

ARIZONA COLLEGE PREPARATORY

One school, two locations

ACP-Erie
1150 W. Erie St.
Chandler, AZ 85224
(480) 424-8000

ACP-Oakland
191 W. Oakland St.
Chandler, AZ 85225
(480) 224-3930

ADMINISTRATION

Rob Bickes, Principal, ACP-Erie
Tony Alcala, Principal, ACP-Oakland

GOVERNING BOARD

Barb Mozdzen, President
David Evans, Vice President
Lara Bruner
Lindsay Love
Karen McGee

SUPERINTENDENT

Camille Casteel, Ed.D.

CHANDLER UNIFIED SCHOOL DISTRICT

1525 W. Frye Road
Chandler, Arizona 85286
(480) 812-7000
www.cusd80.com

ARIZONA COLLEGE PREP

Dear Families,

Welcome to Arizona College Prep! Our school's foundation was developed through the hard work and passion of students, teachers, parents, and community representatives. The culmination of all their ideas is included in this handbook. We are extremely proud of ACP and look forward to the upcoming year.

We ask that you take the time to read through the *Family Handbook* in its entirety. The foundation of Arizona College Prep is based on the items in the handbook and it is extremely important that we all understand the expectations of one another and share the common values of the school.

From the beginning, Arizona College Prep parents, administration, students, and staff worked together as partners and focused on what was best for our students. It is our goal to maintain a strong parent/community partnership throughout the year that focuses not only on developing school policy, but student success and achievement. We urge each of you to become involved in your child's education and participate in Arizona College Prep.

Strive for the impossible and be extraordinary is our motto at Arizona College Prep. We encourage each of you to follow this motto throughout the year. Through hard work and friendship, let's build up each other's spirit, develop our community, and continue to make Arizona College Prep an extraordinary school!

Warmest regards,

Rob Bickes
Principal, ACP-Erie

Tony Alcala
Principal, ACP-Oakland

2019 - 2020

Chandler Unified School District No. 80

July - 19

S	M	T	W	T	F	S
		1	2	3	H	5 6
7	8	9	10	11	12	13
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28	29	30	31			

August - 19

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September - 19

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October - 19

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November - 19

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December - 19

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15	16	17	J/H	G	X	21
22	23	24	H	26	27	28
29	30	31				

Approved 04-25-18
Revised 11-28-18 (Early Release)

JULY

9	New Teachers Report
16	Returning Teachers Report
16-22	Teacher Inservice/Workdays
23	First Day of School for Students

AUGUST

20	Jr High Parent/Teacher Conf (AJHS/BJHS/SJHS/CCHS(7-8))
22	Jr High Parent/Teacher Conf (ACP-O/PJHS/WJHS/HII)
28-29	Elementary Parent/Teacher Conferences

SEPTEMBER

2	Labor Day Holiday - No School
27	1st Quarter Ends (48 days)
30	1st Intercession (September 30-October 11)

OCTOBER

1-11	1st Intercession continued
14	Teacher Inservice/Workday - No school

NOVEMBER

11	Veterans Day Holiday - No School
27	No School
28-29	Thanksgiving Holidays - No School

DECEMBER

18-19	Jr High/High School Early Dismissal - Finals
19	2nd Quarter Ends (44 days/92 semester)
20	Teacher Inservice/Workday - No School
23-31	2nd Intercession (Dec 23 - Jan 3)

JANUARY

1-3	2nd Intercession continued
6	Teacher Inservice/Workday - No School
20	Martin Luther King Day Holiday - No School

FEBRUARY

4	Jr High Parent/Teacher Conf (AJHS/BJHS/SJHS/CCHS(7-8))
6	Jr High Parent/Teacher Conf (ACP-O/PJHS/WJHS/HII)
12-13	Elementary Parent/Teacher Conferences
17	Presidents' Day Holiday - No School

MARCH

6	3rd Quarter Ends (42 days)
9-20	3rd Intercession
23	Teacher Inservice/Workday - No School

APRIL

10	Spring Holiday - No School
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MAY

25	Memorial Day Holiday - No School
27-28	Jr High/High School Early Dismissal - Finals
28	4th Quarter Ends (46 days/88 semester)
28	High School Graduation/Last Day of School (1/2 day)
29	Teacher Inservice/Workday - No School

JUNE

LEGEND

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

January - 20

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February - 20

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LEAP YEAR

March - 20

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29	30	31				

April - 20

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May - 20

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24	H	26	J/H	G/L	X	30
31						

June - 20

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21	22	23	24	25	26	27
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Chandler Unified School District

DISTRICT CULTURE

Chandler Unified School District No. 80 Mission Statement

Chandler Unified School District is dedicated to providing our students with the opportunity to receive a quality education. We will focus on creating a safe and drug-free environment as we provide students with the knowledge, skills and attitudes necessary to be lifelong learners and responsible citizens.

Chandler Unified School District Student Responsibilities

1. *Respect the rights of others*
Students have a right to an education without interference from others.
2. *School attendance*
Students have a responsibility to attend school daily and to be on time.
3. *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.
4. *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.
5. *Respect public property*
Students have a responsibility to respect and to protect all school property, materials and equipment.
6. *Show respect*
Students have a responsibility to demonstrate respect for other students, faculty, staff, community members and themselves.
7. *Obey school rules*
Students have a responsibility to know and obey rules and regulations in order to provide a safe and positive learning environment.
8. *Cooperate with school staff*
Students have a responsibility to maintain a safe, orderly environment, and have an obligation to cooperate with school staff, authorities and peers.

SCHOOL CULTURE

Arizona College Prep Mission

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

Arizona College Prep will fulfill its mission by:

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

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

Arizona College Prep Philosophy

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

Parent Involvement

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

Teacher-Family Communication

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

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

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

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

ACADEMICS

General Expectations

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

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

Academic Honor Code

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

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

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

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

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

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

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.

Homework

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

Study habits vary so it is difficult to estimate the amount of homework time for any one student. The amount of time spent studying is not necessarily a function of intellectual ability. A good deal of success with homework is conditioned by a student's study strategies, such as planning, goal-setting, time-management, and self-monitoring. Students who

struggle do not usually employ these strategies systematically, even though they may in fact spend a significant amount of time studying.

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

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

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.

Study Materials

In order to do well at school, a student must be prepared with the proper tools. Backpacks or book bags may be used to carry books to and from school. Each student should be prepared with several pencils, black or blue ink ballpoint pens, and white, blue-lined, loose-leaf notebook paper. Individual teachers may require additional tools for school use, such as a ruler, compass, calculator, sketch book, subject notebooks, binders, etc. Students should wait to purchase such items until their teacher has requested them.

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

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

GENERAL SCHOOL INFORMATION

Attendance

Regular attendance and prompt arrival at school are vital to the Arizona College Prep student's attitude and subsequent success as a serious scholar.

A student is considered absent if they miss one or more classes in a day. Whenever possible, if a student absence is anticipated we recommend that the student notify his or her teachers and request the assignments prior to the absence. Arizona College Prep 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.

Excused Absences

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

1. Parents must call the front office within 24 hours of a student's absence from school.
2. Parents must phone in each day that their student is absent; calling in on the first day of an absence will only excuse that day.
3. In the event that a phone is not accessible, a note signed and dated by the parent explaining the reason for the absence will be acceptable upon the student's return to school.
4. Parents will be notified by the front office on the day of the absence, if they have failed to call in.
5. Failure to call within the 24-hour period will result in the student receiving an unexcused absence.
6. 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.
7. 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.

It is the responsibility of the student to make up all missed assignments after an absence from school. If a student is unable to attend school and seeks their assignments, they should contact one of their classmates for that information, not the school office. The following guidelines have been established for such work.

1. Receive one day per each day they were absent to make up assignments
2. We encourage all students to take responsibility to turn in missing assignments on their own accord and not wait to be told to do so by their instructor.
3. Missed tests/quizzes need to be scheduled with each individual teacher upon return to school; there should be a time frame for when they set the appointment for the make-up test/quiz with the teacher
4. Homework may be requested at any time, but we encourage parents to wait until the student has been out for three days prior to requesting homework. If a homework request is made prior to the three days out, teachers are allowed 24 hours to deliver the work to the office.

Homework during an Off-Campus Suspension

1. In accordance with CUSD policy, when a student is assigned an off-campus suspension, homework must be provided for the student.

Long Term Projects

1. Absent students do not receive an extension if they are absent during a long-term assignment; if students are absent the day a long-term project is due, they need to either turn it in via a parent or friend that day or it needs to be turned in the day they return; "An absence on the due date of a major assignment (presentation, lab report, project, etc.) may not extend the due date of that assignment. Likewise, absences during the preparation of a major assignment may not extend the due date." Teacher discretion under special circumstances may always be used.
2. If an assignment is due on turnitin.com, it is due at that time even if the student is absent that day.
3. If a PowerPoint project/presentation is due, students need to print out proof that it is completed on time.

Unexcused Absences

Missing your carpool, babysitting, and over-sleeping are examples of absences that will not be excused. Each unexcused absence will result in a student receiving a consequence. Unexcused absences may result in a citation requiring the student to appear before a judge on charges of truancy.

Tardiness

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

Persistent tardiness interrupts the instruction and undermines the morale that are of benefit to all students and families. On the third occasion that a student is tardy in a quarter, a lunch detention slip will be issued to the student. Arrival to school after first hour will also be counted as tardiness. For each subsequent tardy in the quarter, another detention will be issued.

Withdrawal from School

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

Autos, Bicycles, Roller Blades, Skateboards, and Scooters

Students, who ride a bike to school, should provide a padlock and always lock their bike in the bike rack. Bikes should be registered and licensed for their protection. Bikes should always be walked across campus. Failure to follow this guideline may result in losing the privilege of bringing your bike to school. Be safe.

Campus Passes

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

Counselors

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

Emergency Response

Arizona College Prep maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Arizona College Prep will participate in monthly fire drills and complete school-wide lockdown drills. The structures of our buildings are such that few fire hazards are present. Preparedness for an emergency, however, is an excellent precaution. Students should leave their room quickly, in an orderly fashion, closing all doors as they leave and proceed to the nearest designated evacuation area. Students are to follow the directions of their teacher. Pulling a fire alarm when an emergency does not exist is against the law. Students involved will be suspended from school.

Equal Opportunity

Federal law protects students from discrimination in any educational program or activity on the basis of race, color, national origin, sex, or handicap. Federal law also prohibits discrimination in employment based on race, color, religion, sex, national origin, or age.

The Affirmative Action Plan of the Chandler Unified School District provides equal opportunities in employment regardless of national origin, race, creed, religion, marital status, age, sex, color, or handicap. Lack of English language skills shall not be a barrier to admission and participation in district programs.

The Assistant Superintendent for Administrative Services is the district's Affirmative Action and Title IX officer. If you have questions that can't be answered at your school, please contact him/her at the Administration Center, 1525 W. Frye Rd., phone (480) 812-7000.

Section 504 of the Federal Rehabilitation Act of 1973 provides for equal opportunities for handicapped people. Questions may be directed to the Director of Pupil Personnel.

Fire Drills/Lockdowns

Arizona College Prep maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Arizona College Prep will participate in monthly fire drills and complete school-wide lockdown drills. The structures of our buildings are such that few fire hazards are present. Preparedness for an emergency, however, is an excellent precaution. Students should leave their room quickly, in an orderly fashion, closing all doors as they leave and proceed to the nearest designated evacuation area. Students are to follow the directions of their teacher. Pulling a fire alarm when an emergency does not exist is against the law. Students involved will be suspended from school.

The purpose of a lockdown is to eliminate movement if there is a situation on campus or if there is police activity in the area. Security personnel will secure the perimeter of the campus and prevent people from coming on campus. If there is a lockdown, administration will maintain communication with the District Office and the police department.

Health Office

Arizona College Prep has a district health assistant on duty to administer the health program. The office is not equipped to take care of any serious illness. However, if a student becomes seriously ill or injured at school, they should report to the office immediately. Students are not to leave school under any circumstances without permission of the health assistant or office personnel.

Please see the health services department on the district website, www.cusd80.com for specific information on forms required from parents and doctors, medication administration policy, health protocols for student illness, immunizations, hearing and vision screening programs, and information on specific health conditions for school.

Identification Cards (ID's)

Students are required to be in possession of their school-issued identification cards at all times. IDs are required for use in the cafeteria, media center, and on buses.

Lost and Found

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

Lunch

Lunch accounts may be established on-line via the district website. The accounts may be established by cash or check and then accessed by the student by entering their account number onto the keypad. Deposits to accounts may be made in the cafeteria before school begins. All students must present their ID cards when purchasing their lunch or any food items in the cafeteria.

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. Please assume responsibility for one another's behavior and help in maintaining a clean cafeteria.

Abide by the following rules:

1. Be prepared to enter your ID number at the cashier in order to keep the lunch line moving quickly. Have your ID ready to show the cafeteria staff.
2. Be patient in line. No crowding for any reason (including a student purchasing a lunch for another student).
3. Keep our areas litter-free.
4. Keep food to yourself. Never throw food.
5. Remain in the cafeteria or outside Ramada area. Never leave without permission.
6. Be cooperative and respectful to adult supervisors.
7. Never sit or mark on lunch tables. Leave them clean.

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. Please make the lunch area a nice place to visit and eat with friends. We need your cooperation.

For the safety of our students, Arizona College Prep is a closed campus. This means that students may not leave the campus before the regular dismissal time without the parent coming to the office and signing the student out. This also holds true should a student leave at lunch. Their parent must sign them out in the office.

Parent Rights to Records

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

Personal Property

The school will not assume responsibility for damage, storage, or security of a student's personal property. Should a student bring banned/valuable personal items to school, they will be confiscated and only released to a parent. Balloons are discouraged from being delivered to school. Balloons and flowers will not be delivered to students. We recommend that students not bring expensive jewelry or large sums of money to school. Chandler Public Schools does not carry insurance to cover theft of personal property. Parents may want to check their homeowner's coverage.

Publicity

Occasionally a student's photograph/image is used for official school publicity. Publicity may include the school's website, newsletter or local newspapers. Parents may request that their student not be included in publicity when signing the *Permission to Publish* form at the beginning of the school year.

Transportation Policy

While Arizona College Prep is a Chandler Unified School District school of choice, the District does provide bus transportation to or from the campuses. 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.

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

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

Once a student is on campus he/she may not leave except under parental supervision or under the supervision of an authorized teacher 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 (see page 33).

Visitors

Because we take seriously our responsibility to supervise and protect our students, Arizona College Prep is a closed campus. That means that students are not permitted to leave the campus for any reason during school hours or during after-school activities, unless accompanied by the adult supervisor of that activity. Parental requests to excuse their student to leave campus for lunch will not be honored. However, parents may come to the school and sign their own student(s) out and accompany them off-campus for lunch. Parents who do so must accompany their children back to school and sign them in at the office. The lunch period is 30 minutes long.

Visiting parents, guardians, and patrons are welcome on campus. Adult visitors to the campus must check in at the office and wear a visitor's pass. However, you 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. Administration will not assume supervision or liability of students not enrolled here.

Arizona College Prep 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 ACP athletics, please contact Ms. Osborn, ACP Athletic Director, 480 424-8000.

AIA Eligibility

To participate in extracurricular activities that involve interscholastic competitions or A.I.A. approved adjudication, students must pass all the classes on their schedules. Grades are reported every 4 1/2 weeks either through progress reports or report cards. Students must be passing all classes in order to be eligible to complete. If a student receives a "F" or lower, he or she will be declared ineligible on the day following issuance of report cards or progress reports.

Ineligibility/Remediation

Students have the opportunity to remediate the deficiency resulting in ineligibility for all grades except cumulative final semester grades. An administrator will monitor the deficient student's attendance and grades. If after one week, the student's grades improve to the point of eligibility, eligibility will continue from that point on until the next progress report or report card.

A student whose final grade for a course at the end of either the fall or spring semester is a "F" or lower, will have his/her attendance and grades monitored. If after one week, the student's grades improve to the point of eligibility, eligibility will continue from that point on until the next progress report or report card.

Note: Students may practice with the team or group while ineligible. Students may not travel with the team, dress out or compete while ineligible.

Insurance

All athletes must have proof of insurance before beginning participation. Insurance is available for all students who wish to pay for the policy. Further information may be obtained in the athletic director's office.

Lettering

Students can earn varsity letters in academics, athletics, and in the Fine Arts. For more information, contact the Athletic Director.

Participation

Selected participants are expected to make a full commitment to the established schedule of games for his/her sport. If an athlete is involved in club, AAU or other extra-curricular activity, he/she must be available for ALL school games or tournament play during the season. Failure to commit to this expectation would prevent a student from being selected for participation. Students must maintain academic eligibility to participate in the athletic program. Students selected for teams are not guaranteed equal playing time; coaches maintain autonomy regarding game line-ups and individual playing time.

Physicals

All athletes are required to have an annual physical prior to participation. The physical examination for the following school year shall be given on or after March 1 performed by a doctor of medicine (M.D.), osteopathic physician (D.O.), certified registered nurse practitioner (n.p.) licensed to practice, or a certified physician's assistant (PA-C) registered by the joint board of medicine examiners and the osteopathic examiners in medicine and surgery. Please contact the athletic director's office, coach or band instructor for further information.

Random Student Drug Testing (High School)

All students in grades nine through twelve who participate in AIA athletics or activities will be part of the mandatory random drug testing pool. In order to try out or enroll, students must agree to submit to random drug testing any time during the school year. Students remain active for drug testing throughout the year even if they are no longer participating in a sport or activity. Written parental consent for the student to be tested for drugs or alcohol is also required as part of student eligibility. There are consequences for students who do not pass the drug test.

Voluntary Student Drug Testing: Your child may be participating in the voluntary student drug testing program. Parents/guardians give their permission to have their high school student included in this testing program. The consent form and program guidelines are available at the school for parents to pick up or may be downloaded from the school's website. Once a student is included in the program, they will remain active in the program for the remainder of the academic year or until their parent requests that they be terminated from participation in the voluntary program.

Required Forms

Required athletic forms must be completed and returned to the office before students are eligible to try-out for a sport. Forms are available on the school website.

Special Provisions

Special education students will have their GPA's figured at face value. If the principal feels it necessary, a special staffing may be convened to consider eligibility. Final eligibility decisions rest with the principal.

Any student whose behavior present a problem or jeopardizes school discipline will be restricted from participation in extracurricular activities until such time that his or her behavior warrants reinstatement.

Supervision

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

Sport Seasons

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cross Country Football Girls Badminton Girls Volleyball Spiritline Swim & Dive	Boys Basketball Girls Basketball Boys Soccer Girls Soccer Spiritline Wrestling	Beach Volleyball Boys & Girls Golf Boys Tennis Girls Tennis Softball Spiritline Track & Field Boys Volleyball

STUDENT LIFE

After-School and Evening Activities

While attending school or evening activities students will be expected to follow all school rules and regulations. A student must be in attendance at school for one-half day (3 periods) to participate in after-school and evening activities. Suspended students (off campus) may not attend evening or after-school activities. Students should leave campus immediately after school is out. Only students under the supervision of a teacher should be on campus.

Dances

School dances are held immediately after school or as specified. Current picture I.D. cards are required at the door. Students will not be allowed to loiter on campus during the dance. A parent sign-out is required to leave the dance early.

High school students may invite guests to designated dances. Prior approval must be secured from school administration. Students in grades 9-12 from other schools may be invited as guests, but are subject to the same dance and school regulations as District high school students. Guests must be 20 years of age or under and must bring a current photo ID with birth date. Junior high students are not permitted at high school dances. Guest passes must be submitted and approved prior to attending the dance. **NO APPROVALS ARE DONE AT THE DOOR.**

Extracurricular Participation

To take part in extracurricular activities, each student shall be required to earn a 60% in each course in which the student is enrolled.

- The regular grading interval for determining eligibility shall be every 4.5 weeks.
- Following each 4.5 week eligibility-grading interval, students who are ineligible shall be checked weekly for academic progress. Students determined to be academically ineligible at the end of a 4.5 week grading period shall remain ineligible until the requirements of eligibility are met.
- Once an ineligible student makes up his/her deficiency, the student will be eligible for the remainder of the 4.5 week grading period.

Non-payment of fees

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

Until an assessment is paid, whether in the current or subsequent year(s), the student may not participate in any extracurricular activity or attend school events other than required classes.

If a student withdraws from the Chandler Unified School District still owing money, a listing of the student's classes will be mailed to another school upon request. However, a transcript will not be provided until the charges are paid. The absence of a transcript may prevent a student from graduating.

Product Sales

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

STUDENT UNIFORMS

Uniform & Dress Code

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

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

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

Students must stay in uniform or administrative approved attire whenever they are on campus during school hours. 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.antonssport.com, or you can order your uniforms through Arizona College Preparatory administration.

General Dress Standards

Arizona College Preparatory Uniform Standards Monday-Thursday		
	Men	Women
Shirts	Approved ACP Polo’s (purple, black, grey, or white with ACP crest) are required. Approved white oxford shirts with ACP Crest Shirts must be tucked in.	
Pants/Shorts	Approved black, khaki or navy blue pants or shorts are required. Solid brown or black belts must be worn at all times.	
Skirts, Skorts	N/A	Approved navy, black, khaki, or plaid skirts and skorts are permitted.
Capris	N/A	Approved navy, black or khaki capris are permitted
Sweaters, jackets, hoodies, and sweatshirts	Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college themes are permitted. If the outerwear does not have an ACP logo it must be solid purple, black, grey, white, or a combination of those colors.	
Socks	Solid color socks that compliment the attire must be worn. No leggings or leg-warmers are permitted.	Solid color socks or tights that compliment the attire must be worn. No leggings or leg-warmers are permitted.
Shoes	Shoes must be worn at all times. All footwear (except sandals) must be worn with socks. Footwear must adhere securely at the heel and be tied properly.	
Undershirts/ Turtlenecks	Short and long-sleeve undershirts/turtlenecks in solid black, purple or white are permitted.	
Hair	Hair should be neat and combed. Color is permissible but should be done tastefully.	
Headwear/ Sunglasses	Hats and sunglasses are not permitted in classrooms (unless approved by administration). Students who wear a hat and/or sunglasses to school must remove them prior to entering any building on campus	
Tattoos	Tattoos should be covered, this includes excessive writing/drawing on the skin.	
Makeup	Makeup is permitted and should be applied tastefully	

Friday Dress Standards

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

“Free Dress” Attire

At times, ACP students will have “free dress” or non-uniform days. On these specified days, students can wear attire other than uniform attire. On “free dress” days students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Since fashions and name designations for wearing apparel change frequently, the administration, with the advice and counsel of police, faculty, students, and parents, may provide an interpretation of garments that are questionable.

The dress code is in compliance with Arizona Revised Statutes § 15-342.22

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

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

Behavior Code & Discipline

Student Conduct Philosophy

The philosophy of Arizona College Prep is that students are young adults in the making who will learn civil, polite and respectful conduct by the example of their 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 appropriately 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.*

District policy covers, but is not limited to, tardiness, unexcused absence or ditching, defiance of school personnel's authority, disorderly conduct including profanity and obscene behavior, lying, dress code, automobiles, bus threats, verbal abuse, forgery, gambling, theft, smoking, destruction or defacement of property, trespassing, fighting, alcohol and drugs, physical assault, arson, weapons, extortion, and explosive devices. Students may be assigned detention, suspension, loss of extra-curricular activity privileges, or other consequence depending on the nature of the offense.

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

The vast majorities of our students respect the rights of others and are not negatively affected by a discipline plan. Each teacher has his/her own discipline plan that is distributed at the beginning of each new course. Administration 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 Assistant Superintendent of Secondary Education. A formal hearing shall be held whenever expulsion is recommended. Only the Governing Board can expel a student.

One of the most important lessons education should teach is discipline and character. 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.

*****Arizona College Prep will follow the disciplinary policies as established by the Chandler Unified School District's Governing Board.*****

Conduct at School

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

1. Use courteous language at all times.
2. Refrain from public display of affection (hugging, kissing, etc.).
3. Be in your seat when class begins.
4. Do not disturb others or interrupt their learning.
5. Bring all work materials to class and do your own work.
6. Comply with Uniform and Dress Code.
7. Stay seated until dismissed by the teacher.
8. Follow teacher directions the first time.
9. Students are allowed to bring electronic devices for educational purposes only. All students bringing devices to school must sign and abide by the district's "Bring Your Own Technology" guidelines.
10. See your counselor to help solve problems.

Arizona state law makes the school responsible for the conduct and well-being of students from the time they leave home in the morning until they reach home in the evening.

The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. The administration is authorized to suspend students for cause.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both building and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Alleged conduct off campus or during non-school hours in which the student's continued attendance would negatively affect the school environment.
- Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses. Such students may be removed from their respective attendance boundary schools and placed in alternative educational programs.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools. (Policy JIC - Student Conduct)

Students are subject to discipline if infractions occur:

1. At any high school activity/athletic event (home or away, day or night)
2. To and from school or school activities, including bus stops
3. In classrooms
4. On campus
5. On any District property

Disciplinary Action

Students who violate behavior rules and expectations will be subject to disciplinary actions. Depending upon the behavior problem of the student, and prior discipline history, one or more of the following actions will be taken by the school officials.

Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct the inappropriate behavior.

Parent Conference

Parents are notified of this conference by telephone, personal contact, letter or certified letter. A conference is held with the student, the parents, appropriate school personnel and/or any other individuals concerned.

Behavioral Contract

Following the parent conference, a behavioral contract is established which needs to be signed by both the parent and the student.

Other Disciplinary Actions

Community Service
Evening School
Lunch Detention
Saturday School

Removal From Classes

The student is removed from one or more classes, but remains at school in an assigned study hall during these class periods. The student is expected to complete class assignments while in the study hall.

After-School Detention

Teachers may assign after-school detention and are responsible for monitoring students in the after-school detention. Teachers will follow the procedures listed below before referring a student for not attending after-school school detention:

1. Parent contact.
2. Teacher conference with student.
3. Other appropriate follow-up actions.

The administration may assign after-school detention to study hall or the in-school detention/suspension room.

Suspensions

In-School Suspension

This is the temporary removal of students from all regular classes for violation of school rules. Students are then assigned to the in-school suspension program for the entire day or any part thereof where they will spend their time studying, doing homework or class work. Failure to report as assigned will be considered insubordination and will result in further disciplinary action. While serving an in-school suspension, the student will not participate in any school day activities. Students may participate in extra-curricular activities if the infraction does not violate team/program policies. The student will receive credit for class work completed and submitted that day.

Short-term Suspension (10 days or less)

Students who violate school rules may receive off-campus suspension from administration for their rule violation. Students are removed from classes and assigned to a parent/guardian for the period of time specified by school administration. While serving an off-campus suspension, the student will not participate in any school activities, including athletic competition and practice, will not be permitted on campus, and must have a meeting with a site administrator prior to returning to campus. Student 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)

Long-term Suspension (Over ten days)

As directed by Governing Board policy, school administrators may recommend long-term suspension for serious discipline issues. This recommendation is forwarded to the appropriate District Director. Students who receive a long-term suspension will not be permitted to make up class work while on suspension.

Expulsion

The student is informed immediately that he/she is subject to expulsion. Due process procedure is explained. The student's parent/legal guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification includes clear instructions regarding due process procedures. The expulsion does not become effective until the due process procedure has been completed.

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.

1

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

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

1 These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the Every Student Succeeds Act of 2015 (P.L. 114-95), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.



**CHANDLER UNIFIED SCHOOL DISTRICT
EDUCATIONAL PROGRAMS**

NOTICE OF NONDISCRIMINATION

Notice of Nondiscrimination

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

Compliance officer for Title IX

Notice of Non-discrimination: www.cusd80.com/nondiscrimination

Dr. Craig Gilbert, Assistant Superintendent
1525 W. Frye Rd.
Chandler, AZ 85224
(480) 812-7630

Sandy Cooper, Assistant Superintendent
1525 W. Frye Rd.
Chandler, AZ 85224
(480) 812-7624

Compliance officer for Section 504

Dr. Kymberly Marshall, Director of
Student Services 500 W. Galveston St.
Chandler, AZ 85225
(480) 224-3732

Aviso de no discriminación

Distrito Escolar Unificado de Chandler no discriminan en base de raza, color, etnia, origen nacional, religión, sexo o género, orientación sexual, discapacidad o edad en sus programas y actividades, proporcionan acceso en condiciones de igualdad a los Boy Scouts y otros grupos de jóvenes. Las siguientes personas han sido designadas para tratar preguntas en cuanto a las políticas de no discriminación:

Funcionario de Cumplimiento de Título IX

Aviso de no discriminación: www.cusd80.com/nondiscrimination

Dr. Craig Gilbert, Asistente de Superintendente
1525 W. Frye Rd.
Chandler, AZ 85224
(480) 812-7630

Sandy Cooper, Asistente de Superintendente
1525 W. Frye Rd.
Chandler, AZ 85224
(480) 812-7624

Funcionario de Cumplimiento para Sección 504

Dr. Kymberly Marshall, Director de Servicios
Estudiantiles 500 W. Galveston St.
Chandler, AZ 85225
(480) 224-3732

STUDENT I.D. CARDS

All students are required to have their photo ID card issued by the high school they are attending in their possession at all times while on campus, and students must present it at the request of any faculty or staff member. The ID must be visible, legible, and in its original condition. Students who fail to comply will be subject to disciplinary action. A free student ID is available the first two weeks of school or within two weeks of enrollment. If the card is lost or stolen, there is a \$5.00 replacement cost. The ID card must be returned when withdrawing from school.

STUDENT ACTIVITY PASS

A student activity pass is available at the beginning of each school year. The cost varies by site, \$35.00 - \$50.00. This pass entitles students to free admission to all home athletic contests except A.I.A. tournaments. With the card, some social activities on campus will have reduced costs. The pass will double as a student I.D. for school activities. Replacement cost is \$5.00.

GUESTS FOR DANCES AND SCHOOL-SPONSORED ACTIVITIES

Students may invite guests to designated school dances. Prior approval must be secured from school administration. Students in grades 9-12 from other schools may be invited as guests, but are subject to the same dance and school regulations as District high school students. Guests must be 20 years of age or under and must bring a current photo ID with birth date.

REPORT CARDS

Report cards are issued at the end of each nine-week grading period. **Chandler Unified began paperless grade reports in the 2015-2016 school year.** All progress reports and report cards can be printed from the Infinite Campus portal. *If you still require a paper copy please inform your school.*

Grade	Performance	Grade Points	Honor Courses
A	Superior	4	5
B	Above Average	3	4
C	Average	2	3
D	Below Average	1	1
F	Failure	0	0

PROGRESS REPORTS

Progress reports are available on Infinite Campus midway through each nine-week period. Parents are encouraged to contact teachers for any clarification. Progress reports reflect the grade the student is earning at the time the Progress Report was issued.

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.

TECHNOLOGY RESOURCES (MOVIES/VIDEOS/ELECTRONIC MATERIALS) IJND-R

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

- The movie, video or electronic material has been previewed by the teacher or other certificated staff member.

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

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

A parent or guardian who objects to any learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language, may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment. *Please reference CUSD Board Policy IJND*

NATIONAL HONOR SOCIETY MEMBERSHIP

Sophomores, juniors and seniors with a **(schools individualize here)** cumulative GPA are eligible for membership in the National Honor Society (NHS) as juniors and seniors. To be a member in good standing, all eligible students must maintain a **(schools individualize here)**, attend required number of NHS yearly meetings, perform **(schools individualize here)** hours of community service and uphold standards in character and leadership during the school year. Senior class students who are members of National Honor Society shall graduate with Honors. Honors students are responsible for purchasing their own stole.

CUM LAUDE RECOGNITION

Effective with the Class of 2020, all CUSD high schools will be using the Cum Laude recognition program. This will replace the concept of designating a valedictorian and salutatorian at graduation. This recognition program will be used to acknowledge the most academic successful students at graduation. More of our outstanding seniors will be recognized than the valedictorian/salutatorian concept allowed. The categories for distinction under the Cum Laude recognition program are as follows:

- Cum Laude - meaning "with praise". To qualify a student must achieve a 3.75 - 4.24 GPA.
- Magna Cum Laude - meaning "with great praise". To qualify a student must achieve a 4.25 - 4.49 GPA
- Summa Cum Laude - meaning "with the highest praise". To qualify a student must achieve a 4.5 - 5.0 GPA

AIA ELIGIBILITY

To participate in extracurricular activities that involve interscholastic competitions or A.I.A. approved adjudication, students must pass all the classes on their schedules. Grades are reported every 4-1/2 weeks either through progress reports or report cards. If a student receives a failing grade, he or she will be declared ineligible on the day following issuance of report cards or progress reports. If a student is ineligible, the student must attend study hall every school day within one week, usually

five (Monday through Friday). The student must pass the class(es) on the Friday of the week study hall is served. The student will gain eligibility on the following Monday only.

INELIGIBILITY/REMIEDIATION

Students have the opportunity to remediate the deficiency resulting in ineligibility for all grades except cumulative final semester grades. An administrator will assign the student who has failed at the 4 ½ or 9 week periods to tutorial study hall and monitor the student attendance and grades. If after one week of full attendance at study hall, the student's grades improve to the point of eligibility, eligibility will continue from that point on until the next progress report or report card.

A student whose final grade for a course at the end of either the fall or spring semester is an "F" will be assigned by an administrator to tutorial study hall. The student's attendance and grades will be monitored. If after one week of full attendance at study hall, the student's grades improve to the point of eligibility, eligibility will continue from that point on until the next progress report or report card.

Note: Students may practice with their team or group while ineligible. ***Students may not travel with the team, dress out or compete*** while ineligible.

Note: On AIMS/AzMERIT test dates, study hall for ineligible student athletes will be adjusted that week.

Special Provisions

Special education students will have their GPAs figured at face value. If the principal feels it necessary, a special staffing may be convened to consider eligibility. Final eligibility decisions rest with the principal.

Any student whose behavior presents a problem or jeopardizes school discipline will be restricted from participation in extracurricular activities until such time that his or her behavior warrants reinstatement.

RANDOM STUDENT DRUG TESTING

All students in ninth through twelfth grade who participate in Arizona Interscholastic Association (AIA-Eligible) sports and/or extracurricular activities will be a part of the Random Drug-Testing Pool. Both a student and his or her parent must sign (written or electronic) the drug testing permission slip and agree to submit to Random Drug Testing if the student wants to participate in an AIA Sport or Activity. The student will stay in the drug testing pool for the entire athletic season.

There are no academic consequences for a positive drug or alcohol test, however, a positive drug test will result in increasing loss of eligibility for AIA-Eligible sports or activities. These consequences are cumulative for the entire time a student participates in AIA-Eligible sports and/or activities, which could be four years.

CONCUSSION EDUCATION COURSE - BRAINBOOK

All student athletes shall complete the Brainbook Online Concussion Education course prior to initial participation in practice or competition (AIA Bylaw 14.13- adopted 8/15/2011). Please contact the athletic director's office for more information.

PHYSICALS

All athletes and members of marching band are required to have an annual physical prior to participation. The physical examination for the following school year shall be given on or after March 1st performed by a doctor of medicine (M.D.), an osteopathic physician (D.O.), a naturopathic physician (N.D., N.M.D.), a certified registered nurse practitioner (N.P.) licensed to practice, a certified physician's assistant (PA-C) registered by the Joint Board Of Medical Examiners and the

Osteopathic Examiners in Medicine and Surgery, or a certified chiropractic sports physician (CCSP). Please contact the athletic director's office, coach or band instructor for further information.

INSURANCE

All athletes must have proof of insurance before beginning participation. Insurance is available for all students who wish to pay for the policy. Further information may be obtained in the athletic director's office.

LETTERING

Students can earn varsity letters in academics, athletics, and in the Fine Arts. For more information, contact the Athletic Director or appropriate administrator.

LOCK DOWN PROCEDURES

The purpose of a lockdown is to eliminate movement if there is a situation on campus or if there is police activity in the area. Security personnel will secure the perimeter of the campus and prevent people from coming on campus. If there is a lockdown, administration will maintain communication with the District Office and the police department.

NONDISCRIMINATION NOTIFICATION

Chandler Unified School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

Notificación de Non Discriminación

Chandler Unified School District no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones.

FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) is a complex Federal law that protects the privacy interests of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's education records, request amendment of the records, and have some control over the disclosure of information from the records. When a student turns 18 or enters college, FERPA classifies him or her as an "eligible student" and transfers the rights under the Act from the parent to the student. FERPA requires school districts to notify parents and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records.

ADA/TITLE IX

The District does not have TDD's in use through out the district. Please feel free to use the TTY relay or video relay services. School office staff can be assisted to help family and community with TTY relay or video relay services with help from the CUSD Hearing Impairment department. Please contact Pupil Personnel Services for help.

APPROVAL OF FLYERS

Flyers for local non-profit organizations sponsoring student activities and flyers that promote third party invitations to students or parents who attend our schools, may be approved through our Community Education Department. Once the flyer is reviewed and approved they may be available to parents or students at a central location designated by the school. Community members who wish to distribute flyers should contact our Community Education Office at 480-224-3908.

HEALTH SERVICES

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

School nurse and illness - The high school health office is staffed by a nurse 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.

CHANDLER UNIFIED SCHOOL DISTRICT HEALTH PROTOCOL

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

1. Fever of 100.4° or higher. A child must be fever-free for 24 hours (without fever-reducing medication) before returning to school.
2. Persistent cough.
3. Sore throat with fever and/or white spots on the throat. If strep throat is diagnosed, the child must be on medication and fever-free for 24 hours (without fever-reducing medication) before returning to school.
4. Rash with fever and/or signs of illness or behavioral changes. (i.e. chicken pox, measles, etc.)
5. Skin sores on an exposed surface that are weeping fluid and cannot be covered.
6. Vomited (not caused by motion sickness or a gag reflex unassociated with illness). A child must be free of symptoms for 24 hours before returning to school.
7. Diarrhea of two (2) or more loose/watery stools in a 24-hour period unless other signs of illness are present. A child must be free of symptoms for 24 hours before returning to school.
8. 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.
9. Prolonged and/or persistent headache or stomachache that does not resolve.
10. Swelling or pain at a level that may interfere with learning.
11. Earache with severe discomfort and/or fever.
12. Toothache with facial swelling and/or fever.
13. 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.

CHANDLER UNIFIED SCHOOL DISTRICT GUIDELINES FOR MEDICATION

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. 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 health care 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 given until medical 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 are responsible for providing medications for overnight and extended day field trips with all appropriate paperwork.

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 aren't 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.

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.

RETURNED CHECK POLICY

Checks are gladly accepted by CUSD. When providing a check as payment, the individual authorizes the district to either use information from the check to make a one-time electronic fund transfer from the account, or to process the payment as a check transaction. With the electronic fund transfer method, funds may be withdrawn from the account as soon as the same day payment is made, and the check's writer will not receive his/her check back from the Financial institution. any checks returned as unpaid to CUSD, the check writer's account may be electronically debited without further notice for the amount of the check, plus a \$25 returned check fee, as allowed by state law. Questions or issues regarding returned checks may be directed to nextcheck at 1-800-639-2465.

DRESS CODE

Each year parents ask for guidelines as they help students select appropriate attire for school. School pride, morale and image are influenced by the general appearance of students. CUSD wants to provide opportunities for students to express themselves within the set of parameters listed below:

Brief and Revealing Clothing

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines are examples and do not cover all situations.

Students shall not wear:

- Tank tops
- Halter-tops
- Garments with spaghetti straps
- Strapless garments
- Trench Coats

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 movement without skin or undergarments showing. Undergarments must not be visible. Clothing must cover the entire buttocks and extend a reasonable length to ensure modesty.

Vulgar, Offensive Messages

Students shall not wear clothing that display messages that are vulgar, offensive, obscene, or libelous; that demean others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school’s educational mission.

Sagging Pants

Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.

Gang-Related Attire

Any attire or grooming deemed to be gang related is prohibited when such attire or grooming creates an atmosphere of threat, intimidation or undue pressure or disrupts the educational environment/process or interferes with curriculum goals/educational objectives.

Footwear/Jewelry/Accessories

- Shoes or sandals must be worn at all times on campus according to state law and for student safety.
- Body piercing that is a safety hazard and/or hinders performance in a classroom is not allowed.
- Wallet chains are not allowed.
- Students shall not wear hats or bandanas in district buildings except for a medical or religious purpose. Individual sites may have additional rules regarding footwear/jewelry/accessories. See your site handbook for specific information.
- Students cannot wear slippers on campus.

Student/Parent Responsibility

Students and their parents/guardians have the responsibility to be aware of the school’s dress code and conform to these requirements. Each school will meet the minimum guidelines of the district dress code but may add other restrictions if the school administration deems it necessary. If a student or parent has any questions about whether specific attire or accessories are in compliance

with the dress code, they should contact an Assistant Principal at their school site prior to wearing such attire or accessories to ensure compliance.

Administrator Discretion

The school administration retains the final discretion to determine that the garment or accessory meets the dress code. Some exceptions may be made for uniforms, formal attire, and/or costumes.

Consequences

Any student violating this policy is subject to disciplinary action including, but not limited to; warning, parent conference, after-school detention, community service, in-school suspension, or off-campus suspension. In addition, the student will remove the garment or accessory and replace it with an appropriate alternative provided by the school, student, or parent.

DUE PROCESS

Students in Chandler Schools have rights. In disciplinary cases, students are entitled to due process. This means students:

1. Must be informed of the accusations against them.
2. Must have an opportunity to accept or deny the accusations.
3. Must have the factual basis for accusations explained to them.
4. Must have a chance to present an alternative factual position if the accusations are denied.

For student concerns, complaints and grievances, a student complaint form may be picked up from any administrative office.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES SCHOOL BOARD POLICY J-3611 JII-R SUMMARY

This Regulation sets forth the procedure to be followed when a student or a student's parent or legal guardian wishes to present a concern, complaint, grievance or appeal that falls within the scope of Policy JII.

- ***Complaint form.*** The District shall make a Complaint form (JII-EA) available at each school and at the District Office. The form shall also be available in electronic format. Complainants are encouraged to utilize this form, but shall not be required to do so. In order to provide the District with the information necessary to properly address the matter, any written Complaint that is filed should contain the same information that is requested on JII-EA (at a minimum). The Complaint should be signed by the complainant. A school or District administrator shall assist an individual in completing the grievance form upon request.
- ***Timeframe for submission of complaint.*** In order to facilitate meaningful investigation of a complaint, a complainant should submit his/her complaint as soon as possible and no more than thirty (30) days following the event or action giving rise to the complaint.
- ***Personnel authorized to accept complaint.*** A complaint may be submitted to the Principal, Assistant Principal or Dean of Students at each school or to the District Superintendent. The authorized person to whom the complaint is submitted at the school level shall ensure that the Superintendent (or designee) is apprised of the complaint.
- ***Referral.*** A referral will be made to the appropriate individual for investigation and response or take other appropriate action.
- ***Acknowledgment of receipt of complaint.*** The complainant will be provided with a written confirmation of the District's receipt of the complaint and contain the following information:
 - An assurance that the complaint will be handled as confidentially as possible.
 - Notice that the District prohibits retaliation against anyone who files a complaint or participates in a complaint investigation.
 - Informs the complainant that the District will endeavor to complete the investigation or

resolution process in a timely manner, typically no more than thirty (30) calendar days of receipt of the complaint.

- A request that the complainant provide any and all additional information or documentation relevant to the complaint.
 - Informs the complainant that he/she will be provided with a written report or letter at the conclusion of the process.
- **Investigation of complaint.** The assigned investigator will conduct an impartial and thorough investigation. The investigative process should include the following:
- An interview with the complainant.
 - Interviews with other relevant individuals.
 - Follow up interviews as needed.
 - Review of relevant records or documents.
- **Notice of outcome of investigation.** The District will provide the complainant with written notice of the findings and conclusions of the investigation. The District will also provide notice of what, if any, action will be taken by the District in response to the investigation.
- **Maintenance of records.** The District will maintain a confidential record of each complaint made pursuant to Policy JII at the District office. The record shall include a copy of the complaint or grievance filed by a student, findings of the investigation, and the disposition of the matter.
- **Report to Superintendent.** Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will make such reports and/or referrals to the Board as may be necessary.
- **Withdrawal of complaint.** A complaint or grievance may be withdrawn at any time.
- **False reports.** A student who knowingly submits a false report may be subject to discipline in accordance with relevant District policies.
- **Report of crimes.** When District officials have a reasonable belief or an investigation reveals that a crime or possible crime has been committed, the matter shall be reported to the appropriate law enforcement agency if a report has not already been made.

ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL

Arizona State Statutes (ARS 15-507 states that a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

ALTERNATIVE SCHOOL ASSIGNMENT

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

MANDATORY REPORTING OF CRIMINAL ACTIVITY TO LAW ENFORCEMENT

Arizona State Statutes (ARS 13-3620) require schools and school employees to report criminal activity to local law enforcement. Schools are also required to report incidences of child abuse, neglect, and crimes against children to local law enforcement and department of child safety services.

Recent changes in the law require schools to report threats, or rumors of threats, made against schools, students and school personnel. Schools must also report all incidents of non-accidental injuries that might occur during altercations at school.

According to ARS 15-341 staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to local law enforcement.

BODY WORN CAMERAS (BWC'S)

Increasingly, law enforcement agencies are utilizing BWC's in their law enforcement practices, including those agencies that collaborate with the District. We have requested and been provided with information concerning how these devices may be used. While each agency has adopted its own policy for the use of BWC's, we wanted to provide you with the following information below. Generally, BWC's will only be turned on when there is a "law enforcement action" taking place or when deemed appropriate by the officer. BWC's are typically NOT utilized in the following circumstances:

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

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

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

CHANDLER UNIFIED SCHOOL DISTRICT STUDENT CONDUCT POLICY

Arizona state law makes the school responsible for the conduct and well being of students from the time they leave home in the morning until they reach home in the evening.

The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. The administration is authorized to suspend students for cause.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.

- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both building and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Alleged conduct off campus or during nonschool hours in which the student's continued attendance would negatively affect the school environment.
- Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses. Such students may be removed from their respective attendance boundary schools and placed in alternative educational programs.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools. (Policy JIC - Student Conduct)

STUDENTS ARE SUBJECT TO DISCIPLINE IF INFRACTIONS OCCUR:

1. At any high school activity/athletic event (home or away, day or night)
2. To and from school or school activities, including bus stops
3. In classrooms
4. On campus
5. On any District property

DANGEROUS ITEMS AND DEADLY WEAPONS BOARD POLICY JIC1

A student will be recommended for suspension/expulsion if using, displaying or carrying any dangerous instruments or deadly weapons or facsimiles on district property or at district functions. This also applies to students who assist another student in displaying, carrying or possessing dangerous instruments or deadly weapons. Any student aware of a dangerous instrument or weapon on campus should immediately make a report to security staff or administration.

For the purposes of this policy:

- Weapon means any of the following: A firearm, a destructive device, a dangerous instrument.
- Simulated weapon means an instrument displayed or represented as a weapon.
- Firearm means any of the following: Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such firearm; any firearm muffler or silencer; any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device; any combination of parts that could be readily assembled to form a firearm.
- Destructive device means: Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow; any collection of parts that could be readily assembled to form a destructive device.
- Dangerous instrument means anything other than a firearm or destructive device that is carried, possessed, used, threatened to be used, or distributed by a student with the intent to intimidate or harm another person or property or with reckless disregard for the safety of others.
- School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.
- Deadly weapon means any weapon designed for lethal use, including a firearm.

Hazing = There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing, of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve calendar months. For purposes of this policy a person, as specified above, shall be considered a “student” until graduation, transfer, promotion or withdrawal from the District school. “Hazing” means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student and which both of the following apply:

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

“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. Report all acts of hazing to a teacher or an administrator immediately. In accord with statute, violations of this policy do not include either of the following:

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

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. Students and others may report hazing to any professional staff member.

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

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

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

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others. This information can be referenced in Governing Board Policy JICFA and JICFA-EA.

BULLYING/HARASSMENT/INTIMIDATION BOARD 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, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

If a student 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.

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

The Governing Board intends that technological resources provided by the District be used in a safe responsible and proper manner in support of the instructional program and for the advancement of student learning. The Chandler Unified School District views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Chandler Unified School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. Students are authorized to use District equipment and personal electronic devices to access the Internet or other online services in accordance with Board policy, the use obligations and responsibilities specified below and outlines in the District's Acceptable Use Agreement.

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

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

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

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

SEXUAL HARASSMENT INVOLVING STUDENTS

BOARD POLICY ACAB SUMMARY

Prohibition Against Sexual Harassment. Sexual harassment is prohibited.

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

- ***Quid pro quo harassment*** occurs when a school employee or person of authority causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee or person of authority causes a student to believe that the employee or person of authority will make an educational decision based on whether or not the student submits to unwelcome sexual conduct.
- ***Hostile environment harassment*** occurs when unwelcome conduct of a sexual nature is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student or someone visiting the school

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

- Suggestive or obscene letters, notes, or invitations or display of sexually suggestive objects, pictures, or cartoons.
- Sexually derogatory comments, slurs, or jokes.
- Sexual name calling or spreading of rumors of a sexual nature.
- Sexual touching, impeding or blocking movement, or leering gestures.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Withholding earned or deserved grades or credits because the student reports the sexual harassment behavior or fails to comply with the sexual request, or implying or threatening that earned or deserved grades or credits will be withheld if the student reports the sexual harassment behavior or fails to comply with the sexual requests.
- Suggesting that a scholarship or college application will be denied if the student reports the sexual harassment behavior or fails to comply with sexual requests, or actually taking action to see that a scholarship recommendation or college application will be denied if the student reports the sexual harassment behavior or fails to comply with the sexual requests.
- Any coercive sexual behavior used to control, influence, or affect educational opportunities, grades, and/or the learning environment of a student, including a request for sexual favor from a person of authority.

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

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

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

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

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

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

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

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

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

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

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

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

BOARD POLICY JIH AND 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 services 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 services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The department of child safety services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

CASES WHERE SCHOOL SAFETY IS NOT AN ISSUE:

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

CASES WHERE STUDENT SAFETY IS AN ISSUE:

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

SEARCHES

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

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

ARRESTS

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

CUSD DISCIPLINE INFRACTION GLOSSARY

AGGRESSION

VERBAL PROVOCATION

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

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.

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.

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.

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.

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.

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.*

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.

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
- 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.

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.

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.

Consequence Range: Restitution and: Suspension – Expulsion

Mandatory Police Report (Occupied Structure)

ATTENDANCE

TARDY

Arriving at school or class after the scheduled start time.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

Consequence Range: Conference – Suspension

PLAGIARISM

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

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.

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.

Consequence Range: Conference – Suspension – Expulsion

POSSESSION OF CONTRABAND

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

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.

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.

Consequence Range: Conference requesting change of clothes - Suspension

GAMBLING

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

Consequence Range: Conference - Suspension

LANGUAGE, INAPPROPRIATE

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

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.

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.

Consequence Range: Conference – Suspension - Expulsion

PUBLIC DISPLAY OF AFFECTION

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

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.

Consequence Range: Conference - Suspension

SCHOOL THREAT

BOMB THREAT

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

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.

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.

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.

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.

Consequence Range: Conference – Expulsion

Mandatory Police Report

SEXUAL HARASSMENT WITH CONTACT

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

Consequence Range: Suspension – Expulsion

Mandatory Police Report

ACCIDENTAL CONTACT

Accidentally making physical contact with another person's body.

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.

Consequence Range: Suspension – Expulsion

Mandatory Police Report

TECHNOLOGY AND IMPROPER USE

NETWORK INFRACTION

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

Consequence Range: Conference – Suspension – Expulsion

TELECOMMUNICATION DEVICE (ELECTRONIC DEVICE)

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

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

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.

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.

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

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.

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.

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.

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.

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.

Consequence Range: Suspension – Expulsion

Mandatory Police Report

BOARD POLICY REFERENCES – DISCIPLINE GLOSSARY

ACA	Sexual Harassment
ACAB	Sexual Harassment Involving Students
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

DISCIPLINARY ACTION

Students who violate behavior rules and expectations will be subject to disciplinary actions. Depending upon the behavior problem of the student, and prior discipline history, one or more of the following actions will be taken by the school officials.

Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct the inappropriate behavior.

Parent Conference

Parents are notified of this conference by telephone, personal contact, letter or certified letter. A conference is held with the student, the parents, appropriate school personnel and/or any other individuals concerned.

Behavioral Contract

Following the parent conference, a behavioral contract is established which needs to be signed by both the parent and the student.

Other Disciplinary Actions

Community Service
Evening School
Lunch Detention
Saturday School

Removal From Classes

The student is removed from one or more classes, but remains at school in an assigned study hall during these class periods. The student is expected to complete class assignments while in the study hall.

After-School Detention

Teachers may assign after-school detention and are responsible for monitoring students in the after-school detention. Teachers will follow the procedures listed below before referring a student for not attending after-school school detention:

1. Parent contact.
2. Teacher conference with student.
3. Other appropriate follow-up actions.

The administration may assign after-school detention to study hall or the in-school detention/suspension room.

Suspensions

In-School Suspension

This is the temporary removal of students from all regular classes for violation of school rules. Students are then assigned to the in-school suspension program for the entire day or any part thereof where they will spend their time studying, doing homework or class work. Failure to report as assigned will be considered insubordination and will result in further disciplinary action. While serving an in-school suspension, the student will not participate in any school day activities. Students may participate in extra-curricular activities if the infraction does not violate team/program policies. The student will receive credit for class work completed and submitted that day

Short-term Suspension (10 days or less)

Students who violate school rules may receive off-campus suspension from administration for their rule violation. Students are removed from classes and assigned to a parent/guardian for the period of time specified by school administration. While serving an off-campus suspension, the student will not participate in any school activities, including athletic competition and practice, will not be permitted on campus, and must have a meeting with a site administrator prior to returning to campus. Student 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)

Long-term Suspension (Over ten days)

As directed by Governing Board policy, school administrators may recommend long-term suspension for serious discipline issues. This recommendation is forwarded to the appropriate District Director. Students who receive a long-term suspension will not be permitted to make up class work while on suspension.

Expulsion

The student is informed immediately that he/she is subject to expulsion. Due process procedure is explained. The student's parent/legal guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification includes clear instructions regarding due process procedures. The expulsion does not become effective until the due process procedure has been completed.

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

USB drives (flash memory devices) may be used to store or transport documents containing original user work, such as PowerPoint presentations, brochures, newsletters, and videos created by students or staff. Inappropriate uses for USB drives include storing or downloading copyrighted music, photos, video, or other creative works, such as commercial software programs. Consequences of inappropriate use of USB drives include cancellation of permission to use the drives, and appropriate disciplinary action, up to and including dismissal or expulsion. Copyright infringement is illegal, and is subject to prosecution and severe fines.

Each user must not attach unauthorized personal electronic devices, such as, but not limited to, WiFi and USB devices, to the EIS unless approved by administration.

VI. Additional Requirements for District Employees

District employees must:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use a Microsoft Outlook, Internet or other district-supplied account.
- Prohibit students and others from loading personal software.
- Prohibit unauthorized technology resources in the classroom.

CARPOOLING AND ALTERNATE MODES OF TRANSPORTATION

Students are encouraged to use Alternate Mode of Transportation (carpool, ride bicycle, bus or walk) to get to school. The Trip Reduction program plan measure offers to driving age students:

1.)Carpool Parking – Preferential carpool parking spaces available to registered carpooling students. 2.)Bike racks are available for our bicyclists to use and secure their bikes on days they ride it to school. 3.)Showers are available to students who use alternate modes of transportation to clean up prior to school starting. 4.)Students are guaranteed ride home in the event of an unforeseen emergency on the days that they use an alternative mode of transportation through the transportation department or police officer on duty.

Please register for the Carpool Program in your school office.

CUSD SCHOOL BUS POLICIES AND PROCEDURES

The following are guidelines only and do not limit the judgment of the administrator who must assess the situation. These rules apply when a student is traveling to or from school (including bus stops), on field trips, or on extra curricular activities.

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 a street by the 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:
 - Alcoholic beverages
 - Weapons
 - Explosives
 - Glass items
 - Dangerous or narcotic drugs
 - Fireworks
 - Legally prohibited substances
 - Smoke or stink bombs
 - Tobacco
 - Other dangerous objects
 - Animals, insects or reptiles
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 stepwell.
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.

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

School Bus Infractions

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



BYOT Responsible Use Agreement

(Signature required)

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 can not be expected to troubleshoot problems with the students’ technology.

Internet and Network Access

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

Examples of What You MAY Do With Your Device at School:

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

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

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

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

- Texting to others for non-instructional purposes
- Bullying or threatening others

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

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

You are encouraged to:

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

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

STUDENT CONFINEMENT: PARENTAL NOTIFICATION AND CONSENT

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

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

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

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

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

Please indicate your consent or refusal to permit the confinement of your child alone in an enclosed space for disciplinary purposes where indicated below. By signing below, you are acknowledging that you have read this notification.

BYOT Agreement: Parental Notification and Consent

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.

Student Name (Please Print)

Parent/Guardian Name (Please Print)

Signature of Student:

Signature of Parent:

Date:

Date:

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.

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

Please read the information that has been provided above 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 in this handbook and consent to the use of confinement of my child for disciplinary purposes if determined appropriate by school personnel.
- I have read the notification included in this handbook and do not consent to the use of confinement of my child for disciplinary purposes if determined appropriate by school personnel.

Student Name (Please Print)

Parent/Guardian Signature

Date