



"Dedicated to Excellence"

CUSD Junior High School  
***STUDENT HANDBOOK***  
**2012 - 2013**

**ANDERSEN JUNIOR HIGH**

Attendance Line: 480-883-5303

Office: 480-883-5300

<http://cusd80/ajhs>

**BOGLE JUNIOR HIGH**

Attendance Line: 480-883-5503

Office: 480-883-5500

<http://cusd80/bjhs>

**PAYNE JUNIOR HIGH**

Attendance Line: 480-224-2403

Office: 480-224-2400

<http://cusd80/pjhs>

**SANTAN JUNIOR HIGH**

Attendance Line: 480-883-4603

Office: 480-883-4600

<http://cusd80/sjhs>

**WILLIS JUNIOR HIGH**

Attendance Line: 480-883-5703

Office: 480-883-5700

<http://cusd80/wjhs>

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_

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



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

Printed on recyclable paper



# 2012 - 2013 Chandler Unified School District No. 80

July-12						
S	M	T	W	T	F	S
1	2	3	H	5	6	7
8	9	10	11	12	13	14
15	16	X	X	X	X	21
22	23	24	25	26	27	28
29	30	31				

August-12						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	J1	22	J2	24	25
26	27	28	29	30	31	

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

October-12						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	H	9	10	11	12	13
14	X	X	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November-12						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	G	X	22
23	24	H	26	27	28	29
30	31					

December-12						
S	M	T	W	T	F	S
						1
2	3	4	5	E	7	8
9	10	11	12	13	14	15
16	17	18	19	G	X	22
23	24	H	26	27	28	29
30	31					

Approved 04-08-09  
Amended 06-08-11  
Amended 01-30-12  
Amended 03-27-12

JULY	
12, 13, 16	New Teacher Orientation - Destination Chandler
17	Returning Teachers Report
17-20	Teacher Inservice/Workdays
23	First Day of School for Students

AUGUST	
21	Jr High Parent/Teacher Conferences for J1
23	Jr High Parent/Teacher Conferences for J2

SEPTEMBER	
3	Labor Day Holiday - No School
27-28	Elementary Parent/Teacher Conferences
28	1st Quarter Ends (49 days)

OCTOBER	
1-12	1st Intersession
8	Columbus Day Holiday
15-16	Teacher Inservice/Workdays - No school

NOVEMBER	
12	Veterans Day Holiday - No School
22-23	Thanksgiving Holidays - No School

DECEMBER	
6	Elementary Intervention Conferences
20	2nd Quarter Ends (44 days/93 semester)
21	Teacher Inservice/Workday - No School
24-31	2nd Intersession (Dec 24 - Jan 4)

JANUARY	
1-4	2nd Intersession continued
7	Teacher Inservice/Workday - No School
21	Martin Luther King Day Holiday - No School

FEBRUARY	
5	Jr High Parent/Teacher Conferences for J1
7	Jr High Parent/Teacher Conferences for J2
18	Presidents Day Holiday - No School

MARCH	
7	Elementary Student-led Conferences
8	3rd Quarter Ends (42 days)
11-22	3rd Intersession
25	Teacher Inservice/Workday - No School
29	Spring Holiday - No School

APRIL	
27	Memorial Day Holiday - No School
29	4th Quarter Ends (45 days/semester 87)
29	High School Graduation/Last Day of School
30	Teacher Inservice/Workday - No School

LEGEND	
	Total Student Days (180)
	Teacher Days (190)
X	Teacher Inservice/Workday
H	Holidays
□	First Day for Students
G	Grading Period Ends/Last Day for Students
E	Elementary Early Dismissal
J1	Jr. High Early Dismissal- AZ CollegePrep/Payne/Willis
J2	Jr. High Early Dismissal- Andersen/Bogle/Santan
□	Intersession



"Dedicated to Excellence"

January-13						
S	M	T	W	T	F	S
			H	2	3	4
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30	31		

February-13						
S	M	T	W	T	F	S
						1
						2
3	4	J1	6	J2	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28		

March-13						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	E	G	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	26	27	28	H	30
31						

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

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

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

# Welcome to Our School!

**Important site and district policies, programs, and expectations are outlined in the student handbook on pages 6 through 25. It is imperative that students AND parents are informed of this information. Please take some time to thoroughly examine this information so that you are familiar with expectations. All students and parents are required to sign and return the signature form to school indicating receipt of these documents.**

---

## STUDENT/PARENT ACKNOWLEDGEMENT OF HANDBOOK AND SCHOOL RULES

I, \_\_\_\_\_ and my parent/guardian, \_\_\_\_\_, have received information, understand and accept the responsibilities outlined in the student agenda including:

- Attendance Procedures (page 7)
- Student code of conduct (pages 12 - 21)
- CUSD Safe Student Transportation Program (pages 22 - 23)
- School insurance information (separate handout)
- Internet usage agreement (pages 24 - 25)

Our child **may** participate in internet activities. (circle one) **NO YES**

Our child's photograph **may** be used for official school publicity which may include the school newsletter or website, district marketing, etc. (page 10). (circle one) **NO YES**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID#

Page left intentionally blank

# *Table of Contents*

<b>District Culture</b>		<b>Dress Code and Appearance</b>	
CUSD Mission Statement	6	Dress Code	12
CUSD Student Responsibilities	6	Personal Grooming Standards Chart	13
		Clothing Chart	13
<b>Academics</b>		<b>Behavior and Discipline</b>	
Awards Assemblies	6	Student Conduct Philosophy	13
Books and School Property	6	Arizona Statute 13-1204	14
Conferences	6	Alternative School Reassignment	14
Honor Roll	6	Child Abuse	14
Make-Up Work	6	Conduct at School	14
Physical Education	7	Detention	14
Report Cards	7	Discipline Procedures	14
Retention	7	Due Process	14
Tutoring	7	Electronic Devices	15
		Gang Activity or Association	15
<b>General School Information</b>		Hazing	15
Attendance Procedures	7	Mandatory Reporting of Criminal Activity to Law Enforcement	16
Excused Absences	7	Off-Campus Jurisdiction	16
Unexcused Absences	7	Personal Property	16
Chronic Absenteeism	7	Search and Seizure	16
Autos, Bicycles, Roller Blades, Skateboards, and Scooters	8	Smoking/Alcoholic Beverages/Drugs	16
Campus Passes	8	Student Concerns, Complaints, and Grievances	17
Counselors	8	Bullying/Harassment/Intimidation Policy	17
Equal Opportunity	8	Suspensions	18
Fire Drills/Lockdowns	8	Weapons	18
Health Office	8		
Identification Cards	9	<b>District Infraction and Consequence Chart</b>	18
Insurance	9		
Lost and Found	9	<b>District Transportation Policy</b>	
Lockers	9	Safe Student Transportation	22
Lunch	9	School Bus Infractions	23
Library	9	Consequences for Bus Infractions	23
Parents Rights to Records	10		
Policy for Taking Medicines at School	10	<b>Technology</b>	
Publicity	10	EIS User Agreement	24
Visitors	10	EIS User Agreement (Spanish Version)	25
Withdrawal from School	10		
<b>Junior High School Athletics</b>			
Mission Statement	10		
EVC Schools	10		
Before Tryouts	11		
Sports Seasons	11		
Participation	11		
Supervision	11		
Victory with Honor	11		
<b>Student Life</b>	11		
After School and Evening Activities	11		
Dances	11		
Extracurricular Participation	11		
Non-Payment of Fees	12		
Product Sales	12		

## *District Culture*

### CUSD MISSION STATEMENT

Chandler Unified School District is dedicated to providing our students with the opportunity to receive a quality education. We will focus on creating a safe and drug-free environment as we provide students with the knowledge, skills and attitudes necessary to be lifelong learners and responsible citizens. Adopting policies, developing programs, and seeking the resources necessary for students to develop the skills, attitudes will accomplish this, and knowledge required for success in our increasingly global society.

### CUSD STUDENT RESPONSIBILITIES

- RESPECT THE RIGHTS OF OTHERS:  
Students have a right to an education without interference from others.
- SCHOOL ATTENDANCE:  
Students have a responsibility to attend school daily and to be on time.
- COMPLETE WORK ASSIGNMENTS:  
Students are responsible for completing all class work and homework on time. It is the student's responsibility to get homework or make-up work for absences.
- PREPARED FOR CLASS:  
Students have a responsibility to bring to class any necessary books and materials that may be required to actively participate in class assignments and/or activities.
- RESPECT PUBLIC PROPERTY:  
Students have a responsibility to respect and to protect all school property, materials and equipment.
- SHOW RESPECT:  
Students have a responsibility to demonstrate respect for other students, faculty, staff, community members and themselves.
- OBEY SCHOOL RULES:  
Students have a responsibility to know and obey rules and regulations in order to provide a safe and positive learning environment.
- COOPERATE WITH SCHOOL STAFF:  
Students have a responsibility to maintain a safe, orderly environment, and have an obligation to cooperate with school staff, authorities and peers.

## *Academics*

### AWARDS ASSEMBLIES

Assemblies are held periodically during the school year. Students are encouraged to take pride in their abilities and start early to work towards excellence.

### BOOKS AND SCHOOL PROPERTY

Furnished textbooks, library books, athletic uniforms and equipment are the student's responsibility. If school property issued to the student is lost or damaged, the student will be expected to pay for replacement. Even if the item is stolen – **the student is responsible for it**. Until payment is received, whether in the current or subsequent year(s), **students may not participate** in any extracurricular activity or attend school events other than regular classes. Under Arizona law, parents are liable for damage done to school property by their children. A pupil who cuts, defaces, or otherwise damages any school property may be suspended from school. That student's parents will be charged for such damage. Take pride in your school. Help make this school the nicest campus in Chandler.

### CONFERENCES

Parent/teacher conferences may be scheduled through the school office at any point during the year. Formal conferences will be held in August and February. Students will be released early from school on those dates.

### HONOR ROLL

To be eligible for the honor roll, the student must maintain the GPA established at your school site. A failing grade in any class brings automatic disqualification.

### MAKE-UP WORK

Students who are absent will be required to make up work missed in each class. It is the responsibility of the student to obtain all make-up work. The following guidelines have been established for such work.

- For each day missed, the student has an equal number of days to make up work. Failure to do so may result in a failing grade or no credit.
- In cases involving an extended illness of more than three days, parents should arrange with the school to have work picked up for the student.

**Work must be requested 24 hours in advance of pick-up.**

## **PHYSICAL EDUCATION**

Shorts, shirts, tennis shoes, and socks are worn during physical education classes. Clothing must be neat and clean, and marked with the owner's name. School colors are encouraged. If the student must be excused for medical reasons, present a signed note from his/her parents or guardian to the physical education instructor. This note may excuse the student from physical activities for a period of no more than three days. Any excuse for periods longer than three days will require verification by a medical doctor. The student will be expected to dress out during non-participation days unless the parent specifies otherwise.

## **REPORT CARDS**

Report cards are issued following each nine-week period. Five-week progress reports are sent home each quarter, allowing students who are having difficulty to improve before report cards are issued. Nine-week grades are an indication of progress. Only semester grades become a part of the student's permanent record. Students have the right to question grades, absence records, and other school records. If you think an error has been made the first level of appeal is "the point of origin". For example, if you question a math grade, contact the teacher who recorded the grade. The second level of appeal is the principal.

## **RETENTION**

Students must earn a minimum of four (4) credits in order to be promoted to the next grade. Failure to pass both language arts/reading and math **will result** in retention. Additionally, if students fail to pass two or more core academic classes (including science or social studies), they may be retained or required to attend a summer school or intersession program.

## **TUTORING**

Each school provides on campus tutoring either before or after school. Contact the school for specific dates, times, and transportation options for tutoring. Students involved in these programs receive assistance free of charge from certified teachers and qualified International Baccalaureate and National Honor Society high school students. They also have access to computers and a quiet learning environment.

# ***General School Information***

## **ATTENDANCE PROCEDURES**

Attendance is considered one of the most important factors in student achievement. Our junior high school is committed to meeting the district's mission and has therefore set a goal of 95% daily attendance rate and developed the following procedures to ensure student attendance. A student is considered absent when he/she misses one or more classes in a day.

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

- Parents must call the attendance line within 24 hours of a student's absence from school.
- Parents must phone in each day that their student is absent; calling in on the first day of absence will only excuse that day.
- In the event that a phone is not accessible, a note signed and dated by the parent explaining the reason for absence will be acceptable upon the student's return to school.
- Parents will be notified by the front office on the day of the absence, if they have failed to call in.
- Failure to call within the 24-hour period will result in the student receiving an unexcused absence.
- Any absence due to an illness that requires the student to be out of school for 3 or more days will only be excused by a doctor's note.
- In cases where a student may be absent due to a chronic/on-going medical condition, a note from a physician, on official stationery, explaining school attendance will suffice as a doctor's excuse for all student absences related to the condition.

**UNEXCUSED ABSENCES:** missing the bus, babysitting, and over-sleeping are examples of absences that will not be excused. Each unexcused absence will result in a student receiving a consequence. Five unexcused absences in one semester may result in a citation requiring the student to appear before a judge on charges of truancy.

**CHRONIC ABSENTEEISM:** student with 10 or more absences- even though they may be excused – will result in notification to the district truancy officer who may require that all future absences be validated by a doctor's excuse. Pursuant to Arizona Revised Statute

– ARS 15-802/15-803, students who exceed an absentee rate of 10% are considered truant, even if the absences are excused.

### **AUTOS, BICYCLES, ROLLER BLADES, SKATEBOARDS, AND SCOOTERS**

If a student rides a bike to school, student should provide a padlock and always lock his/her bike in the bike compound. Bikes should be registered and licensed for student protection. Bikes should always be walked across campus. Failure to follow this guideline may result in losing the privilege of bringing your bike to school. Be safe! Use all the best safety rules learned in school. Students attending school on a junior high school campus are not permitted to drive a motor vehicle to school. Skateboards, roller blades, and scooters may not be ridden on any Chandler Public School campus before, during, or after the school day. **Schools are not responsible for loss, theft, or damage of personal possessions.**

### **CAMPUS PASSES**

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

### **COUNSELORS**

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

### **EQUAL OPPORTUNITY**

Federal law protects students from discrimination in any educational program or activity on the basis of race, color, national origin, sex, or handicap. Federal law also prohibits discrimination in employment based on race, color, religion, sex, national origin, or age. The Affirmative Action Plan of the Chandler Unified School District provides equal opportunities in employment regardless of national origin, race, creed, religion, marital status, age, sex, color, or handicap. Lack of English language skills shall not be a barrier to admission and participation in district programs.

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

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

### **FIRE DRILLS/LOCKDOWNS**

Each school maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Schools participate in monthly fire drills and complete school-wide lockdown drills per year. The structure of our building is such that few fire hazards are present. Preparedness for an emergency, however, is an excellent precaution. Leave your room quickly in an orderly fashion, closing all doors as you leave. Proceed to the nearest designated evacuation area. Students shall follow the directions of the teacher. Pulling a fire alarm when an emergency does not exist is against the law. Students involved will be suspended from school.

### **HEALTH OFFICE**

Please see the Health Services department on the district website <http://cusd80.com> for specific information on Forms required from parents and doctors, Medication Administration policy, Health Protocols for student illness, Immunizations, Hearing and Vision Screening programs, and information on specific health conditions for school.

The junior high Health Office is staffed by a Health Assistant, providing emergency care, health consultation, and resources for students and parents. Registered Nurses oversee the offices on an itinerant basis and are also available for support. 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, they must check out first through the Health Office and/or school office before leaving campus.

The school has a full-time health assistant on duty to administer the health program. The health office is an emergency station, but is not equipped to take care of any serious illness. Each medication is to be presented to a school representative by an adult. Parents will assume full responsibility for the supply, appropriate transportation and maintenance of prescription medication. The medication must be in the original container from the pharmacy, and the consent form for giving medication at school must be completed and signed by the parent and physician. Medication must come to the health assistant in a prescription container stating the name of the student, the name of the medication, the dosage, and the time to be given. However, if the student becomes seriously ill or injured at school, report to the health office or other office personnel immediately. **Students shall not leave school** under any circumstances,



without permission of the health assistant or office personnel. Students must have a hall pass from a teacher before entering the health office. Students must not go to the health office between classes, except in an extreme emergency, as teachers will not be aware of the circumstances and may mark the student tardy or absent. Students are **NOT ALLOWED** to carry medication of any kind while at school.

### IDENTIFICATION CARDS (ID)

Students are required to carry school-issued identification cards at all times. IDs are required for use in the cafeteria, media center, and on buses. If a student loses their ID card, they may purchase a replacement for a fee, as determined by each site.

### INSURANCE

Your child's school does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. Student accident/health insurance plans are offered to help you pay those bills. The Student Health Care and High Option 24-hour Accident plans are especially recommended for those students with no other insurance because they provide the most help when injuries occur. Student Health Care covers illness as well as injury, 24 hours a day. If your child does have other health coverage, student insurance may also be used to help pay those charges not covered by other insurance. If your child qualifies for Medicare, you must obtain from your school office a copy of the "Important Notice to Persons on Medicare" prior to applying for student insurance. Insurance forms are sent home the first week of school and may be obtained in the school office at any time other than that.

### LOST AND FOUND

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

### LOCKERS

At some sites, lockers will be available for books and physical education. Be sure to lock your locker and spin the dial to ensure that it catches. **Do not give the combination to anyone!** Chandler Public Schools does not carry insurance to cover theft. The school is not responsible for lost or stolen money or valuables. We strongly urge students not to bring large amounts of money or valuable items to school. Student lockers are school property and remain at all times under the control of the school. School authorities may inspect lockers, without student consent, at any time, for any reason, and without a search warrant.

### LUNCH

Lunch accounts may be established online at [mylunchmoney.com](http://mylunchmoney.com) or in the cafeteria. Cash or check deposits to accounts may be made in the cafeteria before school. In order for our lunchtime environment to be acceptable, everyone must assume responsibility for its cleanliness and upkeep. This means that every student, regardless of who dropped the food or paper, must obey a request to pick it up.

At lunch, students shall abide by the following rules:

- Be prepared to enter your ID number at the cashier in order to keep the lunch line moving quickly.
- Be patient in line! **No crowding** for any reason (including a student purchasing a lunch for another student).
- Keep our areas litter-free!
- Keep food to yourself. **Never** throw food.
- Remain in the designated area. Never leave without permission.
- Be cooperative and respectful to adult supervisors.
- Never sit or mark on lunch tables. Leave them clean!

The consequences for violating any of the above rules will be as follows:

- Be assigned to community service in the lunch area.
- In the event a student refuses to do the community service, he/she will be referred to the office and may lose the privilege of using the lunch facilities.

Volunteer lunch workers must maintain satisfactory performance in the class from which they leave early and be recommended for work by cafeteria staff. The cafeteria supervisors are the extended arms of the classroom teacher and carry the same authority. Any defiance of their requests will be defined as "defiance of school authority" as covered in the disciplinary guidelines.

For the safety and protection of our students, the district has ruled that all junior high campuses will be closed. This means that students may not leave the campus before the regular dismissal time without the parent coming to the office and signing the student out. This also holds true should a student leave at lunch. Their parent must sign them out in the office.

## **LIBRARY**

The library is open at the beginning of the day and will remain open for student use until the end of the school day. With a pass from his or her teacher, the student may go to the library during a class period to do reference work. All materials in the media center may be checked out; some on an overnight loan, others for periods up to two weeks. Be sure that no books or materials are taken from the library without checking them out at the desk.

## **PARENT RIGHTS TO RECORDS**

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

## **POLICY FOR TAKING MEDICINES AT SCHOOL**

When it is essential to a child's health that he or she takes medicine during school hours:

- The medicine must be prescribed by the child's licensed health care provider and accompanied by the parent/guardian special medication permit to be given to the school health office.
- Prescription drugs must be in the original pharmacy container, labeled with the child's name, date, medication, dose, time to be taken at school, and date to be discontinued. (The pharmacist may be requested to prepare a special container for school use.) The parent is asked to bring the medicine to the health office.
- Medicine will be administered in the presence of school personnel as designated by the principal when parent/guardian permission has been given.
- Certain health problems demand that the child develop an understanding of his or her problem and learn to assume responsibility for self-management of medication. In these cases the child's licensed health care provider must send written notification to the health office so personnel know what medication the child is taking and when it should be taken during the school day.
- It is the district policy that non-prescription medication is not carried by a student or given in school unless deemed necessary by the licensed health care provider who, in writing, so informs the school health office.

## **PUBLICITY**

Occasionally a student's photograph/image is used for official school and/or district publicity. Publicity may include the school's website, newsletter or local newspapers. Parents may request that their student not be included in publicity by circling NO on the Student/Parent Acknowledgement of Handbook and School Rules handout.

## **VISITORS**

Visiting parents, guardians, and patrons are welcome on campus. Adult visitors to the campus must check in at the office and wear a visitor's pass. However, students may not bring friends, relatives, or younger brothers or sisters to visit. Classroom observations/visitations shall be arranged with the teacher and administration prior to taking place. CUSD will not assume supervision or liability of students not enrolled here.

## **WITHDRAWAL FROM SCHOOL**

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

# ***Junior High School Athletics***

## **Mission Statement**

The mission of Chandler's Interscholastic Athletic Program is to promote, for the maximum number of students, sportsmanship, teamwork, skill development, and academic achievement.

For questions or specific information regarding athletics, please contact the school's Athletic Director.

East Valley Conference Schools

Andersen Junior High School, Chandler  
 Arizona College Prep, Chandler  
 Bogle Junior High School, Chandler  
 Newell Barney Junior High School, Queen Creek

Payne Junior High School, Chandler  
 Santan Junior High School, Chandler  
 Willis Junior High School, Chandler

**Before Try-Outs**

The following set of athletic forms must be completed before students are eligible to try out for a sport. Forms are available from the school office or school website.

- Health history form
- Physical examination form
- Emergency information form
- Statement of insurance coverage form
- Victory with Honor form
- Legal guardian consent form

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

**PARTICIPATION**

Each athletic season is nine weeks in length. Selected participants are expected to make a full commitment to the established EVC schedule of games for his/her sport. If an athlete is involved in CLUB/AAU/OR OTHER EXTRA-CURRICULAR ACTIVITIES, he/she must be available for **ALL school games or tournament play during the EVC season**. Failure to commit to this expectation would prevent a student from being selected for participation. Students must maintain academic eligibility to participate in the athletic program. **Students selected for teams are not guaranteed EQUAL playing time; coaches maintain autonomy regarding game line-ups and individual playing time.**

**SUPERVISION**

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

**VICTORY WITH HONOR**

“Pursuing Victory with Honor” is a sportsmanship campaign to help coaches, parents, and other adults equip youth with values to meet life’s challenges on and off the field through the *“Six Pillars of Character”*: trustworthiness, respect, responsibility, fairness, caring and citizenship. Our schools believe that athletic competition should be fun, but that it must also be a significant part of a sound education program and our coaches are teachers who promote the development of good character. Athletes and spectators are expected to adhere to high standards of behavior while attending athletic functions.

## *Student Life*

**AFTER SCHOOL AND EVENING ACTIVITIES**

While attending school or evening activities the student will be expected to follow all school rules and regulations, including the dress code. A student must be in attendance at school for at least three periods to participate in after-school and evening activities. Only students under the supervision of a teacher should be on campus. Suspended students may not attend evening or after-school activities.

**DANCES**

**Dances are for our students only. No visitors are permitted to attend.** The parent/guardian must pick up the student no later than 15 minutes after the activity/dance has ended or the student may be prohibited from attending future dances. School dances are held immediately after school or as specified. Current picture I.D. cards are requested at the door. Students will not be allowed to loiter on campus during the dance. **A parent sign-out is required if a student chooses to leave the dance early.**

**EXTRACURRICULAR PARTICIPATION**

To take part in extracurricular activities, each student shall be required to earn a passing grade in each course in which the student is

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

### NON-PAYMENT OF FEES

Although required textbooks are provided for students, there may be other charges for materials, lost or damaged books, etc. Students are encouraged to pay these charges with cash, check, or money order. In cases of hardship, students may be allowed to arrange a payment plan. Until an assessment is paid, whether in the current or subsequent year(s), the student **may not participate** in any extracurricular activity or attend school events other than required classes.

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

### PRODUCT SALES

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

### STUDENT COUNCIL

Student Council is considered a very important part of the school. The student council is the governing body of the school and plans many student activities. The student council is an organization through which the students may express their opinions and assist in the functions of the school. The council tries to promote leadership and initiative. A president, vice-president, secretary, and treasurer of the student body are elected to carry on student activities during the school year. Grade level representatives are also elected to the council.

## *Dress Code and Appearance*

### DRESS CODE

Students will be expected to keep themselves well groomed and neatly dressed at all times. **Any form of dress or hairstyle which is considered contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.** (See Personal Grooming Standards and Clothing Charts on Page 13 for specific examples.)

Since fashions and name designations for wearing apparel change frequently, the administration, with the advice and counsel of police, faculty, students, and parents, may provide an interpretation of garments that are questionable.

The dress code is in compliance with Arizona Revised Statutes 15 – 342.22.

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

The school administration retains the final discretion in determining if a garment, accessory or appearance complies with the

**dress code.** Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school **will not be permitted.** Repeated violations of the dress standard may result in appropriate disciplinary action being taken, including suspension from school.

PERSONAL GROOMING STANDARDS		
ITEM OF GROOMING	WILL BE / HAVE	WILL NOT...
Hair	Properly cleaned, groomed, <i>styled</i> , and within accepted <i>color</i> ranges (red, blond, brown, black).	Be of distracting colors (green, purple, pink, orange, etc.) <i>or any combinations that are not "natural"; be of distracting style; spiked more than one inch.</i>
Cosmetics	Conservative and in good taste.	Be extreme or distracting; no stickers or designs, no excessive use of glitter.
Nose ring or other body-piercing other than earrings		Be worn.
Tattoos or other body markings		Be visible, be gang or drug related, suggestive.
Jewelry, pins, necklaces		Be excessive, gaudy or unsafe; display an offensive message or suggest/promote drug use
Sunglasses		Be worn in class.
Chains		Be worn.

CLOTHING		
ATTIRE	WILL BE / HAVE	WILL NOT...
Outer garment(coat, sweater, sweatshirt)	Appropriate for wear based on weather conditions and room temperature.	Be worn in classroom or on campus to conceal items; be a trench coat.
Blouses, shirts, casual tops	Modest	Be fishnet or see-through, bare midriffs, halter tops, tube tops, tank tops, low-cut, spaghetti straps, immodest or revealing, have offensive art or verbiage, no alcohol/drug message, no sexually explicit message or image.
Slacks, trousers, pants	Properly fitted over the hips with no bunching at the waist or bagging at the seat.	Be tightly fitted or too bare or so extreme as to be immodest, no sagging or larger than appropriate, unsafe, distracting, expose undergarments or have holes exposing skin/undergarments. Pajama pants are not allowed.
Shorts	Properly fitted, at least 4" inseam, no bunching at the waist or bagging/sagging at seat; worn at waist over hips	Be shorter than mid-thigh (as measured by fully extended arm-bottom of the thumb); be larger than appropriate or expose undergarments.
Hats/Caps	Placed in locker or backpack.	Be worn on campus.

## *Behavior and Discipline*

### STUDENT CONDUCT PHILOSOPHY

The vast majorities of our students respect the rights of others and are not negatively affected by a discipline plan. Each teacher has his/her own discipline plan that is distributed at the beginning of each new course. The principal has the authority to suspend a student for 10 days or less. There is no appeal of a short-term suspension. If a student is subject to suspension for 11 days or more, a request for a formal hearing can be made to the Director of Secondary Education. A formal hearing shall be held whenever expulsion is recommended. Only the Governing Board can expel a student.

District policy covers, but is not limited to, tardiness, unexcused absence or ditching, defiance of school personnel's authority, disorderly conduct including profanity and obscene behavior, lying, dress code, automobiles, bus threats, verbal abuse, forgery, gambling, theft, smoking, destruction or defacement of property, trespassing, fighting, alcohol and drugs, physical assault, arson, extortion, weapons, and dangerous items.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Where conduct falls within the protection of the First Amendment, the administration will reserve the right to preview any material or activity (planned or spontaneous) involving the student population.

Any student engaged in a behavior or action that disrupts the operation of class or school will be immediately removed from school, pending a parent conference.

#### **ARIZONA STATUTE 13-1204**

A person who knowingly insults or abuses a teacher, or any school employee, on school grounds or while the teacher is performing his/her duties is guilty of a misdemeanor that is punishable by a fine and/or imprisonment.

#### **ALTERNATIVE SCHOOL REASSIGNMENT**

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.

#### **CHILD ABUSE (ARS 13-3620)**

School employees cannot ignore child abuse. By law, reasonably suspected cases of non-accidental injury, sexual molestation, abuse, and neglect must be reported to Child Protective Services or the local law enforcement agency. People who are required to report suspected abuse are protected from civil or criminal liability.

If parents or students need assistance in relation to abuse, the Child Crisis Center East Valley (480-969-2308) can help. This agency, open 24 hours a day, provides crisis counseling and information on a variety of agencies which offer shelter for children and adults, emergency food supplies, parenting classes, legal aid, job placement services and much more.

#### **CONDUCT AT SCHOOL**

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

- Use courteous language at all times.
- Refrain from public display of affection (hugging, kissing, etc.).
- Keep food and drinks out of the classroom, **no gum allowed on campus.**
- Be in your seat when the bell rings.
- Do not disturb others or interrupt their learning.
- Bring all work materials to class and do your own work.
- Comply with Dress and Appearance Code.
- Stay seated until dismissal by the teacher, not the bell.
- Follow teacher directions the first time.
- Electronic devices will not be allowed on campus at any time. They will be confiscated and kept in the office until parental pickup. (See page 16 - Personal Property)
- See your counselor to help solve problems.

#### **DETENTION**

Students may be required to remain after school for inappropriate behavior. Parents will be notified and the teacher or administrator will assign the specifics of the detention.

#### **DISCIPLINE PROCEDURES**

The charts on pages 18 – 20 show the minimum and maximum range of disciplinary action that will be taken for each problem area. **These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student's behavior history.** School rules apply and students are subject to discipline including, but not limited to, the following: (1) any school activity/event, home or away, day or night; (2) to and from school or school activity, including bus stops; (3) in classrooms, on campus or on any district property.

## **DUE PROCESS**

Students in Chandler Schools have rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process.

Students:

- Must be informed of the accusations.
- Must have an opportunity to accept or deny the accusations.
- Must have the factual basis for accusation explained.
- Must have a chance to present an alternative factual position if the accusations are denied.

## **ELECTRONIC DEVICES (ARS 13-3019)**

Laser pointers, cameras, PDAs, camera phones, camcorders, and other recording or electronic devices are banned at all CUSD junior high schools. Evidence of possession or use of these devices will result in confiscation, required parental pick-up, and possible disciplinary and/or legal action.

In addition, it is unlawful to disclose, display, distribute or publish a photograph, videotape, film or digital recording made in violation of the above statute without the consent of the person depicted. Violation of this statute is a Class 5 felony and requires mandatory school reporting to a police agency.

Cellular telephones can be disruptive in an educational environment. We realize that many parents are choosing to have their child carry a cellular telephone as a means of before and/or after school communication and for safety purposes. If you, as a parent or guardian, have decided that it is necessary for your child to carry a cell phone, we ask that you and your child be aware of the following:

- Chandler School District (CUSD) states that the District does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone or electronic device on campus or on the bus and it is damaged or stolen, we will not be able to utilize administrative time to investigate the incident, nor will the District be able to take any financial responsibility for the cell phone or cell phone charges.
- Cellular phones must be turned off and in backpacks at all times while on campus and on the bus. If the cell phone is a disruption or distraction, or visible in any way, it will be confiscated and the parent/guardian will need to come to the school office to pick it up.

If it is necessary for you to get an important message to your child during the school day, you may contact our office and our staff will relay the message to your child.

## **GANG ACTIVITY OR ASSOCIATION**

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student while on school property or at any school activity shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang-related or would disrupt or interfere with the school environment or activity and/or educational objectives.
- Present a physical safety hazard to self, students, staff members, employees, or any other person.
- Create an atmosphere in which the well being of a student, staff member, or any other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or clothing or on one's person.

If a student's behavior or other attribute is in violation of these provisions, the principal or designee will take appropriate corrective and disciplinary action that may include suspension or expulsion. This information can be referenced in Governing Board Policy JICF.

## **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. This information can be referenced in Governing Board Policy JICFA. It is becoming increasingly popular for students to post material on websites such as FaceBook. Please be aware that material posted, either at home or at school, could be viewed as harassment or disruptive to the educational environment. This is not limited to FaceBook alone. Material sent via email, text messaging or voicemail, could be viewed

as harassment or disruptive to the educational environment. Conduct off campus during non-school hours could lead to the disruption of the educational environment. In cases where it is harassment, or leads to the disruption of the educational environment, students will be subject to disciplinary action.

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

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

#### **OFF-CAMPUS JURISDICTION**

The jurisdiction of the school is primarily limited to the school premises and school-sponsored functions. However, violations in conduct by students:

- at any school activity/athletic event (home or away, day or night),
- to and from school or school activities, including bus stops,
- in classrooms,
- on campus,
- on any district property,
- could result in disciplinary action, as per Arizona Revised Statutes 13-201.

School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school, during the lunch hour, and release time. School authorities may discipline a student for any misconduct while off campus during the times specified above. This information can be referenced in Governing Board Policy JIC.

#### **PERSONAL PROPERTY**

The school will not assume responsibility for damage, storage, or security of a student's personal property. Should a student bring banned/valuable personal items to school, they will be confiscated and only released to a parent. Balloons are discouraged from being delivered to school. Balloons are disruptive in the classroom and will not be delivered to students until the end of the day. Balloons will not be allowed on the bus. Matches, lighters, felt-tip markers, trading cards, playing cards, dice or other games of chance are not permitted at school. We recommend that students not bring expensive jewelry or large sums of money to school. Chandler Public Schools does not carry insurance to cover theft of personal property. Parents may want to check their homeowner's coverage. (See page 15 - Electronic Devices)

#### **SEARCH AND SEIZURE**

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. This would also include personal property such as backpacks, book bags, clothing, electronic devices, or other items carried by the students. Items provided by the school for storage (e.g. lockers, desks) of personal items are provided as a convenience to the student and remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy and lockers, desks, storage areas, etc., may be inspected at any time, with or without reason, or with or without notice by school personnel. This information can be referenced in Governing Board Policy JIH.

#### **SMOKING/ALCOHOLIC BEVERAGES/DRUGS**

Students who use or possess any form of tobacco, alcohol, drugs, or imitation of illegal drugs on campus will be subject to disciplinary action. Students shall not come to school having consumed drugs or alcohol. The use, possession, or sale of drugs (including over-the-counter medications) on school property or at school events is prohibited. (See page 10 – Policy for Taking Medicines at School)

Students in violation of the provisions of these policies shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All controlled substances prohibited by law;
- All alcoholic beverages;
- Any prescription or patent drug (including over-the-counter medications), except those for which permission to use in school has been granted;
- Hallucinogenic substances and Inhalants.

Students who use, possess, or sell substances that they represent as being drugs may be subject to the above policy. This information can be referenced in Governing Board Policy JICG and JICH.



## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES CUSD/AZ. SCHOOL BOARD ASSOCIATION BOARD POLICY JII-EB

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

Provided that:

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

The guidelines to be followed are:

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

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent. Complaints by junior high or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. Under this policy, a parent or guardian who wished to complain should do so by completing the forms following policy KE on Public Concerns and Complaints. A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

## BULLYING/HARASSMENT/INTIMIDATION POLICY

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** = 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.

**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.

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

## SUSPENSIONS

**In school suspension (ISS)** - student loses all social privileges on campus and is in a self-contained classroom to complete work assigned by regular classroom teachers.

**Off-campus-suspension (OCS)** – results in removal of student from regular classes and assignment to a parent/guardian for the period of time specified by the administration. While serving OCS, the student will not participate in any school activity or be permitted on any CUSD campus. A parent-administrator conference may be required prior to a student returning to classes. Students will receive credit for class work completed and submitted by the due date as determined by an administrator. Short-term suspensions cannot be appealed (Policy JKD).

## WEAPONS

No student shall carry, possess, use or distribute a weapon, simulated weapon, firearm, destructive device, or dangerous instrument while on any District-owned property, at school bus stops, or at any school related function (whether on or off District premises). A simulated weapon means an instrument displayed or represented as a weapon. Weapons can be loaded or unloaded, real or simulated. Items always classified as weapons, but not limited to, are any type of gun, knife, nunchaku, explosive or poison gas. Additionally, any object intentionally used to threaten or harm another may be classified as a weapon. Students will be subject to disciplinary action relating to the use of weapons within the parameters of the Due Process as defined in the CUSD Student Code of Conduct policy. This information can be referenced in Governing Board Policy JICI.

## *District Infraction and Consequence Chart*

PROBLEM AREA	DEFINITION	SCOPE/ CONSEQUENCE
ALCOHOL	Violations of laws or ordinances prohibiting the distribution, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school sponsored events and on school-	Suspension-Expulsion Police Rpt.

	sponsored transportation.	
ARSON	Intentional damaging of school and personal property by knowingly causing a fire or explosion.	Restitution & Suspension-Expulsion Police Rpt.
ASSAULT	A physical attack that includes actual and intentional touching/striking of another person against his/her will or intentionally causing physical injury to an individual.	Suspension-Expulsion Police Rpt.
BULLYING	An ongoing 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.	Conference-Expulsion Police Rpt.
BUS MISUSE	Not following designated bus rules.	Conference-Bus/School Suspension
CHEATING/PLAGIARISM	Copying work of others and submitting it as your own, or securing teacher materials or work in a dishonest way. Downloading and turning in information/materials from the internet is considered plagiarism.	Teacher resolution-Suspension
CYBERBULLYING	An 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.	
DISRUPTIVE BEHAVIOR (INCLUDING SWEARING AND VULGAR BEHAVIOR)	Conduct or behaviors that disrupt the educational process of other students on campus/in classrooms or disregarding the suggestions and corrective efforts of the teacher or other school personnel.	Conference-Suspension
DISRESPECT/DEFIANCE OF SCHOOL PERSONNEL	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference-Suspension
DRESS CODE	Dressing in a manner that may result in a distraction or disruption of a safe orderly school environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene or vulgar is prohibited (page 9 & 19 provide more specific guidelines).	Conference requesting change of clothes-Suspension
DRUGS	The unlawful possession, sale, use, distribution, being under the influence of drugs, imitation of illegal drugs, or narcotics while at school, school sponsored events and on school-sponsored transportation. "Drugs" include, but are not limited to, all controlled substances, prescription and over-the-counter drugs, hallucinogenic substances and inhalants.	Suspension-Expulsion Police Rpt.
ELECTRONIC DEVICES	Misuse, abuse or blatant disregard of CUSD ETS guidelines and	Conference-Expulsion

	procedures (pg. 23). Misuse of any electronic device (pg. 15).	Police Rpt.
DESTRUCTIVE DEVICES (other than firearms)	Possession, use or distribution of any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes starter gun, bombs, grenades, mines, rockets, missiles, pipe bombs, combustible or poisonous gases or similar devices that explode and are capable of causing bodily harm or property damage.	Suspension- Expulsion Police Rpt.
EXTORTION	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat to inflict harm.	Suspension- Expulsion
FAILURE TO MEET EXPECTATIONS	Student does not meet expectations of teacher or staff; may be based on class/team/school rules, policies or procedures.	Conference-Suspension
SIMULATED FIREARM	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile or toy version of a firearm.	Suspension- Expulsion Police Rpt.
FIGHTING	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	Suspension- Expulsion Police Rpt.
GANGS (Negative Group Affiliation)	An organized association of persons (3 or more) that has a common name, signs, symbols, and colors, whose member engage in disruptive or other negative behavior. Activities, acts, behaviors that display or imply gang affiliation or participation are strictly prohibited.	Conference- Expulsion  Police Rpt.
GAMBLING	Participating in games of chance for the purpose of exchanging money or goods.	Conference- Suspension
FIREARM	Possession, use or distribution of any weapon designed to or may be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon. This includes, but is not limited to handguns, rifles or shotguns.	Suspension-Expulsion Police Rpt.
HARASSMENT / HAZING	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.	Conference-Expulsion Police Rpt.
INAPPROPRIATE DISPLAY OF AFFECTION	Any intimate physical contact.	Informal talk- Suspension
INTIMIDATION/ THREATENING ACT	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.	Conference-Expulsion Police Rpt.
KNIVES	Possession, use or distribution of any instrument or object, real or simulated, used to inflict harm or intimidate another. This includes, but is not limited to, pocket or penknives.	Suspension-Expulsion Police Rpt.

LYING/FORGERY	Knowingly giving false information or information intended to mislead. Writing and using the signature or initials or another.	Conference-Expulsion
MINOR AGGRESSIVE ACT	Pushing, shoving, tussles, minor physical confrontations.	Detention-Expulsion
PHYSICAL PRESENCE IN UNAUTHORIZED AREA	Knowingly/willingly being in an area that is not authorized by a staff member.	Conference-Suspension
SEXUAL HARASSMENT	Deliberate, repeated, unwanted, offensive/objectionable, sexual advances/gestures, requests for sexual favors, displays or distribution of sexually explicit drawings/pictures/written materials; any other written, verbal or physical conduct of a sexual nature that cause discomfort, humiliation and/or interferes with school performance.	Conference-Expulsion Mandatory Police Rpt
TARDINESS	Late to class.	Conference-Suspension
THEFT	Taking or attempting to take money or property belonging to another person or the school.	Restitution-Expulsion Police Rpt.
TOBACCO	Possession, use or distribution of tobacco products on school grounds, school-sponsored events or transportation.	Conference-Suspension Police Rpt.
DANGEROUS ITEM	A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. This includes, but is not limited to: B.B. Gun, Paintball Gun, Pellet Gun, Taser or Stun Gun.	Suspension-Expulsion Police Rpt.
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.	Conference-Expulsion Police Rpt.
UNSAFE BEHAVIOR - ENDANGERMENT	Verbal, written or physical acts that may lead to a dangerous situation and/or threatens the safety of self and others including knowingly and willingly withholding information that leads to such situations.	Conference-Expulsion Police Rpt.
VANDALISM	Willfully destroying or damaging school or personal property including, but not limited to, arson, graffiti, and computer hacking.	Restitution + Suspension-Expulsion Police Rpt.
WEAPONS	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but not limited to: nunchakus, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices. Weapons are strictly prohibited.	Conference-Expulsion/Mandatory Police Report

## Safe Student Transportation: Expected Student Behavior

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

Alcoholic beverages	Weapons	Explosives
Dangerous or narcotic drugs	Glass items	Fireworks
Legally prohibited substances	Smoke or stink bombs	Tobacco
Animals, insects or reptiles	Other dangerous objects	
14. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the stairwell.
15. Skateboards, scooters and roller blades are not allowed on the school bus.
16. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's *written* request, counter-signed by a school official.
17. Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student's parent or legal guardian and approved by a school official.
18. Remain seated while bus is in motion *and until it comes to a stop*.
19. 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. If you have specific questions regarding transportation, please call 812-7275.

# List of School Bus Infractions

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

## Infractions

### Level I

#### Infractions which cause delay, inconvenience or irritation

1. Failure to remain properly seated
2. Loud disruptive talking or yelling
3. Failure to take assigned seat upon request
4. Eating/drinking/chewing gum on bus
5. Harassing other passengers or driver or aide
6. Littering inside/outside bus
7. Horseplay on bus or at bus stop

### Level II

#### Disrespectful, illegal, damaging or demeaning

8. Refusal to show ID card, or give student name upon driver's request. (Secondary students only)
9. Profanity, obscene language or gestures
10. Extending hands or head out of bus window
11. Verbal abuse of driver or other passenger
12. Defiant behavior or profanity toward driver or aide
13. Spitting
14. Throwing objects on bus
15. Throwing objects at bus
16. Tobacco, alcohol or drug possession on bus
17. Defacing school district property
18. *Rough and rowdy behavior*
19. Unsafe behavior of any sort
20. Possession of lighters or matches on bus

### Level III

#### Extremely dangerous or damaging

21. Fighting
22. Lighting matches or lighters on bus
23. Setting fire on bus
24. Destroying school district property
25. Physical assault
26. Profanity or verbal abuse directed towards demeaning a person's character
27. Fireworks possession or use on bus
28. Tobacco, alcohol or drug use on bus
29. Activation or tampering with emergency or safety equipment on bus
30. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
31. Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at stop
32. Shoving student(s) in path of any on-coming vehicle
33. Throwing objects out of bus
34. Unauthorized exit from emergency door
35. Physically impeding movement of school bus
36. Verbal threat of harm or violence
37. Any action causing harm to others

## Minimum Consequences for Bus Infractions

### Level I Infractions:

#### First offense

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

#### Second offense

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

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

Parent to sign and return bus incident report

#### Third offense

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

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

Parent to sign and return bus incident report

#### Fourth offense

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

Parent to sign and return bus incident report

---

### Level II Infractions:

#### First offense

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

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

Parent to sign and return bus incident report

#### Second offense

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

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

Parent to sign and return bus ticket

#### Third offense

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

Parent to sign and return bus incident report

---

### Level III Infractions:

#### First offense

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

Parent to sign and return bus ticket

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

# USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

## ELECTRONIC INFORMATION SERVICES USER AGREEMENT

### I. General Terms and Conditions

Each user will be required to sign an EIS user's agreement. When the signed agreement is returned to the school, the user may be permitted use of the electronic information services (EIS) resources. Electronic information services include anything attached to, or delivered through our network (Local Access, Wide Area, Internet), any computer accessible sources of information (hard drives, tapes, CDs, floppy disks, or other electronic sources), and the School District phone system.

Each user must:

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

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

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

### II. Communications

Each user must:

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

### III. Hardware

Each user must:

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

### IV. Software and Electronic Content

Each user must:

- Abide by all copyright and trademark laws and regulations.
- Not attempt to harm, modify, add, or destroy software nor interfere with system security.
- Not load personal software.
- Not use the EIS to download media files (recorded audio, recorded video, multimedia) for non-instructional use.
- Not copy personal media files to the EIS for non-instructional use.

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

### V. Personal Devices

Each user must:

- Not attach unauthorized personal electronic devices to the EIS.



# USO DE LOS RECURSOS TECNOLÓGICOS PARA LA INSTRUCCIÓN

## CONTRATO DE USUARIO PARA LOS SERVICIOS DE INFORMACIÓN ELECTRÓNICA (SIE)

### I. Condiciones Generales

Todo usuario deberá firmar el Contrato del Usuario para los Servicios de Información Electrónica (SIE). Cuando se devuelva a la escuela el contrato firmado, se le podrá dar acceso al usuario a los recursos de los servicios de información electrónica (SIE). Los servicios de información electrónica incluyen cualquier objeto conectado a, ó enviado a través de nuestra red (Acceso Local, Acceso No-Local, Internet), cualquier fuente de información accesible en alguna computadora (disco duro, cintas, CDs, disquete u otro recurso electrónico), y el sistema telefónico del Distrito Escolar. Todo usuario deberá:

- Usar el SIE para apoyar los objetivos de educación personal de acuerdo con las metas educacionales y los objetivos del Distrito.
- Evitar el uso del SIE para fines comerciales. No deberán anunciarse operaciones de negocio comerciales utilizando el SIE (ya sea por medio de correo electrónico, tableros de anuncio electrónicos ni algún otro sistema de mensajes electrónico).
- Apegarse a las reglas de conducta del Distrito.
- Responsabilizarse de las cuentas asignadas por el Distrito, incluida la protección de la contraseña de acceso.
- Tomar toda precaución responsable, incluyendo el mantenimiento de la contraseña de acceso, las medidas de protección de los archivos y directorios para impedir el uso de los archivos y cuentas del Distrito por personas no autorizadas.
- Informar cualquier mal uso del SIE al administrador ó al administrador del sistema, según sea apropiado.
- Entender que muchos de los productos y servicios están sujetos a una cuota y *reconocer su responsabilidad por cualquier gasto incurrido sin el permiso del Distrito.*
- Entender que el uso impropio puede resultar en la cancelación del permiso para usar el SIE y acción disciplinaria, incluyendo la expulsión para los estudiantes y el ser despedido para los trabajadores.

En cualquier momento se podrán cerrar las cuentas y borrar los archivos. El distrito no será responsable de cualquier información perdida, dañada o no disponible debido a problemas técnicos u otras dificultades, ni será responsable de cualquier interrupción de servicio, cambios ni consecuencias.

El Distrito denegará, específicamente, cualquier responsabilidad de la exactitud de la información obtenida a través del SIE. Mientras que el Distrito hará un esfuerzo para asegurar el acceso al material apropiado, el usuario será responsable en ultima instancia en cuanto a como usar el SIE y la confiabilidad de la información obtenida.

### II. Comunicaciones.

Todo usuario deberá:

- Evitar revelar el domicilio, números de teléfono personales ó datos de identificación personales de los alumnos u otros empleados, a menos que las autoridades escolares designadas le hayan autorizado hacerlo.
- Acordar no mostrar, publicar, exhibir ó recuperar cualquier material que sea difamatorio, inexacto, ofensivo, obsceno, profano, de orientación sexual, amenazador, ofensivo a una raza, ni ilegal.
- Entender que el correo electrónico ó la comunicación electrónica directa no es confidencial, y podría ser leída y monitoreada por trabajadores escolares. No deberán usarse métodos de comunicación no confidenciales para comunicar información confidencial.
- Ser cortés y utilizar el lenguaje apropiado. Los usuarios no enviarán ni alentarán a otros a enviar mensajes ofensivos. Los usuarios del SIE deberán recordar que representan al Distrito Escolar en sus comunicaciones.

### III. Soporte Físico (Hardware).

Todo usuario deberá:

- Evitar el uso de la red de cualquier modo que perturbe el uso de la red a otros.
- Evitar el uso de recursos tecnológicos no autorizados en las aulas.
- Desistir de dañar, modificar ó destruir el soporte físico (hardware) ni interferir con el sistema de seguridad.
- Desistir de añadir soporte físico (hardware) no autorizado.

### IV. Software y Contenido Electrónico.

Todo usuario deberá:

- Acatarse a todos los derechos de reproducción y a las reglas y leyes de marca.
- Desistir de dañar, modificar, añadir ó destruir el software ni interferir con el sistema de seguridad.
- Evitar cargar software personal.
- Evitar el uso del SIE para descargar archivos de medios (audio grabado, video grabado, multimedia) para uso no educativo.
- Evitar el copiar archivos de medios al SIE para uso no educativo.

NOTA: Cualquier uso de los archivos de medios será de acuerdo a TODA regla de derecho de reproducción y a TODA guía de Uso Justo. El uso de los medios deberá estar **directamente relacionado al currículo de la materia.** (Si no está directamente relacionado al currículo de la materia, el uso de material con derechos de reproducción infringe los derechos de reproducción, y es una violación del acuerdo del uso aceptable. Además, el infringir los derechos de reproducción es ilegal, y está sujeto a litigio y enjuiciamiento).

### V. Aparatos personales

Todo usuario deberá:

Evitar conectar aparatos electrónicos personales no autorizados al SIE.