



# **STUDENT HANDBOOK**

General Information

2010-2011

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Dear Parents,

We hope this handbook will be helpful to you as we start the 2010-11 school year. The purpose of this handbook is to provide some general information to assist you throughout the school year. Each school will share more specific information with you. We also recommend you visit our district's website, [ww2.chandler.k12.az.us](http://ww2.chandler.k12.az.us), for regular updates and current news within our district.

Please ensure that you and your child read and discuss the following.

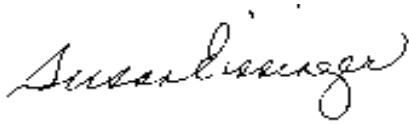
- Chandler School District Student Code of Conduct, pages 4-7
- Safe Student Transportation rules, page 8-9
- Acceptable Use Agreement for the Internet, pages 10-11

After you've read through these documents with your child, we ask that you complete the tear-off below and return it to the school as indicated.

Finally, we believe it is important that you are informed of your parental rights, so we encourage you to read pages 25 to 26 regarding FERPA (Family Education Right to Privacy Act), Directory Information and PPRA (Protection of Pupil Rights Act).

The start of a new school year is so exciting. We thank you for the opportunity to work with your children and hope they will have a wonderful, productive year filled with lots of learning and excitement.

Sincerely,



Susan Eissinger  
Associate Superintendent



Camille Casteel, Ed.D.  
Superintendent

## Return Requested

Your **signature** below indicates you have read and discussed with your children the C.U.S.D. Acceptable Use (Internet) Agreement, the C.U.S.D. Code of Conduct, and the Safe Student Transportation Behavior Rules and Consequences.

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

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

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

Date \_\_\_\_\_ Teacher's Name \_\_\_\_\_

**Return this page to your child's school by August 6, 2010.**

**Comuníquese a la escuela para obtener copias de estos documentos en español.**

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# Calendar

2010 - 2011

Chandler Unified School District No. 80

July-10						
S	M	T	W	T	F	S
					1	2
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August-10						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	J1	25	J2	27	28
29	30	31				

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

October-10						
S	M	T	W	T	F	S
						G 2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November-10						
S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	H	12	13
14	15	16	17	18	19	20
21	22	23	24	H	H	27
28	29	30				

December-10						
S	M	T	W	T	F	S
				1	E	3
5	6	7	8	9	10	11
12	13	14	15	G	17	18
19	20	21	22	23	H	25
26	27	28	29	30	H	

JULY	
13-19	New Teacher Orientation
20	Returning Teachers Report
20-23	Teacher Inservice/Workdays
26	First Day of School for Students

AUGUST	
24	Jr High Parent/Teacher Conf (CTJH/PJHS/WJHS/HPrep)
26	Jr High Parent/Teacher Conf (AJHS/BJHS/SJHS)

SEPTEMBER	
6	Labor Day Holiday - No School
29-30	Elementary Parent/Teacher Conferences

OCTOBER	
1	1st Quarter Ends (49 days)
4-15	1st Intersession
11	Columbus Day Holiday
18-19	Teacher Inservice/Workdays - No school

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

DECEMBER	
2	Elementary Intervention Conferences
16	2nd Quarter Ends (39 days/88 semester)
17	Teacher Inservice/Workday - No School
20-31	2nd Intersession

JANUARY	
3	Teacher Inservice/Workday - No School
17	Martin Luther King Day Holiday - No School

FEBRUARY	
1	Jr High Parent/Teacher Conf (CTJH/PJHS/WJHS/HPrep)
3	Jr High Parent/Teacher Conf (AJHS/BJHS/SJHS)
21	Presidents Day Holiday - No School

MARCH	
10	Elementary Student-led Conferences
11	3rd Quarter Ends (47 days)
14-25	3rd Intersession
28	Teacher Inservice/Workday - No School

APRIL	
22	Spring Holiday - No School

MAY	
30	Memorial Day Holiday - No School

JUNE	
1	4th Quarter Ends (45 days/semester 92)
1	High School Graduation/Last Day of School
2	Teacher Inservice/Workday - No School

January-11						
S	M	T	W	T	F	S
						1
2	X	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February-11						
S	M	T	W	T	F	S
		J1	2	J2	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28					

March-11						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	E	G
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	X	29	30	31	

April-11						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	H
22	23	24	25	26	27	28
29	30					

May-11						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June-11						
S	M	T	W	T	F	S
			G	X	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

LEGEND	
	Total Student Days (180)
	Teacher Days (190)
X	Teacher Inservice/Workday
H	Holidays
26	First Day of Students
G	Grading Period Ends/Last Day for Students
E	Elementary Early Dismissal
J1	Jr. High Early Dismissal - CTJH/PJHS/WJHS/HPrep
J2	Jr. High Early Dismissal - AJHS/BJHS/SJHS
	Intersession

Approved 04-08-09 (Updated 04/19/10)



"Dedicated to Excellence"

## CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

<b>Andersen Elementary:</b> 1350 N. Pennington St. ....812-6000 Mr. Tony Smith, <i>Principal</i> Attendance.....812-6003	<b>Hartford Sylvia Encinas Elementary:</b> 700 N. Hartford St.....812-6700 Mr. James Tongring, <i>Principal</i> Attendance.....812-6703
<b>Andersen Junior High:</b> 1255 N. Dobson Rd.....883-5300 Mr. Jim Anderson, <i>Principal</i> Attendance.....883-5303	<b>Hull Elementary:</b> 2424 E. Maren Dr.....883-4500 Mrs. Cheryl Bromich, <i>Principal</i> Attendance.....883-4503
<b>Basha Elementary:</b> 3535 S. Basha Rd.....883-4400 Mr. Keith Falconer, <i>Principal</i> Attendance.....883-4403	<b>Humphrey Elementary:</b> 125 S. 132 <sup>nd</sup> St.....812-6800 Mr. Luke Hickey, <i>Principal</i> Attendance.....812-6803
<b>Basha High:</b> 5990 S. Val Vista Dr.....224-2100 Mr. Ken James, <i>Principal</i> Attendance.....224-2103	<b>Jacobson Elementary:</b> 1515 NW Jacaranda Pkwy.....883-4100 Mrs. Lynn Weed, <i>Principal</i> Attendance.....883-4103
<b>Bogle Junior High:</b> 1600 W. Queen Creek Rd.....883-5500 Ms. Susie Avey, <i>Principal</i> Attendance.....883-5503	<b>James T. Perry Admin. Ctr.:</b> 1525 W. Frye Rd.....812-7000 Dr. Camille Casteel, <i>Superintendent</i> Mrs. Susan Eissing, <i>Assoc. Supt. K-8</i> Mr. Craig Gilbert, <i>Director of Secondary Education</i>
<b>Bologna Elementary:</b> 1625 E. Frye Rd.....883-4000 Mr. James Estes, <i>Principal</i> Attendance.....883-4003	<b>Knox Elementary:</b> 700 W. Orchid Ln.....812-6100 Mrs. Ruth Michalschek, <i>Principal</i> Attendance.....812-6103
<b>Chandler High:</b> 350 N. Arizona Ave.....812-7700 Mr. Terry Williams, <i>Principal</i> Attendance.....812-7703	<b>Navarrete Elementary:</b> 6490 S. Sun Groves Blvd.....883-4800 Mr. Sam Merrill, <i>Principal</i> Attendance.....883-4803
<b>Chandler Traditional Academy-Freedom Campus</b> .....224-2600 Mrs. Wendy Nance, <i>Principal</i> 6040 S. Joslyn Lane, Gilbert Attendance.....224-2603	<b>Charlotte Patterson Elementary</b> 7520 S. Adora Blvd. Gilbert.....224-3600 Mrs. Kristine Palbykin, <i>Principal</i> Attendance.....224-3603
<b>Chandler Traditional Academy-Goodman Campus</b> .....812-6900 Mrs. Maureen Sniff, <i>Principal</i> 2600 W. Knox Rd Attendance.....812-6903	<b>Payne Junior High:</b> 7655 S. Higley Road, Queen Creek.....224-2400 Mrs. Karen Martin, <i>Principal</i> Attendance.....224-2403
<b>Chandler Traditional Academy-Independence Campus</b> .....224-2700 Mrs. Florence Swanson, <i>Principal</i> 1405 W. Lake Drive Attendance.....224-2703	<b>Perry High School:</b> 1919 E. Queen Creek Road, Gilbert.....224-2800 Mr. Dan Serrano, <i>Principal</i> Attendance.....224-2803
<b>Chandler Traditional Academy-Liberty Campus</b> .....883-4900 Dr. Beth Bader, <i>Principal</i> 550 N. Emmett Dr Attendance.....883-4903	<b>Riggs Elementary:</b> 6930 S. Seville (West) .....224-3400 Mrs. Jan Weyenberg, <i>Principal</i> Attendance.....224-3403
<b>Chandler Traditional Junior High:</b> 191 W. Oakland.....224-3930 Mr. Don Shelley, <i>Principal</i> Attendance.....224-3930	<b>Ryan Elementary:</b> 4600 S. Bright Angel Way.....224-3200 Mrs. Diane Wells, <i>Principal</i> Attendance.....224-3203
<b>Conley Elementary:</b> 500 S. Arrowhead Dr.....812-6200 Mrs. Erica Alexander, <i>Principal</i> Attendance.....812-6203	<b>Sanborn Elementary:</b> 700 N. Superstition Blvd.....812-7300 Mrs. Nel Capadona, <i>Principal</i> Attendance.....812-7303
<b>Erie Elementary:</b> 1150 W. Erie St.....812-6300 Mr. Leo Schlueter, <i>Principal</i> Attendance.....812-6303	<b>San Marcos Elementary:</b> 451 W. Frye Rd.....883-4200 Ms. Christine Sargent, <i>Principal</i> Attendance.....883-4203
<b>Frye Elementary:</b> 801 E. Frye Rd.....812-6400 Dr. Paul Ritz, <i>Principal</i> Attendance.....812-6403	<b>Santan Elementary:</b> 1550 E. Chandler Heights Rd.....883-4700 Mrs. Heather Anguiano, <i>Principal</i> Attendance.....883-4703
<b>Fulton Elementary:</b> 4750 S. Sunland Dr.....224-3300 Mrs. Susan Jayne, <i>Principal</i> Attendance.....224-3303	<b>Santan Junior High:</b> 1550 E. Chandler Heights Rd.....883-4600 Mrs. Barbara Kowalinski, <i>Principal</i> Attendance.....883-4603
<b>Galveston Elementary:</b> 661 E. Galveston St.....812-6500 Mr. Mike Henderson, <i>Principal</i> Attendance.....812-6503	<b>Shumway Elementary:</b> 1325 N. Shumway Ave.....812-7400 Dr. Gary Londer, <i>Principal</i> Attendance.....812-7403
<b>Haley Elementary:</b> 3401 S. Layton Lakes Blvd.....224-3500 Mrs. Pam Nephew, <i>Principal</i> Attendance.....224-3503	<b>Tarwater Elementary:</b> 2300 S. Gardner Rd.....883-4300 Mr. Jeff Hensley, <i>Principal</i> Attendance.....883-4303
<b>Hamilton High:</b> 3700 S. Arizona Ave.....883-5000 Dr. Fred DePrez, <i>Principal</i> Attendance.....883-5003	<b>Weinberg Elementary:</b> 5245 S. Val Vista Dr.....812-7500 Mr. Joe Walters, <i>Principal</i> Attendance.....812-7503
<b>Hancock Elementary:</b> 2425 S. Pleasant Dr.....883-5900 Mrs. Connie Hull, <i>Principal</i> Attendance.....883-5903	<b>Willis Junior High:</b> 401 S. McQueen Rd.....883-5700 Mr. Paul Bollard, <i>Principal</i> Attendance.....883-5703

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## CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

### **Mission**

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

### **Vision**

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

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

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

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

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

**Camille Casteel, Ed.D.**

Superintendent

**Susan Eissinger**

Associate Superintendent

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## STUDENT CODE OF CONDUCT

### Chandler Unified School District No. 80

(Adopted May 1997)

#### 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.



**STUDENT CODE OF CONDUCT**  
Chandler Unified School District No. 80

**DISCIPLINE PROCEDURES:** The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student's behavior history. School rules apply when a student is attending school, on school grounds, or at a school sponsored event, traveling to or from school or a school sponsored event, or engaged in misconduct that in any other manner affects the climate of the school.

<b>PROBLEM AREA</b>	<b>DEFINITION</b>	<b>SCOPE/CONSEQUENCE</b>
ACTS OF INTIMIDATION OR VERBAL THREATS	Deliberately intimidating students or staff members by threat of violence – verbal or physical.	Informal Talk – Expulsion
ALCOHOL, DRUGS AND TOBACCO	The use, possession, or sale of alcoholic substances. The use (including inhalation), possession, or sale of marijuana, drugs, narcotics, tobacco or other harmful substances represented as such, and related paraphernalia.	Suspension – Expulsion Police Report
ARSON	Intentional damaging of school or personal property by knowingly causing a fire or explosion	Restitution – Expulsion Police Report
ASSAULT	A physical attack that includes actual and intentional touching/striking of another person against his/her will or intentionally causing physical injury to an individual.	Suspension – Expulsion Police Report
BOMB THREATS, THREATS OF VIOLENCE OR DESTRUCTION	Making plans or participating in an act of violence against school property that represents a potential danger to students, staff or patrons of the district.	Suspension – Expulsion
BULLYING	To frighten, compel or deter by actual or implied threats. Any act that injures, degrades or disgraces (or intends to injure, degrade, or disgrace) another student by means of physical, verbal or psychological threats, intimidation, insults or aggressive behavior.	Conference – Expulsion Police Report
BUS MISUSE	Failure to adhere to bus rules as per Safe Student Management program.	Conference - Bus/School Suspension
CHEATING/ PLAGIARISM	Copying work of others and submitting it as your own, or securing teacher materials or work in a dishonest way.	Teacher resolution – Suspension
CONTRIBUTING TO AN UNSAFE ENVIRONMENT	Knowingly and willingly withholding information which may lead to a dangerous situation threatening the safety of self or others. This includes but is not limited to weapons, drugs, alcohol and gang activity.	Conference – Expulsion
DANGEROUS ITEM	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, Taser or Stun Gun	Suspension-Expulsion Police Rpt.
DESTRUCTION OR DEFACEMENT OF PROPERTY	Destroying or damaging objects or materials belonging to the school, school personnel, or other persons.	Restitution – Expulsion

<b>PROBLEM AREA</b>	<b>DEFINITION</b>	<b>SCOPE/CONSEQUENCE</b>
DISRESPECT/ INSUBORDINATION/ DEFIANCE OF SCHOOL PERSONNEL	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference – Expulsion
DRESS CODE	Dressing in a manner that may result in a distraction or disruption of a safe orderly school environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene or vulgar is prohibited.	Conference requesting change of clothes – Suspension
ELECTRONIC DEVICES	Misuse, abuse or blatant disregard of CUSD ETS guidelines and procedures (pg. 20). Misuse of any electronic device (pg.10).	Conference – Expulsion
DESTRUCTIVE DEVICES (or other firearms)	Possession, use or distribution of any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes starter gun, bombs, grenades, mines, rockets, missiles, pipe bombs, combustible or poisonous gases or similar devices that explode and are capable of causing bodily harm or property damage.	Suspension – Expulsion Police Report
EXTORTION	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat to inflict harm.	Suspension – Expulsion
FAILURE TO MEET EXPECTATIONS	Student does not meet expectations of teacher or staff; may be based on class/team/school rules, policies or procedures.	Conference - Suspension
SIMULATED FIREARM	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	Suspension-Expulsion Police Rpt
FIGHTING	Engaging in, or threatening physical contact for the purpose of causing harm to another person.	Conference – Expulsion Police Report
FIREARM	Possession, use or distribution of any weapon designed to or may be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon. This includes, but is not limited to handguns, rifles or shotguns.	Suspension-Expulsion Police Rpt.
FORGERY	Writing and using the signature or initials of another person.	Conference – Suspension
GANGS (Negative group affiliation)	An organized association of persons (3 or more) that has a common name, signs, symbols, and colors, whose member engage in disruptive or other negative behavior. Activities, acts, behaviors that display or imply gang affiliation or participation are strictly prohibited.	Conference-Expulsion Police Rpt.
GAMBLING	Participating in games of chance for the purpose of exchanging money or goods.	Conference – Expulsion
HARASSMENT / HAZING	Verbal, physical or psychological acts of aggression relating to a person’s race, ethnicity, religion, gender, disability or sexual orientation.	Conference-Expulsion Police Rpt.

<b>PROBLEM AREA</b>	<b>DEFINITION</b>	<b>SCOPE/CONSEQUENCE</b>
INAPPROPRIATE DISPLAY OF AFFECTION	Any intimate physical contact.	Informal Talk – Suspension
INTIMIDATION/ THREATENING ACT	To frighten, compel or deter by actual or implied threats. Deliberately intimidating students or staff members by threat of violence (verbal or physical).	Conference-Expulsion Police Rpt.
KNIVES	Possession, use or distribution of any instrument or object, real or simulated, used to inflict harm or intimidate another. This includes, but is not limited to, pocket or penknives.	Suspension-Expulsion Police Rpt.
LYING/FORGERY	Knowingly giving false information or information intended to mislead. Writing and using the signature or initials of another.	Conference-Expulsion
MINOR AGGRESSIVE ACT	Pushing, shoving, tussles, minor physical confrontations.	Detention-Expulsion
PHYSICAL PRESENCE IN UNAUTHORIZED AREA	Knowingly/willingly being in an area that is not authorized by a staff member.	Conference-Suspension
PHYSICAL ASSAULT	Physical attack by one person, or a group of persons, upon another person who does not wish to engage in the conflict.	Suspension – Expulsion Police Report
SEXUAL HARASSMENT	The unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature made by a student to another student or by a student to a staff member.	Conference – Expulsion Police Report
THEFT	Taking property or items that do not belong to you without consent.	Restitution – Expulsion Police Report
TARDINESS	Late to class.	Conference – Suspension
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.	Informal talk – Expulsion Police Report
TRUANCY: DITCHING AND UNEXCUSED ABSENCE	Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official. Leaving the campus without permission anytime during the school day is a violation of the closed campus rule established by the Governing Board.	Conference – Referral to Chandler Justice Court
VEHICLE MISUSE	The inappropriate use of an automobile, bicycle, skateboard/skates, or other type of vehicle on school property. Vehicles are allowed only in designated areas.	Informal talk – Suspension
WEAPONS	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, electrical weapons or devices. Weapons are strictly prohibited.	Conference – Expulsion

# Safe Student Transportation Expected Student Behavior

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

Alcoholic beverages	Weapons	Explosives
Dangerous or narcotic drugs	Glass items	Fireworks
Legally prohibited substances	Smoke or stink bombs	Tobacco
Animals, insects or reptiles	Other dangerous objects	
14. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the step well.
15. Skateboards, scooters and roller blades are not allowed on the school bus.
16. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's *written* request, counter-signed by a school official.
17. Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student's parent or legal guardian and approved by a school official.
18. Remain seated while bus is in motion ***and until it comes to a complete stop***.
19. Secondary students are required to show student ID card to bus driver upon request.
20. Bus driver will only drop K-1 bus riders off at their designated bus stop with an older sibling student or if an adult is waiting at the location. If either option is not available, the bus driver will notify Transportation Dispatch. Dispatch will try to contact student's parent. If unable to make contact, then student will be returned to their home school.

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

## List of School Bus Infractions

(Infractions and consequences also apply to behavior at bus stops)

<b>Level I irritation</b>	<b>Infractions which cause delay, inconvenience or</b>
	1. Failure to remain properly seated
	2. Loud disruptive talking or yelling
	3. Failure to take assigned seat upon request
	4. Eating/drinking/chewing gum on bus
	5. Harassing other passengers or driver or aide
	6. Littering inside/outside bus
	7. Horseplay on bus or at bus stop
<b>Level II</b>	<b>Disrespectful, illegal, damaging or demeaning</b>
	8. Refusal to show ID card, or give student name upon driver's request. (Secondary students only)
	9. Profanity, obscene language or gestures
	9a. Profanity or verbal abuse directed towards demeaning a person's character (because of seriousness, automatically deemed a Level II, second offense, requiring 10-30 day suspension)
	10. Extending hands or head out of bus window
	11. Verbal abuse of driver or other passenger
	12. Defiant behavior or profanity toward driver or aide
	13. Spitting
	14. Throwing objects on bus
	15. Throwing objects at bus
	16. Tobacco, alcohol or drug possession on bus
	17. Defacing school district property
	18. Rough and rowdy behavior
	19. Unsafe behavior of any sort
	20. Possession of lighters or matches on bus
<b>Level III</b>	<b>Extremely dangerous or damaging</b>
	21. Fighting
	22. Lighting matches or lighters on bus
	23. Setting fire on bus
	24. Destroying school district property
	25. Physical assault
	26. Fireworks possession or use on bus
	27. Tobacco, alcohol or drug use on bus
	28. Activation or tampering with emergency or safety equipment on bus
	29. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
	30. Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at stop
	31. Shoving student(s) in path of any on-coming vehicle
	32. Throwing objects out of bus
	33. Unauthorized exit from emergency door
	34. Physically impeding movement of school bus
	35. Verbal threat of harm or violence
	36. Any action causing harm to others

### Second offense

1-3 day bus suspension (Elementary)  
3 day bus suspension (Secondary)

Conference with, school administrator, student and parent. Driver to be involved.

Parent to sign and return bus incident report

### Third offense

3-10 day bus suspension (Elementary)  
10 – 30 day bus suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved.

Parent to sign and return bus incident report

### Fourth offense

Bus privileges to be suspended from 60 school days to the remainder of school year.

Parent to sign and return bus incident report

### Level II Infractions:

#### First offense

1-3 day bus suspension (Elementary)  
3-10 day suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved.

Parent to sign and return bus incident report

#### Second offense

3-10 day bus suspension (Elementary)  
10 – 30 day bus suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved.

Parent to sign and return bus ticket

#### Third offense

Bus privileges to be suspended from 60 school days to remainder of school year.

Parent to sign and return bus incident report

### Level III Infractions:

#### First offense

Bus privileges to be suspended from 60 school days to the remainder of school year, whichever is longer. Remaining suspension to carry-over to next school year.

Parent to sign and return bus ticket

Other district/legal action as deemed necessary.

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

## Minimum Consequences for School

### Bus Infractions

#### Level I Infractions:

##### First offense

Conference with school administrator and student  
Parent to sign and return bus incident report

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## **Chandler Unified School District #80 Acceptable Use Agreement for the Internet**

Please read this document carefully before signing.

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

Chandler School District has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials on a global network and industrious users may discover such materials. We believe that the benefits to students to further educational goals and objectives via access to the Internet far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Chandler Unified School District supports and respects each family's right to decide whether or not to participate.

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

E-mail penpals

Research major news sources: (Newspapers, Magazines, U.S. Congress)

File Transfer (FTP) – transfer files between computers, in either direction.

Research (Gopher, Telnet) – research databases, card catalogs, image files, weather maps. (U.S. Weather Service, the Library of Congress, the Smithsonian)

Conversation: Realtime e-mail-type conversation (Internet Relay Chat) or video conferencing with distant classrooms, professional experts, technical assistance

## District Internet and E-mail Rules (Terms and Conditions)

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

I understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without District authorization.*

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

### **APPROVED FLYERS**

Flyers for local non-profit organizations sponsoring student activities are available to parents at a central location designated by the school. Please ask the front office staff where these flyers are located if you are interested in the activities they promote, such as Boy and Girl Scouts, Little League. Community members who wish to distribute flyers should contact our Community Relations Office at 812-7650.

### **ATTENDANCE**

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

#### **Tardiness**

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

#### **Absences**

- Students who are not in school 90% (18 absences) excused or unexcused or 5 unexcused absences of the school days in which they have been enrolled may be reported to the County Attorney's Office as truant or Parent may be cited. *Arizona State law 15-802 or 15-803.*
- All students should be in class every day unless they are ill. It is very important that the school be notified as soon as possible. A Code-A-Phone machine is available on a 24-hour basis.
- When reporting an absence, please specify the reason for absence.
- If the school is not notified early in the morning, school personnel will make an attempt to contact the parent/guardian to determine why the student is not in school. An early call to the school's attendance line will save staff time and help ensure the child's safety.
- If notification is not received, the student will be given an unexcused absence. The student must then present a note to the school attendance clerk stating the date and reason for the absence and signed by the parent/guardian.
- Parents are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. This will reinforce the importance of school and will prevent the student from getting behind his/her work.
- When requesting class work missed during an absence please contact the school office before 11 a.m. to provide adequate time for

the teacher to prepare materials to be sent home or picked up at the end of the school day.

#### **Extended Absences**

Parents/guardians must contact the school if their child will be absent for an extended time period.

Unauthorized absence from school is considered truancy and will be treated as such. After 10 days of continued absence, the student will be dropped from the class rolls and/or legal action may be taken in accordance with Governing Board policy.

#### **Withdrawal Procedures**

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

#### **BICYCLES**

Students in grades 2-6 may ride bicycles to school with parent consent. We suggest that the bike have a sturdy lock and be registered with the city. Helmets are strongly recommended.

#### **CONFERENCES**

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

#### **COUNSELING/STUDENT SERVICES**

Each elementary school is staffed with a certified counselor or a student services coordinator. The counselor or student services coordinator may provide student support and consultation to teachers, administrators, and parents regarding academic and/or behavioral problems. They also coordinate special education programs.

#### **CUSTODY**

In most cases, when parents are divorced, both parents continue to have equal rights concerning their children.

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



### **EARLY DISMISSAL DAYS**

There are four days listed on the school calendar as Early Dismissal Days. During these days we conduct parent-teacher conferences. These days are infrequent, but give teachers and parent the opportunity to communicate regarding student progress. Your school will remind you of these dates.

### **ENGLISH LANGUAGE DEVELOPMENT (ELD)**

Chandler Unified School District implements English Language Development (ELD) models that are approved by the Arizona Department of Education and support our students' needs at each elementary school. ELD learners are required to have four hours of instruction in the areas of reading, writing, grammar, vocabulary and oral language development and to be grouped by their English language proficiency level. The Arizona English Language Learner Assessment (AZELLA) is used to determine the English language proficiency of Arizona K-12 students whose primary home language is other than English.

Our current models are based on the number of ELD learners at a given school site. Model One is a pull-out or push-in approach for schools that have few ELD learners. A highly qualified ELD support teacher works closely with the regular classroom teacher and both provide instruction in the areas of reading, writing, grammar, vocabulary and oral language development during the regular school day. The ELD support teacher may service the ELD learners between two to four hours each day. Model Two is a self-contained approach for schools that have many ELD learners. The students are grouped by their grade level and their English language level. They're assigned to a highly qualified ELD classroom teacher who services the ELD learners by providing instruction in the areas of reading, writing, grammar, vocabulary and oral language development during the regular school day.

### **EVACUATION DRILLS**

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

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

### **EVENING PROGRAMS**

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

### **FIELD TRIPS**

Field trips are an extension of concepts taught in the classroom. They are encouraged and supported. Only children exhibiting responsible behavior may go on field trips. Parents are often asked to serve as chaperones and supervisors for various field trips and their assistance is truly appreciated. The district guidelines state that there should be at least one adult for every ten students. The purpose of a parent volunteer on a field trip is to actively supervise students assigned to them, so no younger children are allowed. Sometimes parents who are not selected as chaperones wish to participate in the field trip experience with their child and travel to the field trip site independently. We respectfully request that parents not selected as chaperones refrain from attending and make separate arrangements to attend with the child at another time.

### **FOOD AT SCHOOL**

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

### **FOOD SERVICE**

The Food Service Department operates a non-profit program that provides meals and related services to the students of the district. A monthly menu listing all foods for each school day is sent home on the individual school's newsletter.

Breakfast, lunch and milk are offered at each school. The price for breakfast is \$1.00. The price per meal for lunch is \$2.00, and milk alone is 50 cents. Free and reduced price meals will be provided for students who submit an application and are approved according to federal guidelines. Parents may pre-pay for meals and items by depositing money into their computer accounts. The student's name is scanned at the register at the time of the meal and the computer records the meal and deducts the appropriate amount.

Students can put money on the account before school Monday through Friday. Remember to keep depositing money when your account gets low, as **CREDIT FOR MEALS IS NOT AVAILABLE**. For students with no lunch money, we provide a cheese sandwich.

- A notice will be sent home with the student when his or her account has three (3) or fewer lunches available.
- Each student will have an account combining breakfast, lunch, beverages, and snacks.
- Put money into your child(s) account by sending cash or check. Please include child(s) full name and room number.
- NO student will be identified on the computer screen as receiving free or reduced price meals; the computer will

credit these students with the proper amount.

**MyLunchMoney.com** is a SECURE online prepayment service for student lunch accounts. The program offers parents the convenience of “**Making your first payment your last!**” Go to [www.mylunchmoney.com](http://www.mylunchmoney.com)

Students wishing to go home for lunch must bring a note from the parent giving permission. The note must contain the student’s name, the date, and the parent’s signature. The notes are kept in the school office. Students must return by the start of class.

**GOVERNING BOARD OF EDUCATION ACTIVITIES**

School board meetings and study sessions are normally held the second and fourth Wednesday of each month. All meetings are held in the board room of the Administration Building, 1525 W. Frye Road. All parents and interested citizens are encouraged to attend these informative meetings. Please check our district website for more information.

**HEALTH SERVICES**

Each elementary school is staffed with a health assistant (with registered district nurse oversight). They administer first aid and periodically conduct mandatory vision and hearing screening tests. Hearing screening is performed for selected grade levels and other students as mandated by the state. Vision screening is done for Kindergarten, all new students to the district, those students receiving special education services, and students referred by staff and parents. More comprehensive exams must be obtained by a parent. Registered school nurses provide support and consultation to health assistants, and work with physicians, parents and school staff.

**Immunizations**

To help protect your child, state law requires immunizations against:

Diphtheria	Measles*	Hepatitis B
Pertussis	Mumps*	Hepatitis A
Tetanus	Rubella (German Measles)*	
Polio	Haemophilus Influenza b (Hib)	
	Varicella	Meningitis

Chandler CARE Center (formerly San Marcos Family Resource Center) at 777 E. Galveston Street provides immunizations. Call (480) 812-7900 for times of service.

Children Can Be Exempted:

1. If a physician certifies that one or more of the immunizations would endanger the child’s life.

2. If parents submit a signed statement that immunizations are contrary to their religious or personal beliefs.

A form giving the month and year the child was immunized against these diseases **MUST BE COMPLETED** at the time of enrollment. Although the law allows exemptions, the County Health Department may tell us to exclude exempted children from school if there is an outbreak of any of these diseases.

**Emergency Card**

Parents are required to complete an Emergency Medical Referral Card for each of their children every year. This card tells us how to contact you or another responsible adult if your child becomes ill or is injured at school. List health problems including allergies to foods, medicine, insect stings, etc. It is important to notify the office if your address, home phone number, business phone or emergency phone number changes during the school year.

**Medication**

Medications will be given in the school health office **ONLY** if they **MUST** be administered during school hours. Medications to be given two and three times daily are to be given at home, unless specifically ordered by the doctor to be given at school.

Medication must be delivered to the school health office by the parent. The medication must be in the original container from the pharmacy. Pharmacies will provide a duplicate container for school use upon request. The appropriate consent for giving medication at school must be completed and signed by the parent and the physician.

Limited over the counter medications are available as needed in the health office for treating minor conditions.

**Policy On Lice Checks**

In the event that a child in the school is found to have lice/nits, the nurse/health assistant will check all other children in that classroom. Many times, they need to check an entire grade level or even the entire school population. Students found to have lice/nits are required to go home, use the appropriate shampoo, and may not return to class until they are determined to be free of lice and nits by the nurse/health assistant.

**Reporting Child Abuse**

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

**Student Insurance**

Student insurance is available at school through a private agency. The insurance is optional. Information

on the policy is sent home with each student at the beginning of the school year. Additional forms are available in the school office.

### HEALTH PROTOCOL

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

- Fever over 100 degrees. A child should be fever-free for 24 hours (without medication) before returning to school.
- Persistent cough.
- Rash with fever illness, such as chicken pox, measles, etc.
- Nausea, vomiting, or diarrhea. A child should be free from symptoms for 24 hours before returning to school.
- Red, itchy, and draining eyes. If conjunctivitis or “pink eye” is diagnosed, the child must be on medication for 24 hours before returning to school.
- Prolonged headache and/or stomach ache.
- Swelling or pain at a level that may interfere with learning.
- Earache.
- Toothache.
- Head lice- A child must remain at home until treated with medicated lice shampoo and the nits are removed. The child must be cleared through the health office before returning to school. **Chandler Unified School District** enforces a no-nit policy.

Feel free to contact your school's health office with any questions.

### HOMEBOUND

The district provides academic tutoring for students eligible for homebound services in the home by a certified teacher. To be eligible, a physician must certify that a student will be absent for three months due to a medical condition. Forms are available through office of Pupil Personnel at 480-224-3732.

### HOMEWORK

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

Part of the purpose of homework is to teach responsibility to the student. Your child should assume the major responsibility for completing homework assignments. Homework expectations will be enhanced when your child accepts responsibility for:

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

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

The following are suggested for homework:

Kindergarten .....	10 – 15 minutes
Grades 1 and 2 .....	10 – 25 minutes
Grades 3 and 4 .....	20 – 30 minutes
Grades 5 and 6 .....	30 – 50 minutes

Homework is recommended a maximum of four times a week and is not assigned over weekends or before a holiday.

### HONOR ROLL (GRADES 4-6)

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

### HUMAN GROWTH AND DEVELOPMENT PROGRAM (SIXTH GRADE)

The district is proud of the quality of its Human Growth and Development program and it is hoped that many sixth grade Chandler students will avail themselves of the opportunity to participate in this program.

The purpose of the program is to give correct, understandable information and to build wholesome attitudes toward maturing. Sixth grade boys and girls have reached the age at which it is important to know how they grow and to understand some of the physiological changes that are taking place in their bodies.

The course is taught during a three-day sequence at each of the elementary schools. Each presentation is approximately 60 minutes in length. Information is included on growing into maturity, love and creating life, caring for yourself and Acquired Immune Deficiency Syndrome (AIDS).

Parents are encouraged to attend informational meetings to preview materials prior to giving written permission required for their child/children to attend this program.

An approved alternative program is provided for those students who do not attend. Only certified teachers who have attended a district approved in-service program are allowed to teach the course.

#### **KINDERGARTEN SCREENING**

Each summer, before classes begin, all Kindergarten students are given the Kindergarten Individual Screening Test (KIST). The purpose of the test is to assess the students' knowledge. The results assist the classroom teacher in planning lessons and activities for your child's individual needs.

#### **LOST AND FOUND**

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

Students are not to bring toys, games, radios, etc. to school except with the teacher's permission. Lost items are stored in the school office for owners to claim. The school will call a charitable group when lost and found becomes too full. Please contact the school office if something is lost at school. Many items, especially clothing, go unclaimed all year.

#### **PARENT CONCERNS**

A parent who has concerns about any matter involving a student should initially speak to the staff member involved. If unable to come to a resolution with the staff member, the parent should contact the Assistant Principal or Principal. If necessary, a meeting will be held. If no resolution can be reached, the parent may contact the appropriate district administrator.

#### **PARENT/STUDENT CHECK OUT**

In the event your child must leave school (doctor appt., etc.) during the school day, we require that a parent or guardian sign him/her out in order that we may comply with state guidelines regarding our responsibility for student safety. If it is necessary for another adult to check out your student (in a non-emergency situation) you must give permission by sending a note or calling the school office and ensure that person's name is listed on the child's emergency card. Generally, we do not call students to the office until the parent arrives at the school.

#### **PARENT TEACHER ORGANIZATION (PTO)**

Chandler Unified School District No. 80 is proud of its Parent Teacher Organizations. Parents/guardians are strongly encouraged to take an active role in their child's school life by becoming a part of the parent organization. The PTO's help us improve communication and education in the Chandler District schools and they sponsor many events and services. They volunteer their time as classroom aides, assist in the office, supervise field trips, participate in school events, sponsor fundraisers and support the staff and students in a most positive way.

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

#### **PHONE CALLS TO TEACHERS**

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

#### **PLAYGROUNDS**

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

#### **PROMOTION AND RETENTION OF STUDENTS**

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

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

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

If facts indicate that retention is in the best interest of the student's academic progress, close cooperation must exist between the parents and all school personnel involved. Each student will be given individual consideration. Retention decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The decision to promote or retain is that of the teacher. Only the Governing Board may overturn the decision to retain or promote a student. (ARS 15-521.3)

**REGISTRATION**

**Admission**

To register a child in school for the first time an original birth certificate or other satisfactory evidence of age, such as baptismal certificate will be necessary. When enrolling a student, parents/guardians will be required to fill out several forms in order to complete registration. Information such as emergency phone numbers, physicians’ phone numbers, proof of residence, etc. will be required. Immunization requirements are covered under “Health Services” on page 14.

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

**Notice of Student Rights under the “McKinneyVento Homeless Assistance Act”**

This federal legislation guarantees homeless children and youth the following:

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

The term “homeless children and youths”—  
A. means individuals who lack a fixed, regular and adequate nighttime residence and includes:

- Children and youths who are sharing the housing of other persons due to loss of

housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting formal care placement;

- Children and youths who have a primary nighttime residence that is a public or private place not designed for ordinarily used as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces or abandoned buildings; substandard housing, bus or train stations, or similar settings, and
- Migratory children who qualify as homeless because the children are living in circumstances described above.

**Transfer/Withdrawals**

If you plan to move, please let the school know at least seven days in advance. The school will prepare transfer materials to help the student get started at a new school.

**Screening 45 Days**

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

**REPORT CARDS**

In order to assure that parents are well informed of student progress, reports are sent home periodically. Report cards are sent home at the end of each nine-week grading period. Progress reports are sent home midway through each grading period.

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

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

- M---Meets Standards
- P---Progressing
- AC---Area of Concern

**RESTRICTED PHYSICAL EDUCATION ACTIVITIES**

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

### RETURNED CHECK POLICY

Checks are gladly accepted by CUSD. For any checks returned as unpaid to CUSD, the check writer's account may be electronically debited without further notice for the amount of the check, plus a \$25 returned check fee, as allowed by state law. Questions or issues regarding checks may be directed to CCM Enterprises at 1-888-423-8974.

### SCHOOL HOURS

School Office Hours – 7:30 a.m. – 4:30 p.m.  
School Office Phone Hours – 7:30 a.m. – 4:00 p.m.

**Andersen, Goodman, Liberty, Erie, Frye, Humphrey, Sanborn, San Marcos, Shumway:**  
8:10 a.m. – 2:40 p.m.

Early release days: 8:10 a.m. – 11:10 a.m.

**Basha, Conley, Fulton, Haley, Hartford, Hull, Jacobson, Knox, Ryan:** 8:30 a.m. – 3:00 p.m.

Early release days: 8:30 a.m. – 11:30 a.m.

**Bologna, Independence, Hancock:**  
8:40 a.m. – 3:10 p.m.

Early release days: 8:40 a.m. – 11:40 a.m.

**Freedom, Galveston, Tarwater:**  
8:20 a.m. – 2:50 p.m.

Early release days: 8:20 a.m. – 11:20 a.m.

**Charlotte Patterson, Navarrete, Riggs, Santan K-6, Weinberg:** 8:35 a.m. – 3:05 p.m.

Early release days: 8:35 a.m. – 11:35 a.m.

### SCHOOL PICTURES

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

### SCHOOL SUPPLIES

State law requires that elementary schools provide students with all materials required for classroom activities. In compliance with this law, the district provides students with textbooks, pencils, paper, and the necessary supplies for classroom activities. Students may bring additional supplies from home for their personal use.

### SCHOOL VISITS

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

- In order to support the dress code and to set a good example for our students, parents are asked to wear modest attire when on campus to have lunch, visit classrooms, or volunteer, etc.

- We do not allow children from other schools to visit our students during school hours.
- Should you wish to observe your child on the playground while visiting the school, please ask school officials for directions. During these observations, we require that parents refrain from “playing” on the playgrounds with their children.

### SPECIAL EDUCATION

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

- Adaptive Physical Education Consulting and direct services are provided for special education students unable to participate in regular physical education classes.
- Emotional Disability (ED) Resource services are available for eligible students with emotional and behavioral needs at their home schools. Specially structured classes at designated district sites are provided for those students who cannot function successfully in regular classroom situations at their home school.
- Hearing Impairment Evaluation, accommodations and services are provided depending on the individual needs of eligible children.
- Mild Mental Retardation (MIMR) Resource classes at home school and specially structured classes at designated district sites are available for those children whose cognition requires instruction in academics and independence at individualized levels.
- Moderate & Severe Mental Retardation & Multiple Disabilities (MOMR/SMR/MD) Special classes are provided for students whose cognitive ability is at a functional level and who need curriculum consisting of life and independence skills such as self-help/care.
- Occupational and Physical Therapy (OT and PT) Evaluation and/or therapy are provided for students enrolled in special education whose physical/motor needs warrant it in order to benefit from special education. Therapy may be

direct or in conjunction with the classroom teacher, Physical Education teacher and parents.

- Priority Preschool for Speech/Moderate/Severe Delays (PriPresch) Evaluation, integrated classrooms, and home school therapies are available for 3 – 5 year olds with disabilities.
- Specific Learning Disability (SLD) Resource and extended programs are provided for those children who have average abilities, but do not achieve at their expected rate in academic areas of reading, math and written expression.
- Speech & Language Impairment (SLI) Evaluation and speech services are provided for students who have speech or language disorders that interfere with the educational process.
- Vision Impairment (VI) Evaluation and services are available for children diagnosed as having a vision disability. Also provided are mobility training, special materials, and tutorial assistance.

#### **Special Education Records**

Student records maintained by the District in the Special Education department and the process for ensuring confidentiality and appropriate access to such records is described in more detail in this handbook under “FERPA (Family Education Rights and Privacy Act) on the page Notification of Rights under FERPA”. When personally identifiable information about your child in Special Education is no longer needed to provide educational services to your child, the information is stored for a minimum of two (2) years after the date your child was last enrolled in this school district. After two years, Special Education records are referred for long-term storage. Please contact the district office of Special Education if you have questions about record maintenance or require assistance with obtaining your child’s records from Special Education after leaving Chandler Schools.

#### **SPECIAL PROGRAMS/SERVICES**

- Compensatory Education Programs: These federally and state funded programs target students with specified barriers to academic success and/or who attend schools with high percentages of lower income families.
- Title I Reading & Math: This compensatory education program helps students in eligible low-income schools to master the Arizona Academic Standards.
- Sheltered English Instruction (SEI): The district provides specialized educational services to students whose primary language is other than English and whose English skills are not yet proficient. The specific intent of SEI instruction is to improve the students’ English listening,

speaking, reading and writing skills so that they may succeed in all their regular education classes.

- Indian Education: Native American students may receive supplemental education service or resources as well as participate in activities that promote cultural and self-awareness made available through small federal and state grant awards.
- Migrant Education: This program provides supplemental services to families and students who move frequently in order to obtain/maintain employment in the agricultural, timber or fishing industries.

#### **OTHER SPECIAL PROGRAMS**

- Gifted – Special classes and services are provided for students who demonstrate superior skills (according to Arizona State guidelines) in verbal, quantitative and non-verbal abilities. (See Testing and Evaluation, page 22).
- Alternative Classroom – Opportunity School This program provides small pupil-teacher ratio, a structured student management system, and a social skills curriculum for students with behavior needs.

#### **STAFF QUALIFICATIONS**

The No Child Left Behind Act gives you the right to ask for the following information about each of your children’s classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he/she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

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

#### **STATE STANDARDS AND DISTRICT CURRICULUM**

The Chandler Unified School District aligns the district’s curriculum to state standards to ensure students are learning the required content and are prepared for state testing. The curriculum is frequently revised based on teacher input, changes in state standards and performance objectives, and test score analysis. The curriculum is available on the district’s website at [ww2.chandler.k12.az.us](http://ww2.chandler.k12.az.us). If you have questions about your child’s curriculum, ask the

teacher, principal or call the Office of Instructional Services at 812-7610.

### **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student’s constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
  - Harassment of the student by another person, or
  - Concern for the student’s personal safety

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any questions concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by junior high or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the

resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

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.

### **STUDENT CONDUCT**

District code of conduct ..... see pages 4-7.

#### **Student Dress**

The responsibility for appropriate dress rests with the students, parents, or guardian. Students are to adhere to student dress expectations during the regular school day and while attending school-sponsored events. At all times clothing shall provide adequate covering of the body.

#### **The following clothing is not acceptable:**

- Short shorts or skirts, (short is defined as higher than mid-thigh) spaghetti straps, tops or dresses with straps less than 1 inch in width, bathing suits, halter or midriff tops, tube tops, mesh, fishnet or sheer garments, low cut tops or strapless tops.
- Clothing that exposes the back or midriff when hands are raised above the head.
- Sagging pants, visible underwear, hanging belts, see-through jerseys, overly large jerseys or tops worn without undershirts, bandanas, sweatbands, headbands, wristbands, chains or cords hanging from clothing.
- Clothing with obscene, vulgar, inappropriate language or graphics, gang related symbols, clothing that promotes racism, or advertises illegal substances, tobacco or alcohol.
- Clothing that is disruptive in appearance, contrary to good hygiene, detrimental or distracting to classroom or campus order.

#### **The following footwear is not acceptable:**

- Shoes with built-in wheels, bare feet, shoes with overly tall heels.

**Note:** Flip flops are not recommended for daily wear and are not acceptable on P.E. days.

#### **The following are not acceptable:**

- Unnatural hair color
- Grooming or hair styles that may create a health hazard during school activities
- Grooming that is disruptive in appearance, contrary to good hygiene, detrimental or distracting to classroom or campus order.



**Note:** Elementary students are discouraged from wearing makeup.

### **Hats and Sunglasses**

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

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

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

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

### **Leave Them Home**

The following items are not allowed at school at any time: knives, weapons of any kind (real or simulated), cigarettes, tobacco products, drugs, water guns, baseballs, roller blades, pagers, cell phones, portable radios, tape/CD players, electronic/video games and pornography. These items and anything else that may cause problems will be taken from the student and consequences may be issued.

Students are not permitted to bring pets to school. Special permission may be granted ONLY with written authorization from the parent and the teacher.

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

### **Cell Phones**

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

- The Chandler School District does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone on campus or on the bus and it is damaged or stolen, we will not be able to utilize administrative time to investigate the incident, nor will the District be able to take any financial responsibility for the cell phone or cell phone charges.
- Cellular phones must be turned off and in backpacks at all times while on the school

campus and on the bus. **If a student has a cell phone out while on campus during the school day or on the bus, or if the cell phone is a disruption or distraction in any way, it will be confiscated and the parent/guardian will need to come to the school office to pick it up.** Repeated occurrences will result in appropriate disciplinary action.

### **Discipline**

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

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

### **Arizona State Law**

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

### **Suspensions/Expulsions**

In the event that a student's behavior poses a clear and immediate danger to self and/or others, the principal may suspend a student for up to 10 days. An attempt will be made to contact the student's parent/guardian. A letter regarding the action of the school district will be sent if other contact cannot be made.

Suspensions exceeding 10 days are subject to the approval of the Superintendent. The student and parent/guardian will be notified of the district's due process procedure.

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

Due to the requirements of Arizona State Statutes (ARS 13-3620) schools and school employees are required to report criminal activity to local law enforcement and report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. Recent changes in the law require schools to report threats, or rumors of threats against schools, students, and school personnel. Schools must also report all incidents of

non-accidental injury, which might occur during altercations at school. (Also, see “Threats”)

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

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

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

The guidelines are as follows:

1. General searches of school property including personal items found on the school property may be conducted at any time when there is reasonable cause for school employees to believe that something which violates a law or school rule is on school property. General searches may be made without the student present.
2. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others, or which might possibly interfere with school purposes may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be removed from a student’s possession.
4. A student’s person may be searched by school employees when there is a reasonable cause to believe that the student has possession of illegal items or other items that may interfere with school purposes.
5. Student desks, lockers, etc. and other storage areas are school property. The school may search student areas on a periodic basis to protect the health, safety, and rights of all students.

### **STUDENT COUNCIL**

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

### **STUDENT RECORDS**

Parents are advised that Chandler Schools, in compliance with the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA) strictly control all required aspects of creating, maintaining, transferring, and disposing of student records. Parents

have specific rights to review and inspect their child’s records and to know about their disposition, including the publishing of “directory” information about their child. District policies and procedures are available for parent review in the school office. Please call your principal if you have questions about FERPA or IDEA. (See FERPA statement on pages 25-26).

### **STUDENTS’ USE OF THE TELEPHONE**

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

### **TAKE YOUR SON/DAUGHTER TO WORK DAY**

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

### **TESTING AND EVALUATION**

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

### **KIST – Chandler’s Kindergarten Individual Skills**

**Test** which is given to all eligible students prior to the beginning of Kindergarten. This evaluation assists the teacher in providing the necessary instruction for the student’s social and academic growth.

### **DIBELS – Dynamic Indicators of Basic Early Literacy Skills**

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

**District Benchmark Tests** – A variety of tests have been developed to assess and evaluate students’ progress in mastering district curriculum and Arizona State Standards using our AMI (Assessment Management for Instruction) system. Computer printouts with individual student results are available to parents. These reports show the students’ performance on district curriculum by concept and help teachers assure skills mastery for each student.

**State Testing** – All Arizona students in grades 2 and 9 complete the standardized TerraNova Achievement Test each year. All students in grades 3-8 complete the dual purpose Arizona Instrument to Measure Standards (AIMS) tests in reading, writing and math each year. Both tests are administered during the month of April. These state tests are very important, and the district strives to ensure that all students have the necessary skills to perform well on them. Starting with the class of 2006, all students will need to score at the proficient level on the High School AIMS exams in Reading, Writing and Math to receive a high school diploma from any Arizona public or charter high school. If needed, high school students will be provided five opportunities to pass the AIMS tests.

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

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

#### **TEXTBOOKS/LIBRARY BOOKS**

Textbooks are assigned to each student upon enrollment and are for the current school year only. STUDENTS ARE RESPONSIBLE FOR THE PROPER CARE OF ALL BOOKS. They are to be collected at the end of the year and are expected to be in good condition. The student must pay for textbooks or library books which have been lost or badly damaged.

#### **THREATS**

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

“School districts or charter schools must expel from school for at least one year a student who is

determined to have threatened an educational institution. An expulsion requirement may be modified on a case by case basis if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat, or may reassign a pupil to an alternative education program and may require the pupil’s parent or guardian to participate in mediation, community service, restitution or other programs in which the parent or guardian takes responsibility with the pupil for the threat.” ARS 15-841

Due to the requirements of Arizona State Statutes (ARS 13-3620) schools and school employees are required to report criminal activity to local law enforcement and report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. Recent changes in the law require schools to report threats, or rumors of threats, against schools, students, and school personnel. Schools must also report all incidents of non-accidental injury, which might occur during altercations at school. (Also, see Mandatory Reporting of Criminal Activity to Law Enforcement)

#### **TRANSPORTATION**

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

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

Under the direction of the CUSD Governing Board, the Transportation Department implemented the **Safe Student Transportation Program** on all regular routes at all District schools at the start of the 1999-2000 school year. The purpose of this program is to **ensure that all students clearly understand and carry out their responsibilities** for their own safety and the safety of everyone else who rides the school bus.

**Please ensure that you and your children have reviewed the revised bus rules and consequences listed on pages 8-9.**

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

#### **VANDALISM AND LIABILITY**

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

#### **WEAPONS ON CAMPUS**

The Governing Board's policy regarding weapons on campus, states that "students using, displaying or knowingly carrying, or possessing any dangerous instrument or an item they represent as a dangerous instrument shall be suspended from school and may be recommended for expulsion." (see Code of Conduct, page 4). It is important to note that this policy includes weapons on campus after hours and/or on weekends and may also apply to simulated weapons.

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## **Notification of Rights under FERPA For Elementary and Secondary Schools**

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

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

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

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

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

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

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

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

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

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

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

## **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Annual Public Notification of Nondiscrimination**

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

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

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

Diane Bruening  
Section 504 Coordinator  
Chandler Unified School District  
500 W. Galveston  
Chandler, AZ 85224  
480-224-3732

Sandy Cooper  
ADA/Title IX  
Chandler Unified School District  
1525 West Frye Road  
Chandler, AZ 85224  
480-812-7624

## **Notificación de Non Discriminación** (Spanish Version)

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. El departamento de Educación Técnica y de Carreras de Chandler Unified School District no discrimina en su matriculación o en el acceso a cualquier de sus programas disponibles in Agriscience, Business, Biomedical, Engineering, Family and Consumer Sciences, Health Sciences, Industrial Arts, Information Technology, and Marketing. El Chandler Unified School District tampoco discrimina en sus contratos o practicas de empleados.

La carancha de habilidades de la lengua de inglés no será una barrera ingüística a admisión y participación en las programas educativos de carrera y técnicos (profesionales) en nuestras escuelas.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Descriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden remitir por al coordinador de compliance.

Diane Bruening  
Section 504 Coordinator  
Chandler Unified School District  
500 W. Galveston  
Chandler, AZ 85224  
480-224-3732

Sandy Cooper  
ADA/Title IX  
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**“Dedicated to Excellence”**

**CHANDLER UNIFIED SCHOOL DISTRICT NO. 80**  
**1525 West Frye Road · Chandler, Arizona 85224**  
**(480) 812-7000**

**2010/2011 GOVERNING BOARD**

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This handbook was produced as a service of the Elementary Instructional Services Department, 2010

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