

ARIZONA COLLEGE PREPARATORY

One school, two locations

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

www.cusd80.com/acperie

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

www.cusd80.com/acpoakland

ADMINISTRATION

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

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David Evans
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SUPERINTENDENT

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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 our *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

2020 - 2021

Chandler Unified School District No. 80

July - 20

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September - 20

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November - 20

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December - 20

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JULY

22	New Teacher Report
29	Returning Teachers Report
29-31	Teacher Inservice/Workdays

AUGUST

3-4	Teacher Inservice/Workdays
5	First Day of School for Students

SEPTEMBER

1	Jr High Parent/Teacher Conf-ACP-O/PJHS/WJHS/Hill
3	Jr High Parent/Teacher Conf-AJHS/BJHS/SJHS/CCHS(7-8)
7	Labor Day Holiday - No School
9-10	Elementary Parent/Teacher Conferences

OCTOBER

2	1st Quarter Ends (42 days)
5-9	1st Intercession
12	Teacher Inservice/Workdays- No school

NOVEMBER

11	Veterans Day Holiday - No School
25	No School
26-27	Thanksgiving Holidays - No School

DECEMBER

16-17	Jr High/High School Early Dismissal
17	2nd Quarter Ends (44 days/86 semester)
18	Teacher Inservice/Workday - No School
21-31	2nd Intercession (Dec 21-Jan 1)

JANUARY

1	2nd Intercession continued
4	Teacher Inservice/Workday - No School
18	Martin Luther King Day Holiday - No School

FEBRUARY

2	Jr High Parent/Teacher Conf-ACP-O/PJHS/WJHS/Hill
4	Jr High Parent/Teacher Conf-AJHS/BJHS/SJHS/CCHS(7-8)
10-11	Elementary Parent/Teacher Conferences
15	Presidents' Day Holiday - No School

MARCH

12	3rd Quarter Ends (47 days)
15-19	3rd Intercession
22	Teacher Inservice/Workday - No School

APRIL

2	Spring Holiday - No School
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MAY

26-27	Jr High/High School Early Dismissal
27	4th Quarter Ends (47 days/94 semester)
27	High School Graduation/Last Day of School (1/2 day)
28	Teacher Inservice/Workday - No School
31	Memorial Day Holiday

JUNE

LEGEND

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

January - 21

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February - 21

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March - 21

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April - 21

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May - 21

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June - 21

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Approved 04-25-18
 Revised 01-29-20 (Early Release)
 Revised 06-24-2020



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." Note, 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.

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.

Attendance Reporting During Virtual Instruction

Reporting your student's attendance for virtual learning is not much different than on-campus learning.

Reporting Your Students Absence: If your student is unable to attend class for the day, or for a period of time during the day, you will need to call the ACP-Erie Attendance Line at 480-424-8003 to report your student's absence.

Contacting a teacher will NOT substitute for notifying the office. You must call the Attendance Line to report each absence (for the day or specific period).

When do I Report an Absence: Ideally your call to report your students absence should be done first thing in the morning (between 6:00am – 8:00am), so that their attendance is documented for teachers to see. If you call out your student later than 8:00am their attendance will be documented in a timely manner for teacher knowledge.

Reporting a Late Absence: Parents must call the Attendance Line (480-424-8003) within 24 hours of a student's absence from school.

Unreported Absence: If your student did not engage in 'live' distance learning and we have not heard from the student's parent/guardian, they will be marked as an 'unexcused' absent. If your student completes & submits "said teacher assignment" (this may be different by class) within 48 hours, the 'unexcused' absence will be changed once the teacher submits a request to the Attendance office. This attendance change may take up to 24 hours based on the time of submission by the teacher.

For additional attendance information and to familiarize yourself with the CUSD & ACP Attendance Policies, visit the ACP Erie website and select "Parents & Students" ---> "Attendance".

Technical Difficulties: Should your student encounter a technical issue, i.e.: WiFi, and is unable to participate in the 'live' Distance Learning class period, the parent/guardian will need to email the students teacher(s) and Cc the Attendance Tech., mccaulou.jacqueline@cUSD80.com, sharing that the student is having technical issues. Attendance will note that a technical issue has occurred and that the student cannot participate for the current class period or day.

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

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	Solid black, khaki, grey, or navy blue pants or shorts are required. Denim and corduroy free of holes or tears. No checkered, striped, or gingham is permitted. No yoga pants or leggings. Overalls are not permitted. Belts are not required.	
Skirts, Skorts	N/A	Approved navy, black, khaki, or plaid (plaid may include navy, black, white, grey, or khaki) skirts and skorts are permitted.
Capris	N/A	Solid navy, black or khaki capris are permitted. Denim and corduroy may be worn if free of holes and tears.
Sweaters, jackets, hoodies, and sweatshirts	Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college themes, military or Under Armour logs are permitted. If the outerwear does not have an ACP or Under Armour logo the main color of the outerwear must be purple, black, grey, white, or a combination of those colors.	
Socks	Socks must worn if not wearing sandals. No leggings, leg-warmers, fishnets or thigh highs are permitted.	Socks or tights must be worn. No leggings, leg-warmers, fishnets, or thigh highs are permitted.
Shoes	Shoes must be worn at all times. All footwear (except sandals) must be worn with socks. Flip flops and slippers are not permitted on campus.	
Undershirts/ Turtlenecks	Short and long-sleeve undershirts/turtlenecks may be worn under polos 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
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Friday Dress Standards

Arizona College Preparatory Uniform Standards – Friday’s Only		
	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. Tops do not need to be tucked in.	
Pants/Shorts	Solid black, khaki, grey, or navy blue pants or shorts are required. Denim may be worn and have minimal tears and holes below the thigh area. (No printed pants or shorts) Solid black, grey or navy yoga pant and leggings are permitted as long as not see through material. Overalls are not permitted.	
Skirts, Skorts	N/A	Approved navy, black, khaki, or plaid (plaid may include navy, black, white, grey or khaki) skirts and skorts are permitted. Distressed denim is permitted as long as no skin is showing.
Capris	N/A	Solid navy, black or khaki capris are permitted. Denim may be worn and have minimal holed and tears below the thigh area.
Sweaters, jackets, hoodies, and sweatshirts	Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college themes, military or Under Armour logs are permitted. If the outerwear does not have an ACP or Under Armour logo the main color of the outerwear must be purple, black, grey, white, or a combination of those colors.	
Socks	Socks must be worn if not wearing sandals. Tights may be worn but no fishnets or thigh highs.	
Shoes	Shoes must be worn at all times. All footwear (except sandals) must be worn with socks. Flip flops and slippers are not permitted on campus.	
Undershirts/ Turtlenecks	Short and long-sleeve undershirts/turtlenecks may be worn under polos 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 complies 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.