

Chandler Online Academy

Excellence Online

Student Handbook 2022-2023

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Chandler Unified School District

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Visit our website or contact us today for more information.

Website: <http://www.cusd80.com/chandleronline> 480-812-6350



Program Overview

Excellence Online



Program Description

Chandler Online Academy's Full-Time Program provides the opportunity for Arizona high school students to complete all courses required for graduation in the state of Arizona, online from home or anywhere they have a reliable Internet connection. In addition to meeting general graduation requirements, students at Chandler Online Academy have the option to engage in advanced studies and college preparatory courses with support from highly qualified online instructors. Our courses are aligned to state and national standards and feature state-of-the-art technology, research-based and proven e-learning curriculum, and meet high standards for academic excellence.

Through completion of online courses with Chandler Online Academy, students acquire a strong foundation of knowledge, develop 21st century skills to prepare them for university studies and marketability in today's industries, and strengthen self-motivation and confidence. COA course offerings are comprehensive including; all core academic courses, electives, AP courses, Honors courses, and Foreign Language.

All COA courses are taught by highly qualified teachers specializing in facilitating learning in online environments. In addition to the superior quality of our online course materials, Chandler Online Academy instructors support students with 1-1 instruction through personalized and targeted feedback. Students in Chandler Online Academy's Full-Time or Part-Time Program are able to take advantage of the flexibility of online learning, without sacrificing quality, and receive an exceptional educational experience.

Core Values

As part of Chandler Unified School District, Chandler Online Academy teachers and staff are committed to the core values of CUSD:

- Excellence
- Integrity
- Equity

Mission

To provide students with a high quality personalized education combined with the flexibility to engage in learning anywhere, anytime.

At Chandler Online Academy, we:

- Incorporate innovation into developing online instructional methodologies that are supported by research
- Provide personalized education to meet individual student learning needs, interests, and lifestyles
- Deliver the highest quality e-learning educational materials and online instructional support
- Create connections with students to provide support and foster development of respectful relationships and effective communication and interpersonal skills

Enrollment

Entrance Requirements

Any Arizona resident in elementary or secondary can enroll with Chandler Online Academy. Before considering enrollment in our program, students and families need to carefully consider whether enrollment in our full-time online program will align with the schedule, lifestyle, and goals of everyone involved. COA courses are demanding and will require students to commit to studying and working on online coursework a minimum of 25 hours a week, often requiring 30+ hours a week, particularly in AP and Honors courses. Parents/guardians will also need to commit to supporting full-time online students in two ways:

1. Monitoring and supporting student progress and performance in classes.
2. Submitting an attendance log each week.

COA teachers and staff monitor student progress and students are held to strict attendance and progress requirements to maintain enrollment. Parents play an important role in supporting students as they develop positive time management and self-discipline practices in order to be successful in a digital learning environment.



Policies | Enrollment

Parents may obtain access to a Parent Portal where they can view student progress and performance statistics each week. The most effective approach to monitoring student progress and helping students be successful is a consistent, caring, and positive approach. Before enrolling in our Full-Time Program, students and parents/guardians are required to carefully review the school Attendance & Progress Requirements.

In addition to the time and effort commitments students and parents must make in order to be successful in our online courses, it is also a requirement for students to have daily access to a computer with a dependable high-speed Internet connection. Minimum technical requirements are provided on the school website "Technology, System Requirements" page.

Application

Full-Time enrollment in Chandler Online Academy first starts with completing an open enrollment that is submitted to the district office for approval. Once approved the registrar will reach out with next steps. Applications for Part-Time or Tuition Payer can be found on our website.

The application will not be considered complete until all documentation listed on the check-sheet is submitted online or to our office and both the student and parent complete the online Welcome Orientation.

AP/Honors Courses

Honors and Advanced Placement courses of study are available to students enrolled with Chandler Online Academy. Any student who meets all course pre-requisites and who is motivated and prepared to commit the additional time and effort may apply to enroll in AP or Honors courses. Our AP courses are registered with the College Board and are taught by qualified and experienced AP teachers. In addition to providing students with increased challenge and opportunity to demonstrate their abilities, completing Honors courses provides students with the opportunity to accelerate progress toward meeting advanced academic requirements and be in the best position to compete for entrance to post-secondary institutions. Honors credit is denoted on transcripts and produces an additional distinction for students in applying for entrance to any university or post-secondary institution. Students interested in a rigorous course of study and the opportunity to take the Advanced Placement examination and earn college credit or advanced placement status in addition to high school credit may enroll in AP courses. AP courses prepare students to take and be successful on the Advanced Placement examinations.

Course Registration

Full-time COA students choose courses they are interested in registering for when completing the online application. COA counselors take these selections into account when reviewing transcripts and then assign courses based on student interests and goals, graduation requirements, and prerequisite status. Course assignment is confirmed with students and parents in the Welcome Orientation. Part-time and Concurrent COA students select online courses with the counselor at the student's primary school.

Transfer Credits

Acceptance of transfer credits from sources outside the Chandler Unified School District is not automatic. Coursework completed outside the District will be evaluated to determine whether elective or core credit will be awarded. Following the transfer, Chandler Online Academy will provide a list showing which credits were accepted as core subject credits and which were accepted as elective credit. Within 10 days of receiving this list, a student may request to take an exam for any course accepted as an elective. If the student earns a score that demonstrates proficiency, COA will accept the transferred credit as core credit.

Graduation Requirements

Students enrolling in Chandler Online Academy's Full-Time Program will be required to meet enrollment policies, graduation requirements, and follow course sequence and prerequisite policies outlined in CUSD's "Course Description Catalog." A copy of this catalog can be accessed from the district website in the "Parents & Students" section and on the "Parent Resources" page.

Prerequisites/Course of Study

Students must meet any course prerequisites listed in the course catalog prior to starting a course with a prerequisite requirement. Students may not enroll concurrently in courses that are designed to be sequential (i.e. Algebra I Semester 1 and Algebra I Semester 2).



Enrollment | Credit & Grades

Student/Parent Contact Information

It is very important that valid contact information including the student and parent/guardian primary email addresses and phone numbers are provided. Students and parents/guardians will need to check messages and in-boxes regularly to receive important information from COA teachers and staff. Any time contact information changes, it is the responsibility of the student and/or parent/guardian to provide the new information within 2 business days. Failure to do so could result in loss of access or involuntary withdrawal.

Orientation

When completing the application, the parent/guardian and student will identify days and times when they will be available (together) for the Welcome Orientation. The Welcome Orientation should be completed within 5 business days of completing the online application. Upon completion of the online application, an email will be sent confirming the day and time of the orientation. This meeting between the student, parents/guardian and COA staff will occur both over the phone and on a computer with high-speed Internet access. During the orientation, the student and parent will learn how to; access both the e-Learning Classroom and Parent Portal, navigate classes, find important information, and complete tasks within both interfaces. Once the Welcome Orientation has been completed, the student will log-in and begin his/her first 9-week session of three 1/2 credit courses.

NCAA and provide appropriate documentation for eligibility upon graduation. COA core courses are on the approved course list with NCAA and we will work with each student on an individual basis to obtain any documentation necessary to meet eligibility requirements, however, NCAA approval is on a case-by-case basis. Students planning to enlist in the military following graduation should consult with an enlistment specialist prior to enrolling in online courses.

Course Completion

In order to successfully complete a course with a passing grade and earn credit toward graduation, Chandler Online Academy students demonstrate mastery of course material in 4 ways:

- 1. Attendance**
- 2. Progress**
- 3. Overall Grade Average**
- 4. Proctored Final Exam Score of at least a 60%**

Attendance

All Chandler Online Academy courses are designed to be completed in 75-125 hours over the semester. Students are expected to engage in online study, research, and composition for a minimum of 8.5-13.5 hours a week for each 0.5 credit class. In order to be eligible to receive credit for a course all time spent on coursework and related activities must be reflected on the weekly timesheet that is submitted for attendance.

Credit & Grades

Credit

Each semester course is worth 0.5 credit that can be applied toward graduation. All of our courses are aligned to National Common Core Standards and meet Arizona graduation and university entrance requirements. Students can attend Chandler Online Academy, complete all courses online, and receive a Chandler Online Academy diploma upon graduating.

While Chandler Online Academy courses are designed for semester length however, students may complete a course in as little as 6 weeks.

Special Considerations

Students entering universities or colleges on athletic scholarships will need to register with

Credit & Grades | Mandatory Testing

Student Attendance Weekly Requirement—

submit the timesheet through the student's Infinite Campus Portal each week no later than Sunday at 9:00 p.m. Weekly submission of the timesheet is required to maintain enrollment in the program.

Progress

All coursework must be completed by the date it is due and before the end of the course session in order for the student to earn a passing grade and credit toward graduation. Consistent progress is important for the student to stay on track to finish all work, to learn course material, and to master all course objectives. Students are expected to submit assignments that are due each day when they are due and, at minimum, before the end of the week they are due. Assignments submitted after the due date may be subject to point deduction according to course Late Work Policies.

Grade

In order to earn a passing grade and credit toward graduation, students must complete all assignments & assessments preceding the final exam with a minimum overall grade average of 60%. The final grade is a combination of the overall average on all coursework preceding the final exam and the score the student receives on the proctored final exam.

Proctored Final Exam Requirement

All students must take the final exam in person at a designated testing location. In order to receive a passing grade and credit for any online class, students must earn a 60% or higher score on the proctored final exam. If the student does not pass the final exam on the first attempt, COA will schedule for the student to re-take the final exam.

If the student does not pass the second attempt on the final exam, but earns a higher score than on the first attempt, he/she can take the final exam for a third time.

Grading

Grading within courses occurs through the combination of auto-graded assessments that have been created by assessment specialists and teacher-graded assignments and projects. Work is graded according to posted rubrics and incorporating the teacher's subject matter expertise.

All Chandler Online Academy courses are assigned a final letter grade and a grade-point value based on the following grading scale:

Percentage	Letter Grade	Grade-Point Value	Honors	Grade-Point Value
90-100	A	4.0		5.0
80-89	B	3.0		4.0
70-79	C	2.0		3.0
60-69	D	1.0		1.0
0-59	F	0		0

While the point value of the final exam may vary by class, students may not receive a passing grade or credit toward graduation without taking the proctored final exam and earning a passing score on the final exam.

Final Grade Notification

Final grades are generally posted in Infinite Campus within 7 business days once all coursework and the final exam have been completed.

State Mandatory Testing

AzMERIT Test Requirement

Students enrolled in Chandler Online Academy's Full-Time Program will be required to complete the state-mandated End-of-Course Exams for 9, 10, & 11th Grade English and Math courses. Testing dates and locations are provided on the school website and additional information/reminders will be sent to student and parent email accounts. Students are parents are advised to review the testing information on the website upon enrollment and begin planning to attend on the testing dates. Any student enrolled to take semester 2 of 9th, 10th, or 11th Grade English and/or semester 2 of Algebra I, Geometry, or Algebra II, is required to attend testing on the specified days and times. **If a student does not attend testing, he/she will be involuntarily withdrawn.**



Attendance/Progress | Withdrawal & Schedule Changes

Attendance/Progress Requirements

Attendance Requirements

The most significant indicator of success for online students is daily and weekly consistency in logging in to their online courses. This means students will be more likely to finish their course with a passing grade if they log in to review course materials and work on assignments a minimum of 5 days each week. In order to support students, Chandler Online Academy promotes student success with the following attendance requirements & consequences.

COA courses require students to work 75-125 hours total over the length of the course to master all objectives and complete all coursework.

This time must be entered in the student's Infinite Campus portal and submitted each week by 9:00 p.m. on Sundays. Students can log in any time, day or night, and on any day of the week to meet this requirement.

Progress Requirements

The semester course session begins once the Welcome Email containing the link to the online classroom and that student's username and password to access the online classroom has been sent. Every assignment will have a due date that is based on the start and end dates of the course session. Students should submit assignments and complete tests and exams by the date they are due.

Progress Consequences

If assignments/exams are not completed on the day they are due, students will receive a past due notice on the course homepage and may lose the opportunity to turn in the assignment/assessment for full or partial credit, according to the course "Late Work Policy" published in the course introductory materials. If a student does not submit work by the due date, she/he should contact the teacher as soon as possible to request to make-up the late work. If given the opportunity to turn in late work for credit the student does not follow through on the make-up plan, she/he will be considered for involuntary withdrawal, regardless of the amount of time (attendance) that has been reported, resulting in a failing grade on the student's official transcript.

Withdrawal & Schedule Changes

Students may withdraw or change their schedule according to the following guidelines by submitting a withdrawal or schedule change form to our office. Forms can be submitted online from our website or by contacting our office to request a form.

Up to 7 days after the course start-date: Students may withdraw or change their schedule.

7-21 days after the course start-date: Students who withdraw will receive a grade of W for all courses. There are no schedule changes permitted more than 7 days after the course start-date.

22 days after the course start-date: Students who withdraw or fail to complete the course will receive a final grade of F on their official transcripts.

Involuntary Withdrawal: Students who fail to meet Attendance/Progress Requirements, who fail to log-in for 10 consecutive days, or who engage in behavior that contradicts Chandler Online Academy's Academic Integrity and Student Code of Conduct Policies, will be withdrawn and receive an F in all courses.

Chandler Online Academy Late Work Policy

Late work submission will be deducted as follows:

- 1 – 5 days = 10% deduction
- 6 – 10 days = 20% deduction
- 11 – 15 days = 30% deduction
- >15 days = No Credit

Students can have no more than four zeroes in their class to be able to take the final exam.

Prevention

Late work policy will be posted on the Chandler Online Academy website and included in the student handbook.

Administration will include the late work policy on the welcome letter emailed to all students/parents.

Teachers will include late work policy on their introduction pages, as well as on class correspondence throughout the course.

Escalation

Teachers will email student/parents to inform them of the grade ramifications and encourage the student to submit all assignments as quickly as possible.

After teacher communication and continued inactivity, teachers will communicate the situation to administration and administration will contact parent to inform parent of grade ramifications and/or likelihood of student success in the class.

<http://www.cusd80.com/chandleronline>



Student Code of Conduct | Internet & Email User Guidelines

Student Code of Conduct

Chandler Online Academy Cheating/ Plagiarism Policy

- Incidents of cheating/plagiarism will be handled as follows:
 - 1st offense = student redo assignment for *partial* credit
 - 2nd offense = no credit for assignment + referral
 - 3rd offense = removal from course + F on student transcript + referral
 - * *In an incident where a student turns in more than three assignments at one time that have been cheated or plagiarized, 3rd offense rules apply.*

- Students found cheating on a final exam will receive an automatic zero for the final, which will result in an F on their transcript. Infractions include:
 - Operating any electronic device once the exam has started.
 - Accessing any website away from their exam module.
 - Using any notes other than their hand-written 3x5 notecard.
 - Any other action used to gain an unfair advantage.

Prevention

- Cheating / plagiarism policy will be posted on the Chandler Online Academy website and included in the student handbook.
- Administration will include the cheating / plagiarism policy on the welcome letter emailed to all students/parents.
- Teachers will include cheating / plagiarism policy on their introduction pages, as well as on class correspondence throughout the course.

Academic Integrity

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty and to ensure that each student's learning is evaluated solely according to his or her own merits, any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to:

Misrepresentation

- Allowing another person to take a quiz, exam, or similar evaluation for you.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise.

Plagiarism

- Submitting, as your own, through purchase or otherwise, part of or an entire work produced verbatim by someone else
- Paraphrasing ideas, data, or writing from another source without properly acknowledging the source
- Unauthorized transfer of documents or use of someone else's computer file or electronic material, as your own.

Facilitating Academic Dishonesty

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing another student to copy from you.
- Providing material or other information to another student with the knowledge that such assistance could be used in any of the violations stated above.
- Participating in any action that compromises the integrity of the academic standards of the school; assisting another to commit an act of academic dishonesty.



Internet & E-Mail User Guidelines

Chandler Online Academy and Chandler Unified School District are not responsible for websites and electronic materials students may access from the open network on any computer system or mobile device that has not been issued by the district. Parents/guardians are encouraged to research the types of filtering software that is available to ensure their children will not be exposed to inappropriate content when accessing the internet.

E-mail

Students are required to use the district issued Gmail account to communicate with and receive important information from school teachers and staff. Parent will use their personal email. While COA staff will have access to student and parent contact information, it will be used for official school business only. Students will not be required to share email addresses or contact information with other students. However, if students do share contact information with fellow students, it will be the student and parent/guardian's responsibility to ensure any communication that occurs between students is appropriate. COA is not responsible for communication between students that occurs outside of the e-Learning Portal and live virtual classrooms.

COA e-Learning email communication and discussion posting guidelines:

1. Include your first and last name in emails to your instructor.
2. Use professional language, salutations (e.g. Hello, Thank You) and complete sentences in all emails to and from teachers and COA staff.
3. Include a subject line briefly describing the content of the message/post (e.g. Question on lesson 5, Thank You, My Thoughts On The Constitution).
4. In emails with questions about course content, include the name of the course, the name/number of the lesson, and the specific topic you are struggling with. "I don't understand lesson 1," is not specific enough. "I don't understand how to find the climax of the story in lesson 1, assignment 1a," gives the teacher more information about what you need help with.
5. In discussion posts, students must be respectful of others and of viewpoints different from their own. Discussion boards are a place for respectful and thoughtful debate NOT inflammatory remarks or offensive comments. If a student feels another student has made an offensive or inappropriate posting, he/she should respond in a constructive way and/or let the teacher know and explain his/her position.
6. Stick to the topic of the discussion and contribute meaningful and well-written posts and responses to others' posts.
7. Follow all course guidelines for emails and discussion posts.

In E-Mail Communications and Discussion Posts, Students Should Refrain From:

1. Sending multiple emails or make a large number of discussion posts in a short period of time.
2. Making off-topic comments or ask off-topic questions in discussions.
3. Use all-caps in emails or discussion posts. This is perceived as yelling in electronic communication.

In the e-Learning Portal and within e-Learning Classrooms, the following are not permitted:

1. Send, access, download or display offensive messages or pictures.
2. Use obscene language
3. Harass, insult or attack others
4. Violate copyright laws and regulations
5. Use passwords of others
6. Share passwords with others
7. Trespass in others' folders, work or files
8. Employ the e-learning portal for commercial purposes
9. Provide personal information, i.e., names, addresses, phone numbers, card numbers, etc.

Sanctions

1. Violations of the above may result in a loss of access and removal from the course.
2. Violations of the above may be subject to disciplinary action including expulsion/dismissal



Policies | Notification of Change to Student/Parent Contact Information | FERPA Rights

Notification Change to Student/Parent Contact Information

Chandler Online Academy is committed to keeping students and parents informed with announcements and information through e-mail, phone calls and letters/mailings. Due to the nature of a distance learning program, it is essential that we are able to contact both students and parents when we need to. It is very important that students and parents notify COA Program Administration immediately of any change of address or telephone number at (480) 812-6350. Failure to do so may result in loss of access to courses and the e-Learning Portal and Involuntary Withdrawal.

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.

FERPA Rights

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice for directory information

- Student's name
- Participation in officially recognized activities and sports
- Parent/Guardian's name

These laws are: Section 9528 of the ESEA (20 U.S.C.

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



Policies | Due Process | Student Grievances

Due Process

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

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

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

Student 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 unless said denial is related to the student's individual capabilities,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person,
- Concern for the student's personal safety,
- Intimidation by another student
- Bullying by another student

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 an 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 question concerning whether or not 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. Parent or guardian would complete forms following Policy KE.
- A complaint or 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. False or unproven complaint documentation shall not be maintained.
- Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

- Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed.



Abuse of a Teacher or School Employee in School

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

Mandatory Reporting of Criminal Activity to Law Enforcement

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

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

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

CUSD Student Conduct Policy

Arizona state law makes the school responsible for the conduct and well being of students from the time they leave home in the morning until they reach home in the evening. These policies apply to the virtual learning environment; including Chandler Online Academy's e-learning portal, COA e-learning classrooms, discussion boards, virtual class meetings hosted by COA teachers or staff and emails and all electronic communication between students and teachers and students with each other.

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

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

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



Policies | CUSD Student Conduct Policy | Student Harassment

- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

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

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

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

5. On any District property
6. In virtual classrooms or chat rooms
7. In email or telephone communication
8. In discussion board forums
9. In any web 2.0 electronic communication forums sponsored by the school or accessed and utilized in school learning or social activities.

Student Harassment

Verbal, physical, or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences. Students, who believe that they have been harassed, should contact their counselor or any administrator as soon as possible.

Students are subject to discipline if infractions occur:

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



Student User Agreement and Parent Permission Form

(This is a copy. Electronic verification of communication and understanding of policy is obtained in the "COA Information & Policies" portal)

Student Name (Please Print): _____ Grade: _____

Student: I understand and will abide by the usage rules set forth by the Student Handbook. I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

User Signature: (online students acknowledge policies through the online Orientation Quiz)

Parent/Guardian: As the parent/guardian of the above named student, I have read the Student Handbook and understand it. I understand that it is impossible for the school district to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired by use of electronic information services (EIS). I also agree to report any misuse of the EIS to a district administrator. (Misuse may come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement).

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in the school setting. I hereby give my permission to have my child use the electronic information services.

Parent/Guardian Name (Please Print): _____

Signature: (online students acknowledge policies through the online Orientation)

Student/Parent Attendance & Progress Agreement 2022-2023 School Year

(This is a copy. Electronic verification of communication and understanding of policy is obtained in the "COA Information & Policies" portal)

Student Name (print): _____

I have read and understand the attendance and progress policies for Chandler Online Academy. I also understand that by enrolling in online courses with Chandler Online Academy, I am committing to:

- Log in to each class at least 5 days a week for a total of 8.5-13.5 hours each week, each class, for a total of a minimum of 25.5 hours in all classes each week.
- Use the due date notifications to manage my coursework and turn in all work when it is due, or no later than the week it is due.
- Contact my teacher any time I need help or have a question by emailing, calling, or visiting my virtual classroom.
- Read all emails sent to me by my teacher or by COA administration.
- Respond to all calls and emails as quickly as possible.
- Read all feedback from my teachers and respond or make changes requested by my teachers.
- Complete all essays, assignments and assessments myself and using my own ideas and words.
- Complete all coursework by my course end-date.

I understand that failure to comply with any of these statements may result in involuntary withdrawal from Chandler Online Academy.

Signature: (online students acknowledge policies through the online Orientation) Date: _____

Parent Name (print) _____

I have read and understand the attendance and progress policies for Chandler Online Academy. I also understand that by enrolling my son or daughter in online courses with Chandler Online Academy, I am committing to:

- Ensure my son/daughter is able to log in to each class at least 5 days a week for a total of 8.5-13.5 hours each week, minimum.
- Document the time my son/daughter spends working to complete the online coursework on the weekly timesheet and submit the timesheet each week by Sunday at 9:00 p.m.
- Log in to the Parent Portal at least once a week to check my daughter/son's progress in her/his online courses.
- Read all emails sent to me from COA teachers and administration.
- Respond to all calls and emails as quickly as possible.

I understand that failure to submit weekly attendance or failure to submit accurate attendance records may result in involuntary withdrawal of my son or daughter from Chandler Online Academy and/or withholding credit until attendance is accounted for and reported.

Signature: (online students acknowledge policies through the online Orientation) **Date:** _____

Chandler Online Academy

1205 E Frye Rd. Building B Chandler, AZ 85225

Phone: (480)812-6350

Web: <http://www.cusd80.com/Domain/4364>

Dear Parent and Student,

We want to welcome you to Chandler Online Academy for the _____ school year! It is our goal to have you complete classes towards graduation and go on to become successful in college or the career of your choice.

In order to accomplish this success, we have some requirements that you must meet in order to be an online student. These stipulations are in place in order to not only meet the education laws of Arizona, but also to be a successful online student.

Please read the contract below. Once read, the parent and student must sign and date the contract and return it to Ledesmafimbres.Roxanna@cusd80.com

Contract

- I will be enrolled in _____ **.5-credit courses** during my time with Chandler Online Academy.
- 9th-12th Graders - I agree to work a minimum of **250 minutes (4.2 hours) per week in each course** (including online and offline work) This averages **50 minutes per weekday, per course**. In accordance with the Arizona Department of Education, Chandler Online Academy requires that each student complete a minimum of 4500 minutes (75 hours) per course
- 7th and 8th Graders - I agree to work a minimum of **278 minutes (4.6 hours) per week in each course** (including online and offline work) This averages **56 minutes per weekday, per course**. In accordance with the Arizona Department of Education, Chandler Online Academy requires that each student complete a minimum of 4500 minutes (75 hours) per course
- I understand that I must submit the assignments by the due date or I will receive a penalty, as per Chandler Online Academy Late Work Policy. Receiving any more than four permanent zeros in a class will disqualify me from the opportunity to take the final exam for a class which will result in a failing grade on my transcript.
- I agree to enter my attendance no later than Sunday of each week at 9pm. I understand that if this is not done for 14 consecutive days, my classes will be inactivated.
- The Chandler Unified Code of Conduct applies in full for all Chandler Online Academy students, including the Cheating/Plagiarism Policy.

I understand that enrolling in Chandler Online Academy is a choice and if there is a failure to meet the above contract I may be withdrawn from the program.

(Student Name)

(Student Signature)

(Date)

(Parent Name)

(Parent Signature)

(Date)



Dear CUSD Families,

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

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

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

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

Students may report:

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

Phone: 480-573-8808

email: speakup@gse.cusd80.com

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

Thank you,

CUSD District Administration

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice for Directory Information

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

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

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

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

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

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

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

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

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

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

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

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

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

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



CHANDLER UNIFIED SCHOOL DISTRICT EDUCATIONAL PROGRAMS

NOTICE OF NONDISCRIMINATION

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

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

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

Dr. Craig Gilbert/Title IX Coordinator
1525 W. Frye Rd.
Chandler, AZ 85224
gilbert.craig@cusd80.com

Dr. Jeff Filloon, Dir of Human Resources
1525 W. Frye Rd.
Chandler, AZ 85224
filloon.jeff@cusd80.com

Compliance officer for Section 504 and ADA complaints:

Dr. Kymberly Marshall, Director of Student Services
1525 W Frye Rd
Chandler, AZ 85224
marshall.kymberly@cusd80.com

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

Aviso de no discriminación

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

Funcionario de Cumplimiento de Título IX

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

Dr. Craig Gilbert/ Title IX Coordinator
1525 W. Frye Rd.
Chandler, AZ 85224
gilbert.craig@cusd80.com

Dr. Jeff Filloon, Director de Recursos Humanos
1525 W. Frye Rd.
Chandler, AZ 85224
filloon.jeff@cusd80.com

Funcionario de Cumplimiento para Sección 504

Dr. Kymberly Marshall, Director de Servicios Estudiantiles
1525 W Frye Rd
Chandler, AZ 85224
marshall.kymberly@cusd80.com

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

Sexual Harassment and Title IX Policies:

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

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

STUDENT I.D. CARDS

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

STUDENT ACTIVITY PASS

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

GUESTS FOR DANCES AND SCHOOL-SPONSORED ACTIVITIES

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

REPORT CARDS – Policy IKA-R/IKAB

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

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

PROGRESS REPORTS – Policy IKAB

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

FINAL EXAMS

Students may not take semester final exams prior to the time they are scheduled. Students who are absent during semester final exams will receive a Zero (0%) for the final exam. In order for the grade to be changed, students must take the final within the first two weeks of the next semester as arranged through administration.

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

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

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

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

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

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

NATIONAL HONOR SOCIETY MEMBERSHIP

Sophomores, juniors and seniors with a 3.8 weighted cumulative GPA are eligible for membership in the National Honor Society (NHS) as juniors and seniors. To be a member in good standing, all eligible students must maintain a 3.8 weighted cumulative GPA, attend required number of NHS yearly meetings, perform 20 hours per year (10 hours per semester) hours of community service and uphold standards in character and leadership during the school year.

CUM LAUDE RECOGNITION

All CUSD high schools use the Cum Laude recognition program. This recognition program is used to acknowledge the most academic successful students at graduation, which allows for more of our outstanding seniors to be recognized than the valedictorian/salutatorian concept allows. The grade point average after the 7th semester is used to determine the category. The categories for distinction under the Cum Laude recognition program are as follows:

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

AIA ELIGIBILITY – Policy JJIB

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

INELIGIBILITY/REMEDATION

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

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

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

Special Provisions

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

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

RANDOM STUDENT DRUG TESTING – Policy JJIE

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

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

CONCUSSION EDUCATION COURSE - BRAINBOOK

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

PHYSICALS

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

ATHLETIC FEES- Policy JQEB

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

INSURANCE – Policy JLA

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

LETTERING

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

LOCK DOWN PROCEDURES – Policy EBC

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

NONDISCRIMINATION NOTIFICATION – Policy JB

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

Notificación de Non Discriminación- Policy JB

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

FERPA RIGHTS

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

ADA/TITLE IX

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

HOMELESS STUDENTS

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

- The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment
- The right to attend school in his/her school of origin (if this is requested by the parent or unaccompanied children and youth and is feasible) or in the school in the attendance area where the family or youth is currently residing
- The right to receive transportation to his/her school of origin, if this is requested by the parent or unaccompanied children and youth

- The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services
- The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited
- The posting of homeless students' rights in all schools and other places around the community

The term "homeless children and youths"—

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

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

APPROVAL OF FLYERS – Policy KD

Flyers for local non-profit organizations sponsoring student activities and flyers that promote third party invitations to students or parents who attend our schools, may be approved through our Community Education Department. Once the flyer is reviewed and approved they may be available to parents or students at a central location designated by the school. Community members who wish to distribute flyers should contact our Community Education Office at 480-224-3900.

HEALTH SERVICES – Policy JLC

Please see the health services department tab on the District website www.myhandlerschools.org for specific information and forms required for parents and doctors, the medication administration policy, health protocols for student illness, immunizations, hearing and vision screening programs, and information on specific health conditions.

School nurse and illness - The high school health office is staffed by a nurse to provide emergency care, health consultation, and act as a resource for students and parents. Specific procedures and permission forms are required for the school health office to administer any prescription medications; be aware that written orders from the prescribing physician are required if students are to receive such medications during school hours. If students become ill and must go home, a student leave permit must be obtained from the school health office and presented to the school attendance office before leaving campus.

CHANDLER UNIFIED SCHOOL DISTRICT HEALTH PROTOCOL – Policy JLC

COVID-19 has caused us to look at how we evaluate a sickness in the health office, and should it be determined your child cannot be in school you need to make arrangements to have your child picked up immediately to ensure the health and safety of students and staff. To help you make decisions about whether your child should attend school, we have put together a list of guidelines. Your child will not be allowed at school and will be sent home if the following condition(s) are present:

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

1. For any symptoms below or any the CDC has listed as COVID-19 symptoms, the most current CUSD COVID-19 Exclusion Guidelines will be followed.
2. *Fever of **100.4° or higher**. A child must be fever-free for 24 hours (without fever-reducing medication) before returning to school. If COVID-19 has not been ruled out, follow CUSD exclusion guidelines.
3. ***Difficulty breathing, Headache, Loss of taste and smell.**
4. *Persistent Cough.
5. *Sore throat with fever and/or white spots on the throat. **If strep throat is diagnosed (note required)**, the child must be on medication and fever-free for 24 hours (without fever-reducing medication) before returning to school.
6. Rash with/without fever and/or signs of illness or behavioral changes. (i.e. chicken pox, measles, etc.) Even non-contagious rash conditions can be a symptom of a health condition....even if it is just unsightly, uncomfortable, or itchy. Medical attention may be needed to reduce symptoms or disease risks.
7. *Vomited (not caused by motion sickness or a gag reflex unassociated with illness) A child must be free of symptoms for 24 hours before returning to school.
8. *Diarrhea of two (2) or more loose/watery stools in a 24-hour period unless other signs of illness are present. A child must be free of symptoms for 24 hours before returning to school.
9. Skin sores on an exposed surface that are weeping fluid and cannot be covered.
10. Red, itchy, and purulent draining eyes. If conjunctivitis or “pink eye” is diagnosed, the child must be on medication for 24 hours before returning to school. If not diagnosed by medical provider student must remain out until symptoms have cleared.
11. Prolonged and/or persistent stomachache that does not resolve.
12. Swelling or pain at a level that may interfere with learning.
13. Earache with severe discomfort and/or fever.
14. Toothache with facial swelling and/or fever.
15. Active (live) Head Lice. A child must remain at home until treatment with pediculicide. A child may return to school if there are no live lice present. Please notify the Health Office as the student must be cleared to attend class.

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

CHANDLER UNIFIED SCHOOL DISTRICT GUIDELINES FOR MEDICATION – Policy JLC/JLCD

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

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

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

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

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

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

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

Prescription Medication:

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

Over-the-Counter Medication:

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

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

Natural/Herbal Preparations and Dietary Supplements:

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

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

EVERY STUDENT SUCCEEDS ACT

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

Whether the student's teacher –

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

RETURNED CHECK POLICY

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

DRESS CODE-Policy JICA

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

Brief and Revealing Clothing

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

Students shall not wear:

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

Garments that are “see-through,” cut low, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Clothing should have adequate coverage to allow a full range of movement without skin or undergarments showing. Undergarments must not be visible. Clothing must cover the entire buttocks and extend a reasonable length to ensure modesty.

Vulgar, Offensive Messages

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

Sagging Pants

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

Gang-Related Attire

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

Footwear/Jewelry/Accessories

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

Student/Parent Responsibility

Students and their parents/guardians have the responsibility to be aware of the school’s dress code and conform to these requirements. Each school will meet the minimum guidelines of the District dress code but may add other restrictions if the school administration deems it necessary. If a student or parent has any questions about whether specific attire or accessories are in compliance with the dress code, they should contact an Assistant Principal at their school site prior to wearing such attire or accessories to ensure compliance.

Administrator Discretion

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

Consequences

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

DUE PROCESS

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

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

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

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

SCHOOL BOARD POLICY JII-EA/JII-R SUMMARY

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

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

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

ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL

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

ALTERNATIVE SCHOOL ASSIGNMENT

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

MANDATORY REPORTING OF CRIMINAL ACTIVITY TO LAW ENFORCEMENT

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

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

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

BODY WORN CAMERAS (BWC'S)

Increasingly, law enforcement agencies are utilizing BWC's in their law enforcement practices, including those agencies that collaborate with the District. We have requested and been provided with information concerning how these devices may be used. While each agency has adopted its own policy for the use of BWC's, we wanted to provide you with the following information below.

Generally, BWC's will only be turned on when there is a "law enforcement action" taking place or when deemed appropriate by the officer. BWC's are typically NOT utilized in the following circumstances:

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

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

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

CHANDLER UNIFIED SCHOOL DISTRICT STUDENT CONDUCT – POLICY JIC

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

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

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

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both building and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.

- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Alleged conduct off campus or during nonschool hours in which the student's continued attendance would negatively affect the school environment.
- Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

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

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

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

STUDENTS ARE SUBJECT TO DISCIPLINE IF INFRACTIONS OCCUR:

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

DANGEROUS ITEMS AND DEADLY WEAPONS BOARD POLICY JIC1

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

For the purposes of this policy:

- Weapon means any of the following: A firearm, a destructive device, a dangerous instrument.
- Simulated weapon means an instrument displayed or represented as a weapon.
- Firearm means any of the following: Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such firearm; any firearm muffler or silencer; any explosive, incendiary,

poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device; any combination of parts that could be readily assembled to form a firearm.

- Destructive device means: Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow; any collection of parts that could be readily assembled to form a destructive device.
- Dangerous instrument means anything other than a firearm or destructive device that is carried, possessed, used, threatened to be used, or distributed by a student with the intent to intimidate or harm another person or property or with reckless disregard for the safety of others.
- School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from district property.
- Deadly weapon means any weapon designed for lethal use, including a firearm.

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

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

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

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

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

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

instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

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

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

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

BULLYING/HARASSMENT/INTIMIDATION **BOARD POLICY JICK SUMMARY**

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

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes participation as members of society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

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

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

Harassment = intentional disruptive or threatening behavior by a student(s) to another student(s); includes, but are not limited to, stalking, hazing, social exclusion, name calling unwanted physical contact, unwelcome verbal or written comments, photographs and graphics; harassment, direct or indirect, may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance.

Intimidation = intentional behavior by a student(s) that places another student(s) in fear of harm of person or property; may be manifested emotionally or physically, directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassing, and intimidating others on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

If a student who is experiencing or believes another student is experiencing **bullying, harassment, or intimidation**, the following process is in place to address the issue:

1. Report the situation to an administrator or appropriate school employee immediately. School personnel shall maintain confidentiality of the reported information.
2. A detailed verbal or written description of the incident must be provided on appropriate school forms and submitted to the principal or administrator as promptly as possible.
3. The administrator will provide the student with a written copy of the Student Rights Policy, and support services available to the student
4. The administrator will notify the student's parent/guardian of the report.
5. The administrator will investigate all reports.
6. If bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE.
7. Regardless of the outcome of the investigation, the principal will meet with the involved students to review the findings of the investigation.
8. Parents/Guardians of the involved students shall be informed of the findings of the investigation.

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

Documentation related to reported bullying, harassment, or intimidation and subsequent investigations shall be maintained by the District for not less than six (6) years. Restrictions established by FERPA on disclosure of personally identifiable student information will be observed at all times.

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

The Governing Board intends that technological resources provided by the District be used in a safe responsible and proper manner in support of the instructional program and for the advancement of student learning. The Chandler Unified School District views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Chandler Unified School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students.

Students are authorized to use District equipment and personal electronic devices to access the Internet or other online services in accordance with Board policy, the use obligations and responsibilities specified below and outlines in the District's Acceptable Use Agreement.

- Students shall use the District's system safely and for educational purposes only.
- Students shall not use the District's electronic information services to encourage or facilitate the use of drugs, alcohol or tobacco, or other unethical activities.
- Students are prohibited from accessing, posting, submitting, publishing or displaying harmful

or inappropriate material that is threatening, obscene, disruptive, or sexually explicit, or that could be defined as harassment based on race/ethnicity, sex, gender, sexual orientation, age, disability, religion or political beliefs.

- Students shall not disclose, use or disseminate personal identification information about themselves or others when using email, chat rooms or other forms of electronic communication, unless instructed to do so by school personnel.
- Students shall not use the system to threaten, intimidate, harass or ridicule other students or staff.
- All materials utilized for research projects should be appropriately cited as with other printed sources of information.
- Vandalism will result in the cancellation of user privileges or more severe consequences.
- Students shall not read other users' email or files without permission. Nor shall they attempt to read, delete, modify or use another's identity electronically.
- Students shall report any security problem or misuse of the network to appropriate school personnel.

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

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

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

TITLE IX SEXUAL HARASSMENT **BOARD POLICY ACAA SUMMARY**

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sexual harassment.

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The District also accepts and shall employ the definition of a complainant as an individual who is alleged to be the victim of conduct that could constitute sexual harassment, and a respondent as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The District will respond promptly when any school employee has notice of sexual harassment. Upon receipt of notice of sexual harassment, the Title IX Coordinator shall notify the complainant, including the parent/guardian of a minor complainant, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of formal complaints from students and employees alleging sexual harassment.

The District shall, to the extent reasonably feasible, keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Title IX sexual harassment complaints may include violations covered by Arizona's mandatory reporting statute, A.R.S. §13-3620. Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

To view policy ACAA, please follow this link: [Title IX Sexual Harassment Policy ACAA](#)

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

INTERVIEWS:

School officials may question students without limitation with regards to all relevant matters. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

CHILD ABUSE CASES – Policy JLF:

If a department of child safety (DCS) worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating department of child safety services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, the department of child safety services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The department of child safety services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

CASES WHERE SCHOOL SAFETY IS NOT AN ISSUE:

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

CASES WHERE STUDENT SAFETY IS AN ISSUE:

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

SEARCHES – Policy JIH

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

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

ARRESTS

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

CUSD DISCIPLINE INFRACTION GLOSSARY

AGGRESSION

VERBAL PROVOCATION

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

Board Policy Reference: JIC

Consequence Range: Conference – Suspension

MINOR AGGRESSIVE ACT

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

Board Policy Reference: JIC

Consequence Range: Conference – Suspension

DISORDERLY CONDUCT

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

Board Policy Reference: JIC

Consequence Range: Conference – Suspension

Mandatory Police Report

RECKLESSNESS

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

Board Policy Reference: JIC

Consequence Range: Conference – Suspension

ENDANGERMENT/UNSAFE BEHAVIOR

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

Board Policy Reference: JIC

Consequence Range: Conference - Expulsion

FIGHTING

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

Board Policy Reference: JIC

Consequence Range: Suspension - Expulsion

Mandatory Police Report

ASSAULT

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

Board Policy Reference: JIC

Consequence Range: Suspension- Expulsion

Mandatory Police Report

ALCOHOL, TOBACCO, AND OTHER DRUGS

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

ALCOHOL (DISTRIBUTION, POSSESSION, USE, SALE)

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

Board Policy Reference: JIC, JICH, JICC

Consequence Range: Suspension- Expulsion

Mandatory Police Report

DRUGS (DISTRIBUTION, POSSESSION, USE, SALE)

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

Illicit Drugs:

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

The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, imitation of an illegal drug, or narcotic substance prohibited by law,

or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school or imitation of illegal drugs at school, school-sponsored events and on school-sponsored transportation.

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

Board Policy Reference: JIC, JICH, JICC

Consequence Range: Suspension- Expulsion

Mandatory Police Report

TOBACCO (DISTRIBUTION, POSSESSION, USE, SALE)

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

Board Policy Reference: JIC, JICG

Consequence Range: Conference - Suspension

Mandatory Police Report

ARSON

ARSON

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

ARSON OF AN OCCUPIED STRUCTURE

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

Board Policy Reference: ECAC, JIC, JICB

Consequence Range: Restitution and: Suspension – Expulsion

Mandatory Police Report (Occupied Structure)

ATTENDANCE

TARDY

Arriving at school or class after the scheduled start time.

Board Policy Reference: JIC

Consequence Range: Conference – Suspension

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

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

Board Policy Reference: JH, JHB

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

UNEXCUSED ABSENCE

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

Board Policy Reference: JH, JHB

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

TRUANCY

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

Board Policy Reference: JH, JHB

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

HARASSMENT, THREAT, AND INTIMIDATION

HARASSMENT, NONSEXUAL

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

Board Policy Reference: JIC, JICFB, JICK

Consequence Range: Conference - Expulsion

Mandatory Police Report

BULLYING

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

Board Policy Reference: JIC, JICFB, JICK

Consequence Range: Conference - Suspension – Expulsion

Mandatory Police Report

CYBERBULLYING

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

Board Policy Reference: JIC, JICK

Consequence Range: Conference - Suspension - Expulsion

Mandatory Police Report

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

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

telephone, threats to beat someone up, threats made by text messages or on social media, at home or at school.

Board Policy Reference: JIC, JICK

Consequence Range: Conference – Expulsion

Mandatory Police Report

HAZING

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

Board Policy Reference: JICFA

Consequence Range: Suspension - Expulsion

Mandatory Police Report

HATE CRIME

A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

Board Policy Reference: JIC

Consequence Range: Suspension – Expulsion

Mandatory Police Report

LYING, CHEATING, FORGERY, OR PLAGIARISM

CHEATING

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

Board Policy Reference: JIC

Jr HS Consequence Range: Teacher Resolution - Suspension

HS Consequence Range: Conference – Removal from class – Refer to specific school policy

FORGERY

Falsely and fraudulently making or altering a document.

Board Policy Reference: JIC

Consequence Range: Conference - Suspension

LYING

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

Board Policy Reference: JIC

Consequence Range: Conference – Suspension

PLAGIARISM

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

Board Policy Reference: JIC

Consequence Range: Conference – Suspension

SCHOOL POLICIES, OTHER VIOLATIONS

DEFIANCE/DISRESPECT OF AUTHORITY

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

Board Policy Reference: JIC

Consequence Range: Conference - Suspension

COMBUSTIBLE

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

Board Policy Reference: JIC

Consequence Range: Conference – Suspension – Expulsion

POSSESSION OF CONTRABAND

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

Policy Reference: JIC

Consequence Range: Conference – Suspension - Expulsion

DISRUPTION

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

Board Policy Reference: JIC

Consequence Range: Conference – Suspension

DRESS CODE VIOLATION

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

Board Policy Reference: JIC, JICA

Consequence Range: Conference requesting change of clothes - Suspension

GAMBLING

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

Board Policy Reference: JIC

Consequence Range: Conference - Suspension

LANGUAGE, INAPPROPRIATE

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

Board Policy Reference: JIC

Consequence Range: Conference – Suspension - Expulsion

GANGS (NEGATIVE GROUP AFFILIATION)

An ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior. This includes students wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership.

Board Policy Reference: JIC, JICF

Consequence Range: Conference – Expulsion

Mandatory Police Report

PARKING LOT VIOLATION

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

Board Policy Reference: JIC, JLIE

Consequence Range: Conference – Suspension - Expulsion

PUBLIC DISPLAY OF AFFECTION

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

Board Policy Reference: JIC

Consequence Range: Conference – Suspension

OTHER VIOLATION OF SCHOOL POLICY

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

Board Policy Reference: JIC

Consequence Range: Conference - Suspension

SCHOOL THREAT

BOMB THREAT

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

Board Policy Reference: JIC, JICI

Consequence Range: Conference – Suspension - Expulsion

Mandatory Police Report

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

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

Board Policy Reference: JIC

Consequence Range: Conference – Expulsion

Mandatory Police Report

SEXUAL OFFENSES

PORNOGRAPHY

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

Board Policy Reference: JIC

Consequence Range: Suspension – Expulsion

Mandatory Police Report

INDECENT EXPOSURE OR PUBLIC SEXUAL INDECENCY

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

Board Policy Reference: JIC

Consequence Range: Conference – Expulsion

Mandatory Police Report

SEXUAL HARASSMENT

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

Board Policy Reference: JIC, ACA, ACAA

Consequence Range: Conference – Expulsion

Mandatory Police Report

SEXUAL HARASSMENT WITH CONTACT

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

Board Policy Reference: JIC, ACA, ACAA

Consequence Range: Suspension – Expulsion

Mandatory Police Report

ACCIDENTAL CONTACT

Accidentally making physical contact with another person's body.

Board Policy Reference: JIC, ACA, ACAA

Consequence Range: Suspension – Expulsion

Mandatory Police Report

SEXUAL ASSAULT (RAPE)

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

Board Policy Reference: JIC

Consequence Range: Suspension – Expulsion

Mandatory Police Report

TECHNOLOGY AND IMPROPER USE

NETWORK INFRACTION

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

Board Policy Reference: JIC, IJNDB

Consequence Range: Conference – Suspension – Expulsion

TELECOMMUNICATION DEVICE (ELECTRONIC DEVICE)

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

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

Board Policy Reference: JIC, IJNDC, IJNDB-R

Consequence Range: Conference – Suspension – Expulsion

THEFT

THEFT - PERSONAL OR SCHOOL PROPERTY

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

THEFT - PETTY

Thefts under \$100

Board Policy Reference: JIC

Consequence Range: Restitution and Suspension – Expulsion

Mandatory Police Report

EXTORTION

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

Board Policy Reference: JIC

Consequence Range: Suspension- Expulsion

Mandatory Police Report

TRESPASSING

TRESPASSING

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

Board Policy Reference: JIC

Consequence Range: Conference - Expulsion

Mandatory Police Report

VANDALISM OR CRIMINAL DAMAGE

GRAFFITI OR TAGGING

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

Board Policy Reference: JIC, JICF

Consequence Range: Suspension – Expulsion

Mandatory Police Report

VANDALISM (DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY)

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

Board Policy Reference: JIC, ECAC

Consequence Range: Restitution and Suspension - Expulsion

Mandatory Police Report

WEAPONS AND DANGEROUS ITEMS

FIREARMS INCLUDING DESTRUCTIVE DEVICES (DISTRIBUTION, POSSESSION, USE)

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

Board Policy Reference: JIC, JICI

Consequence Range: Suspension - Expulsion

Mandatory Police Report

OTHER WEAPONS (DISTRIBUTION, POSSESSION, USE)

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

Board Policy Reference: JIC, JICI

Consequence Range: Suspension - Expulsion

Mandatory Police Report

DANGEROUS ITEM (DISTRIBUTION, POSSESSION, USE, SALE)

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

Board Policy Reference: JIC, JICI

Consequence Range: Suspension – Expulsion

Mandatory Police Report

SIMULATED FIREARMS (DISTRIBUTION, POSSESSION, USE)

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

Board Policy Reference: JIC, JICI

Consequence Range: Suspension – Expulsion

Mandatory Police Report

See Discipline Glossary on Next Page

BOARD POLICY REFERENCES – DISCIPLINE GLOSSARY

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

DISCIPLINARY ACTION

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

Conference

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

Parent Conference

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

Behavioral Contract

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

Other Disciplinary Actions

Community Service
Evening School
Lunch Detention
Saturday School

Removal From Classes

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

After-School Detention

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

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

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

Suspensions – Policy JKD

In-School Suspension

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

Short-term Suspension (10 days or less)

Students who violate school rules may receive off-campus suspension from administration for their rule violation. Students are removed from classes and assigned to a parent/guardian for the period of time specified by school administration. While serving an off-campus suspension, the student will not participate in any school activities, including athletic competition and practice, will not be permitted on campus, and must have a meeting with a site administrator prior to returning to campus. Student will receive credit for class work completed and submitted by the due date as determined by an administrator. Short-term suspensions cannot be appealed. (Policy JKD)

Long-term Suspension (Over ten days)

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

Expulsion – Policy JKE

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

ELECTRONIC INFORMATION SERVICES USER AGREEMENT – Policy IJNDB

I. General Terms and Conditions

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

Access, Wide Area, Internet), any computer accessible sources of information (hard drives, tapes, CDs, floppy disks, or other electronic sources), and the School District phone system.

Each user must:

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

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

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

II. Communications

Each user must:

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

III. Hardware

Each user must:

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

IV. Software and Electronic Content

Each user must:

- Abide by all copyright and trademark laws and regulations.
- Not attempt to harm, modify, add, or destroy software nor interfere with system security.
- Not load personal software.

- Not use the EIS to download media files (recorded audio, recorded video, multimedia) for non-instructional use.
- Not copy personal media files to the EIS for non-instructional use.

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

V. Personal Devices

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

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

VI. Additional Requirements for District Employees

District employees must:

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

CARPOOLING AND ALTERNATE MODES OF TRANSPORTATION

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

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

Please register for the Carpool Program in your school office.

CUSD SCHOOL BUS POLICIES AND PROCEDURES – Policy EEAE-ED

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

1. Obey the bus driver at all times.
2. Be at bus stop 10 minutes prior to scheduled pick-up time in the morning. Be on time to the bus in the afternoon.
3. Stand a safe distance from the curb or highway.
4. Be courteous to the driver and other bus passengers.
5. When crossing a street by the school bus, always cross ***in front*** of bus.
6. Always use the steps and handrail when boarding and leaving the bus.
7. Sit quickly and quietly in *assigned* seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
8. Always identify yourself when asked by the driver.
9. No eating, drinking (except water in plastic bottles), smoking, chewing gum or spitting inside the bus.
10. Keep hands, head, arms and all objects inside the bus at all times.
11. Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
12. When listening to music, headphones should be worn and music must be appropriate for school. Volume level must not be distracting to driver.
13. Keep the bus clean and free of damage.
14. State law prohibits the following items on school buses:
 - Alcoholic beverages
 - Weapons
 - Explosives
 - Glass items
 - Dangerous or narcotic drugs
 - Fireworks
 - Legally prohibited substances
 - Smoke or stink bombs
 - Tobacco
 - Other dangerous objects
 - Animals, insects or reptiles
15. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats, or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the stepwell.
16. Skateboards, scooters and roller blades are not allowed on the school bus.
17. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's *written* request, counter-signed by a school official.
18. Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student's parent or legal guardian and approved by a school official.
19. Remain seated while bus is in motion ***and until it comes to a stop.***
20. Secondary students are required to show student ID card to bus driver upon request.

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

School Bus Infractions

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



BYOT Responsible Use Agreement

(Signature required)

We are pleased to be able to offer “Bring Your Own Technology” as an option to expand student and staff access to online and other educational electronic resources. The purpose of this agreement is to outline the expectations for use of personal electronic devices on our campuses.

Chandler Unified School District BYOT Philosophy

Our philosophy is to assist all members of the Chandler Unified School District community to be **good digital citizens** – students and staff who use technology to support learning in a meaningful, safe and responsible way, in accordance with all applicable state and federal laws. (NOTE: Regulations, consequences, and possible disciplinary action for inappropriate use of the network and electronic devices are already covered by the CUSD Acceptable Use Policy, a separate document available at: <http://cusd80.com/AUP>.)

Purpose of and Permissions to Use Personal Electronic Devices at School

Like other personal items that may be brought from home to school, there are times and places where the use of personal electronic devices is beneficial to instruction, and other times when it is not. The expectation is that personal electronic devices are to be used only for instructional purposes, in appropriate times and places as determined by each school’s principal. Teachers who permit the use of personal electronic devices in class are expected to model and teach responsible use of the Internet, to monitor students’ use of the devices, and to set up any applicable classroom procedures and rules pertaining to this use. Teachers or other staff may be able to assist, but can not be expected to troubleshoot problems with the students’ technology.

Internet and Network Access

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

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

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

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

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

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

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

Please note that use of personal electronic devices is left to the discretion of the classroom teacher. The teacher will make the final determination of when use of personal electronic devices is appropriate. Please reference the Electronic Information Services (EIS) user agreement in the handbook for additional guidance.

You are encouraged to:

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

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

STUDENT CONFINEMENT: PARENTAL NOTIFICATION AND CONSENT – Policy JLDB

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

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

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

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

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

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

BYOT Agreement: Parental Notification and Consent

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

Student Name (Please Print)

Parent/Guardian Name (Please Print)

Signature of Student:

Signature of Parent:

Date:

Date:

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

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

Please read the information that has been provided above before completing this form.

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

Please indicate your consent or refusal to the use of confinement of your child for disciplinary purposes by checking the appropriate box below and signing where indicated.

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

Student Name (Please Print)

Parent/Guardian Signature

Date