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 – Policy KI/KFA

Parents and guardians are welcome on campus in conformity with District policies. Please contact the front office in advance. Adult visitors to the campus must check in at the office and wear a visitor's pass. 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. The District will not assume supervision or liability of students not enrolled at the school.

### WITHDRAWAL FROM SCHOOL – Policy JFC

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 form 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 - Oakland, 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  
Eastmark High School, Queen Creek

### Before Try-Outs

Athletic forms must be completed before students are eligible to try out for a sport. Forms are available via Register My Athlete, link to Register My Athlete can be found on your school athletics 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

### PARTICIPATION – Policy JJIB/JJJ

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

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 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 – Policy JQEB**

Rostered athletes who have not yet paid their athletic fees will not be able to participate unless a fee waiver has been approved and is on file with site. If you are in need of a Fee Waiver, please contact your school Principal.

## ***Student Life***

### **AFTER SCHOOL AND EVENING ACTIVITIES – Policy JJB/JJJ**

While attending school or evening activities, students are 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 -JJB**

**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 photo I.D. cards must be shown at the door. Students are not allowed to loiter on campus during the dance.

### **EXTRACURRICULAR PARTICIPATION – Policy JJJ/JKDA**

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

### **NON-PAYMENT OF FEES – Policy JICB/JQ/JRCA-R**

Although required textbooks are provided for students, there may be charges for materials, lost or damaged books, etc. Students are encouraged to pay these charges with cash, check, web portal or money order. In cases of financial hardship, students are 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 District still owing money, a listing of the student's classes will be mailed to another school upon request. However, a transcript may not be provided until the charges are paid. The absence of a transcript may prevent a student from graduating.

### **PRODUCT SALES – Policy JJE/JJF**

Groups and individuals wishing 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 – Policy JIBA**

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-POLICY JICA/JICEC

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.

Students must stay in uniform whenever they are on campus during a school day. Students may only change out of uniform after school with teacher/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](http://www.antonuniforms.com), or you can check with the ACP administration for the availability of gently used uniform shirts.

## GENERAL DRESS STANDARDS

### UNIFORM STANDARDS: MONDAY – THURSDAY

<b>Arizona College Preparatory Uniform Standards <u>Monday-Thursday</u></b> <i>Uniform shirts meeting approved ACP standards must be purchased through Anton Sport Co.</i>	
<b>Shirts</b>	Approved ACP Polos (purple, black, gray, or white with ACP crest) are required. Approved white oxford shirts with ACP Crest. Shirts <b>MUST</b> be tucked in throughout the day.
<b>Pants/Shorts</b>	Approved black, khaki, or navy-blue pants or shorts are required. Shorts must touch the knee. No leggings or athletic shorts/pants allowed.
<b>Skirts, Skorts</b>	Approved navy, black, khaki, or gray skirts and shorts are permitted. Approved plaid skirts from Anton Uniforms are also acceptable. (length <b>MUST</b> touch the knee – this includes skater skirts).
<b>Capris</b>	Approved navy, black, gray, or khaki capris are permitted.
<b>Sweaters, jackets, hoodies, and sweatshirts</b>	Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college logos/emblems are permitted. If the outerwear does not have an ACP or college logo it must be solid purple, black, gray, navy or white without any logos or designs.
<b>Shoes</b>	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. No flip flops.
<b>Undershirts/ Turtlenecks</b>	Short and long-sleeve undershirts/turtlenecks in solid black, purple, gray or white are permitted.

## UNIFORM STANDARDS: FRIDAY ONLY

Arizona College Preparatory Uniform Standards – <u>Fridays Only</u>	
<b>Shirts</b>	Approved ACP Polos (purple, black, gray, or white with ACP crest) Approved white oxford shirts with ACP Crest or ACP t-shirts are required. ACP t-shirts are allowed to be untucked on Fridays only. College themed shirts also allowed (It MUST clearly be a college shirt not a city) on Fridays. Uniform Polo shirts MUST still be tucked in throughout the day.
<b>Pants/Shorts</b>	Approved black, khaki, navy blue or blue denim jeans or knee length (touch the knee) shorts. No leggings or athletic shorts/pants allowed.
<b>Skirts, Skorts</b>	Approved navy, black, khaki, denim, or gray skirts and skorts are permitted. Approved plaid skirts from Anton Uniforms are acceptable. (length: <b>MUST</b> touch the knee -this includes skater skirts).
<b>Capris</b>	Approved navy, black, gray, denim, or khaki capris are permitted.
<b>Sweaters, jackets, hoodies, and sweatshirts</b>	Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college logo/emblem are permitted. If the outerwear does not have an ACP or college logo it must be solid purple, black, gray, navy or white without logos or designs.
<b>Shoes</b>	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.
<b>Undershirts/ Turtlenecks</b>	Short and long-sleeve undershirts/turtlenecks in solid black, purple, gray or white are permitted.

### ADDITIONAL DRESS DETAILS

1. All clothing must be clean, neat, reasonably pressed, and in properly fitting condition.
2. Students may wear a college t-shirt on Fridays. It must be clearly a college shirt.
3. Rostered athletes MAY wear jerseys on game days. If the jersey is sleeveless, athlete must wear a solid color (black, purple, white or gray) underneath. Jerseys DO NOT have to be tucked in.

### Uniform and Dress Code Standards

**Slacks, 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 be knee length and should not be tight fitting or excessively baggy.

**Skorts/Skirts:** Approved khaki, black, navy blue, or gray skorts and skirts may be worn. Approved plaid skirts from Anton Uniforms are acceptable. Skirt's length should touch the knee - including skater skirts. Skorts and skirts must be worn at the waist.

**Capris:** Approved khaki, black, gray, or navy-blue capris may be worn. Capris may not be baggy nor tight fitting and should be worn at the waist.

**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. (No tank tops are allowed).

**Jewelry:** Earrings – no loops larger than the size of a quarter. No body-piercing jewelry is permitted. Necklace pendants should not be large or elaborate – they may not be much larger than an inch or so in length, width, or diameter.

**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. Acceptable colors are purple, black, gray, navy or white. Gloves or mittens are not to be worn in the classroom.

**Footwear:** Shoes and socks must be worn at all times. 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.



**FREE DRESS OR SPIRIT/THEME “NON-UNIFORM” DAYS – Policy JICA/JICEC**

At times, ACP students will have “free dress” or non-uniform theme days. On these specified days, students can wear attire other than the uniform attire. On “free dress” days students are 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 is not be permitted.** (See Personal Grooming Standards and Clothing Charts on Page 25 for specific examples.)

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.

- Clothing or hairstyles that are detrimental to one’s health and safety or the health and safety of others or present a distraction are not permitted.
- Clothing shall be modest, clean, and appropriate for school wear.
- Students shall not wear: tank tops, halter tops, garments with spaghetti straps, strapless garments, and fishnet stockings. Garments that are “see-through,” cut low, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Clothing should have adequate coverage to allow a full range of motion movement without skin or undergarments showing. Undergarments must not be visible. Clothing must cover the entire buttocks and extend to a reasonable length to ensure modesty- ACP Shorts/Skirts must touch the knee.
- Students must remove sunglasses while inside the buildings.
- Footwear must be worn for good health and safety. Students may not wear “house shoes” or slippers on campus.
- Shirts that advertise substances that are illegal for minors are prohibited (e.g. cigarettes, liquor of any kind, drugs). Shirts with lewd or sexually suggestive messages are also prohibited. Garments identified as gang related attire by school administration and/ or local police departments are prohibited.
- 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, beanies, bandanas, hairnets, hoods and other head covering (exceptions given for Medical and Religious reasons) may not be allowed on campus. School administration retains final discretion, please follow your site guidelines.
- Chains, hanging belts, and spiked bracelets/necklaces/earrings are prohibited.

All school personnel have the responsibility and right and to enforce the dress code guidelines. Students inappropriately dressed for school must remedy the situation before returning to class.

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

PERSONAL GROOMING STANDARDS		
ITEM OF GROOMING	WILL BE	WILL NOT...
Hair	Properly cleaned, groomed, <b>styled</b> , and within accepted <b>color</b> ranges.	Be of a distraction.
Cosmetics	Conservative and in good taste.	Be extreme or distracting; no stickers or designs, no excessive use of glitter.
Gauges or other body-piercing other than approved jewelry below.		Will not be worn.
Tattoos or other body markings		Be visible, be gang or drug related, suggestive.
Jewelry, nose rings, pins, necklaces		Be excessive, gaudy or unsafe; display an offensive message or suggest/promote drug use
Sunglasses		Be worn in class.
Chains		Be worn.

CLOTHING		
ATTIRE	WILL BE	WILL NOT...
Outer garment (coat, sweater, sweatshirt)	Appropriate for wear based on weather conditions and room temperature.	Be worn in classroom or on campus to conceal improper items; be a trench coat.
Blouses, shirts, casual tops	Modest	Be fishnet or see-through, bare midriffs, halter tops, tube tops, tank tops, low-cut, spaghetti straps, immodest or revealing, have offensive art or verbiage, alcohol/drug message, sexually explicit message or image.
Slacks, trousers, pants	Properly fitted over the hips with no bunching at the waist or sagging at the seat.	Be tightly fitted or too bare or so extreme as to be immodest, no sagging or larger than appropriate, unsafe, distracting, expose undergarments or have holes exposing excessive skin/undergarments. Pajama pants are not allowed (unless on theme day).
Shorts	Properly fitted, no bunching at the waist or bagging/sagging at seat; worn at waist over hips	Expose any area of the buttocks; be larger than appropriate or expose undergarments.
Hats/Caps/Bandanas/ Hoods/Beanies		Be worn or visible on campus unless administration authorization is granted.

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

***This dress code is subject to change with administrative approval. Please refer to our website for any updates.***

## ***Behavior and Discipline***

***Board policies are available online and should be reviewed periodically. This handbook contains a summary.***

### **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 teachers 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.

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 may 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 possible expulsion. Tobacco and other legally controlled substances, vapes, lighters, matches, pocketknives, 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, contact with law enforcement and recommendation for suspension or expulsion.

The vast majorities of our students respect the rights of others and do not engage in negative behaviors. 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 Policies cover, but are 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 may be immediately removed from school, pending a parent conference.

#### **ABUSE OF SCHOOL EMPLOYEES - ARIZONA STATUTE 15-507**

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 – ARIZONA STATUTE 15-841**

The 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 may be reassigned if he/she threatens an educational institution, as defined in A.R.S. 13-2911.

#### **CHILD ABUSE – ARIZONA STATUTE 13-3620 – Policy JLF**

School employees are mandatory reporters of 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 – Policy JIC**

Successful students agree that two very important factors to success are respect for and cooperation with their teachers and other school personnel. To gain the most benefit from any subject, students are expected to:

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

#### **DETENTION – Policy JKB**

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

#### **DISCIPLINE – Policy JK, JKB, JKD, JKE**

The charts beginning on page 27 show the minimum and maximum range of disciplinary action that may be taken for various types of infractions.

**These ranges are guidelines only and do not limit the judgment of the administrator who must individually assess each situation.** 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 are entitled to due process rights when being recommended for discipline. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action may follow.

Students:

- Must be informed of the alleged misconduct.
- Must have an opportunity to accept, deny or otherwise respond to the alleged misconduct.

## 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 for 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 unless specifically permitted by school staff.** If the cell phone is a disruption or distraction, or visible in any way, it may be confiscated, and the parent/guardian may need to come to the school office to pick it up.

## GANG ACTIVITY OR ASSOCIATION – Policy JICF

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.

## HAZING – Policy JICFA

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing, of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to 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 ensure that students and staff are aware of its content and intent, a notice of this policy and procedure is posted conspicuously in each school building and is 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.

### **MANDATORY REPORTING OF CRIMINAL ACTIVITY TO LAW ENFORCEMENT**

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. School employees must report threats, or rumors of threats, against schools, students, and school personnel (including, but not limited to drugs, weapons, etc). Schools must also report all incidents of non-accidental injury, which might occur during altercations at school.

**Reports of Possible Crimes.** When an 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.

### **OFF-CAMPUS JURISDICTION – Policy JIC**

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

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

### **PERSONAL PROPERTY – Policy ECAD**

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 may be confiscated and 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, portable speakers, 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. The District does not carry insurance to cover theft of personal property. Parents may want to check their homeowner's coverage.

### **SEARCH AND SEIZURE – Policy JIH**

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) or a violation of law or policy 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 expectation 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.

### **SMOKING/ALCOHOLIC BEVERAGES/DRUGS – Policy JICG/JICH**

Students who use or possess any form of tobacco (including vape devices), 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.

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.

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES -Policy 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 – 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 sited 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, up to and including expulsion, and/or legal action in accordance with the law and Board policy.

## BULLYING/HARASSMENT/INTIMIDATION - Policy JICK 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.*

Please refer to Policy JI and Administrative Regulation JI-R to review students' rights and responsibilities. Please see [Link to Policy JI](#) and [Link to Administrative Regulation JI-R](#).

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.

#### **SUSPENSIONS – Policy JKD**

**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 may be 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 – Policy JICI**

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.



## **STUDENT INTERROGATIONS, SEARCHES AND ARRESTS – Administrative Regulation 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.

**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.

**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 – Policy JIH/JIH-R**

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 – Policy JIH/JIH-R**

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.

# **CUSD DISCIPLINE INFRACTION GLOSSARY**

## **AGGRESSION**

### **VERBAL PROVOCATION**

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

*Board Policy Reference: JIC*

*Consequence Range: Conference – Suspension*

### **MINOR AGGRESSIVE ACT**

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

*Board Policy Reference: JIC*

*Consequence Range: Conference - Suspension*

### **DISORDERLY CONDUCT**

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

*Board Policy Reference: JIC*

*Consequence Range: Conference – Suspension*

*Mandatory Police Report*

### **RECKLESSNESS**

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

*Board Policy Reference: JIC*

*Consequence Range: Conference – Suspension*

### **ENDANGERMENT/UNSAFE BEHAVIOR**

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

*Board Policy Reference: JIC*

*Consequence Range: Conference - Expulsion*

### **FIGHTING**

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

*Board Policy Reference: JIC*

*Consequence Range: Suspension - Expulsion*

*Mandatory Police Report*

### **ASSAULT**

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

*Board Policy Reference: JIC*

*Consequence Range: Suspension- Expulsion*

*Mandatory Police Report*

## **ALCOHOL, TOBACCO, AND OTHER DRUGS**

**Sale, Distribution, Intent to Sell, Intent to Distribute, Use, Possession, Share**

### **ALCOHOL (DISTRIBUTION, POSSESSION, USE, SALE)**

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

*Board Policy Reference: JIC, JICH, JICC*

*Consequence Range: Suspension- Expulsion*

*Mandatory Police Report*

### **DRUGS (DISTRIBUTION, POSSESSION, USE, SALE)**

*Inhalants, Prescription Drugs, Over the Counter Drugs, Drug Paraphernalia, Substance represented as illicit drug*

Illicit Drugs:

- Ecstasy
- Cocaine or Crack
- Hallucinogens
- Heroin
- Fentanyl
- Marijuana
- Methamphetamines
- Other illicit drug

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

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

*Board Policy Reference: JIC, JICH, JICC*

*Consequence Range: Suspension- Expulsion*

*Mandatory Police Report*

### **TOBACCO (DISTRIBUTION, POSSESSION, USE, SALE)**

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

*Board Policy Reference: JIC, JICG*

*Consequence Range: Conference - Suspension*

*Mandatory Police Report*

## **ARSON**

### **ARSON**

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

### **ARSON OF AN OCCUPIED STRUCTURE**

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

*Board Policy Reference: ECAC, JIC, JICB*

*Consequence Range: Restitution and: Suspension – Expulsion*

*Mandatory Police Report (Occupied Structure)*

## **ATTENDANCE**

### **TARDY**

Arriving at school or class after the scheduled start time.

*Board Policy Reference: JIC*

*Consequence Range: Conference - Suspension*

### **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

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

*Board Policy Reference: JH, JHB*

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

### **UNEXCUSED ABSENCE**

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

*Board Policy Reference: JH, JHB*

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

### **TRUANCY**

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

*Board Policy Reference: JH, JHB*

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

## **HARASSMENT, THREAT, AND INTIMIDATION**

### **HARASSMENT, NONSEXUAL**

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

*Board Policy Reference: JIC, JICFB, JICK*

*Consequence Range: Conference - Expulsion*

*Mandatory Police Report*

### **BULLYING**

Bullying occurs over an extended period of time, and may include, but is not limited to, verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying; exposure to social exclusion or ostracism; physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; damage to or theft of personal property.

*Board Policy Reference: JIC, JICFB, JICK*

*Consequence Range: Conference - Suspension – Expulsion*

*Mandatory Police Report*

### **CYBERBULLYING**

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

*Board Policy Reference: JIC, JICK*  
*Consequence Range: Conference - Suspension - Expulsion*  
*Mandatory Police Report*

### **THREAT OR INTIMIDATION – A.R.S. 13-1202 PERSON**

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

*Board Policy Reference: JIC, JICK*  
*Consequence Range: Conference – Expulsion*  
*Mandatory Police Report*

### **HAZING**

Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution and the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

*Board Policy Reference: JICFA*  
*Consequence Range: Suspension - Expulsion*  
*Mandatory 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.

*Board Policy Reference: JIC*  
*Consequence Range: Suspension – Expulsion*  
*Mandatory Police Report*

## **LYING, CHEATING, FORGERY, OR PLAGIARISM**

### **CHEATING**

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

*Board Policy Reference: JIC*  
*Jr HS Consequence Range: Teacher Resolution - Suspension*  
*HS Consequence Range: Conference – Removal from class – Refer to specific school policy*

### **FORGERY**

Falsely and fraudulently making or altering a document.

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

### **LYING**

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

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

### **PLAGIARISM**

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

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

## **SCHOOL POLICIES, OTHER VIOLATIONS**

### **DEFIANCE/DISRESPECT OF AUTHORITY**

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

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

**COMBUSTIBLE**

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

*Board Policy Reference: JIC*  
*Consequence Range: Conference – Suspension – Expulsion*

**POSSESSION OF CONTRABAND**

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

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

**DISRUPTION**

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

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

**DRESS CODE VIOLATION**

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

*Board Policy Reference: JIC, JICA*  
*Consequence Range: Conference requesting change of clothes - Suspension*

**GAMBLING**

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

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

**LANGUAGE, INAPPROPRIATE**

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

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

**GANGS (NEGATIVE GROUP AFFILIATION)**

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

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

*Board Policy Reference: JIC, JICF*  
*Consequence Range: Conference – Expulsion*  
*Mandatory Police Report*

**PARKING LOT VIOLATION**

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

*Board Policy Reference: JIC, JLIE*  
*Consequence Range: Conference – Suspension - Expulsion*

**PUBLIC DISPLAY OF AFFECTION**

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

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

**OTHER VIOLATION OF SCHOOL POLICY**

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

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

## **SCHOOL THREAT**

### **BOMB THREAT**

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

*Board Policy Reference: JIC, JICI*

*Consequence Range: Conference – Suspension - Expulsion*

*Mandatory Police Report*

### **OTHER SCHOOL THREAT - A.R.S. 13-2911 EDUCATIONAL INSTITUTION**

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

*Board Policy Reference: JIC*

*Consequence Range: Conference – Expulsion*

*Mandatory Police Report*

## **SEXUAL OFFENSES**

### **PORNOGRAPHY**

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

*Board Policy Reference: JIC*

*Consequence Range: Suspension – Expulsion*

*Mandatory Police Report*

### **INDECENT EXPOSURE OR PUBLIC SEXUAL INDECENCY**

When a person exposes his/her genitals or anus or exposes the areola or nipple of their breast(s) and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. This includes flashing and mooning. Public sexual indecency includes, but is not limited to, intentionally or knowingly engaging in an act of sexual conduct, sexual touching, oral sexual contact, or sexual intercourse.

*Board Policy Reference: JIC*

*Consequence Range: Conference – Expulsion*

*Mandatory Police Report*

### **SEXUAL HARASSMENT**

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

*Board Policy Reference: JIC, ACA, ACAA*

*Consequence Range: Conference – Expulsion*

*Mandatory Police Report*

### **SEXUAL HARASSMENT WITH CONTACT**

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

*Board Policy Reference: JIC, ACA, ACAA*

*Consequence Range: Suspension – Expulsion*

*Mandatory Police Report*

### **ACCIDENTAL CONTACT**

Accidentally making physical contact with another person's body.

*Board Policy Reference: JIC, ACA, ACAA*

*Consequence Range: Suspension – Expulsion*

*Mandatory Police Report*

### **SEXUAL ASSAULT (RAPE)**

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

*Board Policy Reference: JIC*

*Consequence Range: Suspension – Expulsion*

*Mandatory Police Report*

## **TECHNOLOGY AND IMPROPER USE**

### **NETWORK INFRACTION**

A network infraction includes using the network in any way that would attempt to harm, modify or destroy hardware/software or interfere with system security. Each user will be required to sign an EIS user's agreement. Electronic Information Services include anything attached to, or delivered through the District's network (Local Access, Wide Area, Internet), any computer accessible sources of information (hard drives, tapes, CDs, floppy disks, or other electronic sources), and the School District phone system.

*Board Policy Reference: JIC, IJNDB*

*Consequence Range: Conference – Suspension – Expulsion*

### **TELECOMMUNICATION DEVICE (ELECTRONIC DEVICE)**

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

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

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

*Consequence Range: Conference – Suspension – Expulsion*

## **THEFT**

### **THEFT - PERSONAL OR SCHOOL PROPERTY**

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

### **THEFT – PETTY**

Thefts under \$100

*Board Policy Reference: JIC*

*Consequence Range: Restitution and Suspension – Expulsion*

*Mandatory Police Report*

### **EXTORTION**

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

*Board Policy Reference: JIC*

*Consequence Range: Suspension- Expulsion*

*Mandatory Police Report*

## **TRESPASSING**

### **TRESPASSING**

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

*Board Policy Reference: JIC*

*Consequence Range: Conference - Expulsion*

*Mandatory Police Report*

## **VANDALISM OR CRIMINAL DAMAGE**

### **GRAFFITI OR TAGGING**

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

*Board Policy Reference: JIC, JICF*

*Consequence Range: Suspension – Expulsion*

*Mandatory Police Report*

### **VANDALISM (DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY)**

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

*Board Policy Reference: JIC, ECAC*

*Consequence Range: Restitution and Suspension - Expulsion*

*Mandatory Police Report*



## WEAPONS AND DANGEROUS ITEMS

### **FIREARMS INCLUDING DESTRUCTIVE DEVICES (DISTRIBUTION, POSSESSION, USE)**

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

*Board Policy Reference: JIC, JICI*

*Consequence Range: Suspension - Expulsion*

Mandatory Police Report

### **OTHER WEAPONS (DISTRIBUTION, POSSESSION, USE)**

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

*Board Policy Reference: JIC, JICI*

*Consequence Range: Suspension - Expulsion*

Mandatory Police Report

### **DANGEROUS ITEM (DISTRIBUTION, POSSESSION, USE, SALE)**

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

*Board Policy Reference: JIC, JICI*

*Consequence Range: Suspension – Expulsion*

Mandatory Police Report

### **SIMULATED FIREARMS (DISTRIBUTION, POSSESSION, USE)**

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

*Board Policy Reference: JIC, JICI*

*Consequence Range: Suspension – Expulsion*

Mandatory Police Report

## **BOARD POLICY REFERENCES – DISCIPLINE GLOSSARY**

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

## Safe Student Transportation: Expected Student Behavior Policy EEAE-EB

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

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

15. 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.
16. Skateboards, scooters and roller blades are not allowed on the school bus.
17. 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.
18. 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.
19. Remain seated while bus is in motion ***and until it comes to a stop***.
20. 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. If you have specific questions regarding transportation, please call 812-7275.

## School Bus Infractions Policy EEAE-ED

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



## 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 ultima 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.
- Desistir de dañar, modificar ó destruir el soporte físico (hardware) ni interferir con el sistema de seguridad.
- Desistir 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.
- Desistir 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. Please reference the Electronic Information Services (EIS) user agreement on page 43 and 44 of the handbook for additional guidance.

**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

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

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