

KEN “CHIEF” HILL LEARNING ACADEMY

290 S Cooper Rd
Chandler, AZ 85225
480-812-7150

ADMINISTRATION

David Constance – Principal
Mayra Perez – Dean of Students

GOVERNING BOARD

Annette Auxier, President
Barb Mozdzen, Vice President
Bob Rice
David Evans
Karen McGee

SUPERINTENDENT

Camille Casteel, Ed.D.

ASSISTANT SUPERINTENDENT OF SECONDARY EDUCATION

Craig Gilbert

CHANDLER UNIFIED SCHOOL DISTRICT

1525 W. Frye Road
Chandler, Arizona 85224
(480) 812-7000

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**Parent and student signature needed on these pages.

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students of Ken "Chief" Hill Learning Academy:

Welcome to Hill Learning Academy! We are dedicated to providing your child with skills needed to achieve their academic goals on their road to graduation. Our mission is very simple; provide educational opportunities for at-risk students seeking to earn a diploma and graduate through alternative options outside of the traditional school setting. We have put together a staff that is willing to do what it takes to create a productive student and a model citizen.

We provide a character education program delivered by our teachers with the purpose of helping students make quality decisions in their daily lives. We focus on two pillars of character each month emphasizing social interactions, social choices, and proactive decision making.

At Hill, we constantly strive to build a team consisting of teachers, administration, and parents, all with the focus of student achievement. We will work together to help your child meet their academic goals.

I look forward to meeting with you and your child as we begin this journey.

Sincerely,

Dave Constance

Dave Constance
Principal
Ken "Chief" Hill Learning Academy

**2016 - 2017
Chandler Unified School District No. 80**

July - 16						
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Approved 04-10-13
Revised 11-18-15 (spring workday)
Amended 02-04-16 (early release)

JULY	
12	New Teachers Report
19	Returning Teachers Report
19-22	Teacher Inservice/Workdays
25	First Day of School for Students

AUGUST	
23	Jr High Parent/Teacher Conferences for J1
25	Jr High Parent Teacher Conferences for J2
31	Elementary Parent/Teacher Conferences

SEPTEMBER	
1	Elementary Parent/Teacher Conferences
5	Labor Day Holiday - No School
30	1st Quarter Ends (49 days)

OCTOBER	
3-14	1st Intercession
17-18	Teacher Inservice/Workdays - No school

NOVEMBER	
11	Veterans Day Holiday - No School
24-25	Thanksgiving Holidays - No School

DECEMBER	
21-22	Jr High/High School Early Dismissal
22	2nd Quarter Ends (44 days/93 semester)
23	Teacher Inservice/Workday - No School
26-30	2nd Intercession (Dec 26 - Jan 6)

JANUARY	
2-6	2nd Intercession continued
9	Teacher Inservice/Workday - No School
16	Martin Luther King Day Holiday - No School

FEBRUARY	
7	Jr High Parent/Teacher Conferences for J1
9	Jr High Parent/Teacher Conferences for J2
15-16	Elementary Parent/Teacher Conferences
20	Presidents' Day Holiday - No School

MARCH	
10	3rd Quarter Ends (42 days)
13-24	3rd Intercession
27	Teacher Inservice/Workday - No School

APRIL	
14	Spring Holiday - No School

MAY	
29	Memorial Day Holiday - No School
30-31	Jr High/High School Early Dismissal
31	4th Quarter Ends (45 days/semester 87)
31	High School Graduation/Last Day of School (1/2 day)

JUNE	
1	Teacher Inservice/Workday - No School

LEGEND	
	Total Student Days (180)
	Teacher Days (190)
	Teacher Inservice/Workday
	Holidays
	First Day of Students
	Grading Period Ends/Last Day for Students
	Elementary Early Dismissal
	Jr High Early Dismissal - ACP/PJHS/WJHS/Hill
	Jr High Early Dismissal - AJHS/BJHS/SJHS/CCHS(7-8)
	Jr High/High School Early Dismissal
	Intercession

January - 17						
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May - 17						
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June - 17						
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Hill Learning Academy

Bell Schedule

2016-2017

High School

1st	8:10-9:30
2nd	9:34-10:54
3rd	10:58-12:18
Lunch	12:20-12:53
4th	12:56-2:01
5th	2:05-3:10

Jr High

1 st	8:10-8:50
2nd	8:52-9:32
3rd	9:34-10:14
4th	10:16-10:56
Specials	10:58-11:38
Lunch	11:40-12:18
6th	12:22-1:02
7th	1:04-1:44
8th	1:46-2:26
9th	2:28-3:10

CHANDLER UNIFIED SCHOOL DISTRICT

DISTRICT CULTURE

Chandler Unified School District No. 80 Mission Statement

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

Chandler Unified School District Student Responsibilities

1. *Respect the rights of others*
Students have a right to an education without interference from others.
2. *School attendance*
Students have a responsibility to attend school daily and to be on time.
3. *Complete work assignments*
Students are responsible for completing all class work and homework on time. It is the student's responsibility to get homework or make-up work for absences.
4. *Prepared for class*
Students have a responsibility to bring to class any necessary books and materials that may be required to actively participate in class assignments and/or activities.
5. *Respect public property*
Students have a responsibility to respect and to protect all school property, materials and equipment.
6. *Show respect*
Students have a responsibility to demonstrate respect for other students, faculty, staff, community members and themselves.
7. *Obey school rules*
Students have a responsibility to know and obey rules and regulations in order to provide a safe and positive learning environment.
8. *Cooperate with school staff*
Students have a responsibility to maintain a safe, orderly environment, and have an obligation to cooperate with school staff, authorities and peers.

KEN “CHIEF” HILL LEARNING ACADEMY

VISION

To empower students to reach their full potential, equipping them with skills essential for success.

MISSION

Hill Learning Academy enriches the community through an accountable, respectful, safe environment that ignites within students a desire to learn, instills honesty and responsibility, and develops compassionate citizens while providing tools vital for academic, vocational, and social success.

ATTENDANCE

The Hill Learning Academy Attendance Policy shall be as follows:

- Call (480) 812-7153 before 9:00 a.m. the day of your child's absence. All absences must be excused within 24 hours. Please provide the following information:
 1. Name & relationship to the student
 2. Student's name, ID number and grade
 3. Reason for absence

- Attendance is taken each period. If students are truant to any or all classes during a particular day, they will be reported to administration, and a call may be made to parents/guardians.

It is a student's responsibility to arrange for all make-up work following an excused absence.

The office will assist in obtaining assignments at parent request.

Any student who is absent 10 consecutive school days will be dropped per district policy unless there are extenuating circumstances.

Excused Absences are as follows:

- Illness
- Medical/Dental related, including appointments
- School-sanctioned activities
- Absences related to legal system
- Family Emergency
- Bereavement/Funeral (immediate family member only)
- Religious Observances (should be pre-arranged with the Hill Learning Academy Principal)

In order to be successful in a credit recovery program, students must be in attendance.

On average, we have 45 days each school quarter. Student success is directly related to the amount of time they spend in the classroom.

If your student misses 10 class periods, excused or unexcused, they can be dropped from the class and receive an "F" on their transcript. Students will be notified by the classroom teacher when they reach 5, 7, 9, and 10 absences. Parents will be notified at 5, 9, and 10. We will also utilize our attendance department to notify when students have missed classes.

Please help your student make every effort to be in class on time to help them reach their goal of graduation. Parent conferences with administration will be held for students that are dropped from more than one class to determine if Hill Academy is the proper placement for them.

Pre-arranged absences

Parents may request a pre-arranged absence from school for up to five (5) days of instruction for such things as medical/dental appointments, court appearances, or emergencies.

Tardies

Tardies are only excused when there is an unusual emergency **and the school is notified by the parent/guardian.**

CUSD DIPLOMA

The following, along with a meets or exceeds score on the AIMS, are the requirements for graduation from Hill Learning Academy and a CUSD diploma:

Cohort Years 2014 and beyond.

English	4.0 credits
Math	4.0 credits
Science	3.0 credits
World History	1.0 credits
US/AZ History	1.0 credits
US/AZ Gov/Econ	1.0 credits
Fine Arts/Voc Elec	1.0 credits
Physical Education	1.0 credits
Health	0.5 credits
Additional Electives	<u>5.5 credits</u>
	22.0 total credits*

***CUSD only accepts transfer credits from accredited schools.**

***Arizona State Universities require the following courses for admission:**

Math	4.0 credits
Lab Science	3.0 credits
Foreign Language	2.0 credits

Direct Instruction courses

Students must meet all requirements of the classroom teacher in order to earn a grade. Teachers will grade student work on the standard grading scale.

A+ courses

Students must pass ALL assignments with at least a 60% in all areas in order to receive credit. A signed syllabus must be returned, all notes must be completed, and all essays must be completed prior to the final exam being assigned to the student. Only the grading teacher can assign the final exam for the student.

PROGRESS REPORTS

Progress reports will be sent home August 26, November 18, February 10, and April 21. We encourage parents to stay in contact with us on a regular basis.

WITHDRAWAL

The following steps must be taken for a student to withdraw from school:

- Return all books and any other checked out materials. **No records will be transferred until all debts to CUSD are paid.**
- Obtain parental approval either through parent conference or phone confirmation with a secretary or administrator.
- Complete forms obtained from office.

- Obtain a withdrawal form and unofficial transcript from office.

CAMPUS BOUNDARIES

Students are required to remain within the following boundaries once they have arrived at school: 2nd floor classrooms, 105 Science Lab, MPR and Patio. Students may not leave these areas during lunch without prior approval, this includes going to the student parking lot.

ATHLETICS AT HOME SCHOOL

SPORT PARTICIPATION

Sport participation at your home school may be allowed. This is on a case-by-case basis depending on eligibility, student's behavior history, and permission from home school administration and coach. All AIA eligibility rules apply if student is allowed to participate.

CONCUSSION EDUCATION COURSE – BRAINBOOK

All student athletes shall complete the Brainbook Online Concussion Education Course prior to 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 1 and performed by a doctor of medicine (M.D.), osteopathic physician (d.o.), certified registered nurse practitioner (n.p.) licensed to practice, or a certified physician's assistant (pa-c) registered by the joint board of medicine examiners and the osteopathic examiners in medicine and surgery. Please contact the athletic director's office, coach or band instructor for further information.

INSURANCE

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

KEN "CHIEF" HILL LEARNING ACADEMY

Behavior Code & Discipline

Student Conduct Philosophy

The philosophy of Hill Learning Academy is that students are young adults in the making who will learn civil, polite and respectful conduct by the example of their teachers and other adults. Consequently, students will be treated with respect and courtesy by the Hill Learning Academy staff and will be expected to treat not only all adults at Hill Learning Academy with such respect, but one another as well.

Hill Learning Academy has the goal of developing not only habits of good scholarship and critical inquiry, but also good character. Students at Hill Academy will be involved in a character education program that will discuss the following: good citizenship, compassion, cooperation, desire to learn, honesty, integrity, respect, responsibility, service and trust. Students at Hill Learning Academy are expected to exhibit appropriate behavior at all times.

Hill Learning Academy's guiding policy is to be fair, firm, and consistent in the application of discipline for inappropriate behavior. However, the guidelines for discipline are not intended to be exhaustive. The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate.

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

Students may be assigned detention, suspension, lose the privilege of participating in extra-curricular activities, or be required to perform some work detail, such as cleaning, depending on the nature and frequency of offenses such as: littering, possession and/or chewing of gum on campus, being late to class, talking out of turn or otherwise disrupting the classroom environment, using disrespectful speech toward other students, violating uniform and dress code policies, and engaging in other inappropriate behaviors as determined by administration.

In the case of more serious misbehavior, such as fighting, theft, willful destruction of property, defiance of authority, disrespect of adults, leaving campus without permission, ditching class, etc., the parent will be contacted, appropriate disciplinary measures will be taken and a follow-up parent/student meeting with administration will take place prior to the student's return to school.

Threats of violence and physical, verbal or sexual harassment are illegal and will result in parent contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension and expulsion. Tobacco and other legally controlled substances, lighters, matches, pocket

knives, weapons of any kind, and sexually explicit materials are also prohibited on campus at all times. Possession of these items will result in immediate disciplinary action and may include a recommendation for long term suspension.

The vast majority 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 term. The administration has the authority to suspend a student for 9 1/2 days or less. There is no appeal of a short-term suspension. If a student is subject to suspension for 10 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 a long term suspension or expulsion is recommended. Only the Governing Board can expel a student.

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 the classroom and a parent conference will be scheduled.

****Hill Learning Academy will follow the disciplinary policies as established by the Chandler Unified School District's Governing Board****

Conduct at School

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

1. Use courteous language at all times. (Hill Academy enforces a zero-tolerance policy in regard to profanity)
2. Refrain from public display of affection (hugging, kissing, etc.).
3. Be in your seat when class begins.
4. Do not disturb others or interrupt their learning.
5. Bring all work materials to class and do your own work.
6. Comply with uniform and dress code.
7. Stay seated until dismissed by the teacher.
8. Follow teacher's directions the first time.
9. Electronic devices (cell phones, Gameboys, CD/MP3 players, IPODS, etc.) are not allowed on campus. They will be confiscated and kept in the office until parental pickup.

Student Signature

Parent Signature

BEHAVIOR AND DISCIPLINE GUIDLINES

<u>OFFENSES</u>	<u>CONSEQUENCES</u>
**Please note that not all offenses are listed and the consequences are not limited to only the offenses listed. All offenses are subject to district discipline procedure.	
<u>Minor Offenses</u>	<u>Minor Offenses Consequences</u>
Unprepared for School (writing utensil, folders, etc) Cell phone & Electronic Use Without Permission Disruption of the Learning Environment Insubordination/Defiance/Disrespect Inappropriate Language Making false statements Leaving classroom without permission *Cheating/Plagiarism	1 st Phone call home 2 nd Offense- Report + Call Home + ISS for the period (lunch/break) 3 rd Offense – Report + Call Home + ISS for ½ day (lunch/break) 4 th Offense – Report + Call Home + ISS for full day (lunch/break) 5 th Offense – Begin Major Offenses (A) Consequences * See teacher syllabus
<u>Major Offenses</u>	<u>Major Offenses Consequences</u>
Profanity Hate speech & derogatory remarks (e.g. sexual orientation, religion, race) (directed at another person) Leaving campus without permission Threatening/Intimidating – one way interaction Verbal Altercation – two way interaction Play fighting ISS violations **These offenses may result in increase of step depending on severity.	1st time -- report + call home + 1 day OCS 2nd time -- report + call home + 3 days OCS 3rd time -- report + parent meeting + 5 days OCS 4th time -- report + parent meeting + 7 days OCS 5th time -- report + parent meeting + 9 days OCS
<u>Other Offences</u>	<u>Additional Offenses Consequences</u>
Teacher Harassment/Abuse	Report + parent meeting + 9 days OCS

All students must also abide by the CUSD Conduct Policy. Disciplinary areas covered during the Hill Learning Academy intake meeting address only a portion of the conduct policy. Please review the CUSD Conduct Policy and contact site administration for clarification.

CUSD CONDUCT POLICY

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

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

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

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

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

Any student who violates these policies and regulations may be subject to discipline up to

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

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

Students are subject to discipline if infractions occur:

1. At any 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 INSTRUMENTS & WEAPONS POLICY

A student will be recommended for long term 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 may be defined as any of the following: a firearm, a destructive device, a dangerous instrument.
- Simulated weapon means an instrument displayed or represented as a weapon.
- Firearms include 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 use, 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.

CHEATING & PLAGIARISM

Students who are found guilty of cheating and/or plagiarism will be dealt with severely. If a student is found on any Internet website, at any time while in the classroom, they may be dropped from the class and receive an “F” on their transcript.

A make-up assignment will not be permitted

Examples of this type of misbehavior include:

- Use of technology to search for answers on assignments
- Theft or alteration of another’s materials
- Theft of keys to tests or study guides
- Cheating on tests
- Collaboration without authority
- Fabrication or the falsifying of data, citations, or other authorities,
- Plagiarism of any kind

DAMAGE TO SCHOOL PROPERTY

Students who damage property at school or while under school jurisdiction will be subject to disciplinary action and the student, and/or parent/guardian shall be liable for damages. All students are expected to respect and care for all property of Hill Learning Academy including facilities and books. Willful destruction or defacement of school district property at any time is cause for disciplinary action up to and including expulsion.

EATING/DRINKING/CHEWING GUM

No food or drink in the classroom, only bottled water is allowed. Chewing gum is not allowed on campus.

MISCONDUCT/GENERAL BEHAVIOR

Students must accept the reasonable authority of all teachers, administrators and other staff members to control student conduct at school and school activities. Violations of stated school policies may result in discipline, suspension, or expulsion. Failure to comply with reasonable requests shall be construed as insubordination and cause for disciplinary action. It is the responsibility of the staff and administration to set the tone for the educational progress of the students within the building. Students should be aware that the regulations related to students’ dress, expected behavior, or procedures are not necessarily limited to the guidelines in this pamphlet. Extreme fads, or circumstance not

covered will be treated as inappropriate by the administration. Students will be expected to do their part in maintaining the appropriate atmosphere and will be required to follow all directions given by any staff member. Failure to do so will be considered as insubordination and will unfortunately subject the student to disciplinary action. If students have questions regarding any circumstances not listed, the student should check with an administrator.

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.

PUBLIC DISPLAYS OF AFFECTION

Hill Learning Academy is considered a "hands-off" campus; therefore public displays of affection are not allowed on campus. This also applies to any school-sponsored activity.

SMOKING/ALCOHOLIC BEVERAGES/DRUGS

If you use or possess any form of tobacco, alcohol, or drugs on campus, you will be subject to disciplinary action. **Do not bring it to school!** Do not come to school having consumed drugs or alcohol.

"Tobacco" shall include, but not be limited to:

- Cigarettes/Cigars
- Chewing tobacco
- Vapor/E Cigarettes

The use, possession, or sale of drugs (including over-the-counter medications) on school property or at school events is prohibited.

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;
- 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.

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 Director 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 MySpace or 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 web based social networks alone: materials 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.

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.

SEARCH & 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, 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 school personnel may inspect lockers, desks, storage areas, etc., at any time, with or without reason, or with or without notice. This information can be referenced in Governing Board Policy JIH.

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. This means you:

1. Must be informed of the accusations against you.
2. Must have an opportunity to accept or deny the accusations.
3. Must have the factual basis for accusation explained to you.

4. Must have a chance to present an alternative factual position if the accusations are denied.

OFF-CAMPUS SUSPENSION (OCS)

An off-campus suspension results in removal of the student from regular classes. The student will be given work to be completed while on suspension. 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 requested prior to a student returning to classes.

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.

BULLYING/HARASSMENT/INTIMIDATION

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.

SEXUAL HARASSMENT INVOLVING STUDENTS BOARD POLICY ACAB SUMMARY

Prohibition Against Sexual Harassment. Sexual harassment is prohibited.

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

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

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

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

reports the sexual harassment behavior or fails to comply with the sexual requests.

- *Any coercive sexual behavior used to control, influence, or affect educational opportunities, grades, and/or the learning environment of a student, including a request for sexual favor from a person of authority.*

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

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

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

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

CHANDLER UNIFIED SCHOOL DISTRICT

Discipline Procedures

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student's behavioral history. School rules apply when a student is attending school, on school grounds, at school-sponsored events, traveling to or from school (including bus stops), on any district property, or when the student is engaged in misconduct that affects the climate of the school. For further information, refer to the policy handbook located on the district website ww2.chandler.k12.az.us.

Infraction	Definition	Consequence/Range
Absence without permission	Absence from class without parental permission. Parent must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply.	Conference – Suspension – Contact CUSD Truancy Officer – Referral to Chandler Justice Court – Suspension – Alternative Placement
Alcohol	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 would include being intoxicated at school, school-sponsored events and on school-sponsored transportation. (Liquor law violations; possession, use, distribution and sale).	Suspension – Expulsion – Police Report
Arson	Knowingly and unlawfully damaging school or personal property by fire or explosion.	Restitution and: Suspension – Expulsion – Police Report
Assault	A physical attack that includes actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. 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.	Suspension – Expulsion – Police Report
Bullying	To frighten, compel or deter by actual or implied threats. Any act that injures, degrades or disgraces (or intends to injure, degrade or disgrace) another student by means of physical, verbal or psychological threats, intimidation, insults, or other aggressive behavior.	Conference – Suspension – Expulsion – Police Report
Bus Infraction	Not following designated bus rules.	Transportation Consequences for Bus Infractions
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.	Conference with Principal
Disruptive 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 of 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 – Expulsion
Dress Code Violation	Violation of defined Hill Learning Academy uniform and dress standards. 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 language relating to or promoting sex, drugs, tobacco, or alcohol on clothing are expressly prohibited.	Conference – Request change of clothes – Detention – Loss of Friday dress privileges – Suspension
Drugs (possession, use, distribution)	The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled 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, school-sponsored events and on school-sponsored transportation. “Drugs” shall include, but are not limited to: all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy, hallucinogenic substances and	Suspension – Expulsion – Police Report

	inhalants.	
Electronic Devices	Misuse, abuse or 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. Refer to A.R.S. 13-3019. In addition, this includes the misuse, or blatant disregard of CUSD ETS guidelines and procedures.	Conference – Suspension – Expulsion – Police Report
Explosive Devices (possession, use, distribution)	Any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes bombs, firecrackers, grenades, mines, rockets, missiles, pipe bombs, or similar devices that explode and are capable of causing bodily harm or property damage.	Suspension – Expulsion – Police Report
Extortion	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat.	Suspension – Expulsion – Police Report
Failure to Meet Expectations	Student does not meet the expectations of the teacher or staff member. May be based on class/team/organization's rules, policies, and procedures.	Conference – Suspension – Expulsion
False Accusations	Knowingly giving false or misleading information with intent to defame or cause harm.	Conference – Suspension
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.	Conference – Expulsion – Police Report
Forgery	Writing and using the signature or initials of another person.	Conference – Suspension
Gambling	Participating in games of chance for the purpose of exchanging money or goods.	Conference – Suspension
Guns (possession, use, distribution)	Any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This instrument or object is used to inflict harm on another person or to intimidate any person. This includes firearms of any kind, handguns, rifles, shotguns, tear gas guns, stun guns, pistols, pellet guns, BB guns, or similar devices designed to explode and capable of causing bodily harm or property damage. May be real or simulated. May be operable or inoperable, loaded or unloaded.	Suspension – Expulsion – Police Report
Harassment/Hazing	Verbal, physical or psychological acts of aggression relating to a person's race, ethnicity, gender, disability, or sexual orientation. This includes annoying, pestering, bothering, stalking, badgering.	Conference – Expulsion – 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.	Suspension – Expulsion – Police Report
Inappropriate Display of Affection	Any intimate physical contact.	Conference – Suspension
Intimidation/Threatening Act	To frighten, compel, or deter by actual or implied threats. Deliberately intimidating students or staff members by threat of violence, verbal or physical.	Conference – Expulsion
Knives (possession, use, distribution)	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. All types of knives are included: pocket or penknife. May be real or simulated. May be operable or inoperable.	Suspension – Expulsion – Police Report
Misrepresentation of Identity	Knowingly giving false information or information intended to mislead about one's self.	Conference – Suspension
Physical Altercation	Pushing, shoving, tussles, minor confrontations, Does not rise to the level of fighting or assault.	Conference – Suspension
Physical Presence in Unauthorized Areas	Knowingly and willingly being in an area that is prohibited or not authorized by a staff member.	Suspension – Expulsion
Profanity	Swearing and/or use of vulgar language either directed to an individual or non-directed.	Conference – Suspension
Provoking Students	Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written or physical cues.	Conference – Expulsion – Police Report

Robbery	Taking or attempting to take anything of value that is owned by another person or organization, by force, or threat of force, or by putting the victim in fear.	Restitution and: Suspension – Expulsion – Police Report
Sexual Harassment	Deliberate, repeated, unwanted, offensive/objectable, 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 – Police Report
Sexual Misconduct (includes attempted)	Forcible, or not forcible, sexual assault against the person’s will, or against a person’s will where the victim is incapable of giving consent. Includes fondling/touching private body parts of another person and indecent liberties or acts.	Suspension – Expulsion – Police Report
Tardiness	Arriving late to class. Truancy laws apply.	Conference – Suspension
Theft (personal or school property)	Taking, carrying, leading or riding away with property of another person or the school. This also includes possession or sale or attempted sale of another’s property.	Restitution and: Suspension – Expulsion – Police Report
Throwing Objects	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 transportation.	Conference – Expulsion
Tobacco	Possession, use or distribution of tobacco products on school grounds, school-sponsored events or transportation.	Conference – Suspension – Police Report
Trespassing	The unauthorized presence of any student on a campus other than his/her own. If the student refused to leave upon request, it is a violation of state law.	Conference – Expulsion – Police Report
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
Vandalism	The willful or malicious damage or destruction of school or personal property without consent. This includes bombing, arson, graffiti, computer hacking and other acts that cause property or personal damage.	Restitution and: Suspension – Expulsion – Police Report
Weapons	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include chains, pipes, razor blades, or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pens or pencils), nunchakus, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices. May be real or simulated. May be operable or inoperable, loaded or unloaded.	Suspension – Expulsion – Police Report

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 (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.

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

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

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies, 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.
- 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.

The Superintendent shall determine any question concerning whether the complaint/grievance falls within this policy. 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.

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.

DIRECTORY INFORMATION & MILITARY RECRUITERS

Hill Academy will not release student information without written authorization. However, by law, we must release student's names and phone numbers/addresses to military recruiters unless a signed opt out form is submitted upon enrollment.

ENGLISH LANGUAGE LEARNER PROGRAM

No later than 30 days after a student enrolls, parents will be notified of their child's eligibility based on state mandated testing which includes level of English proficiency, how that level was determined, and the status of the child's academic achievement. If a child qualifies, available programs, services, and parental rights will be explained.

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 educational 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 right 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.

LOCKDOWN PROCEDURES

The purpose of a lockdown is to eliminate movement if there is a situation or 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. **Any student that disrupts a Lockdown Drill will be subject to disciplinary action.**

MEDICAL GUIDELINES

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the counter medication, in the original container with all warnings and directions intact.

The district reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the school population.

Students who are in the possession of medically approved drugs, but have not followed the directions prescribed above, shall be warned for the first offense. All succeeding offenses he/she should be disciplined according to normal school disciplinary policies. Students who distribute such drugs to others will be considered under the policy as distributing drugs for non-medical purposes.

NO CHILD LEFT BEHIND RIGHTS

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

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

If you would like additional information, please contact the District Director of Human Resources.

RETURNED CHECK POLICY

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

ELECTRONIC USAGE – MUSIC

Our music policy for all computer based classes will be “set it and forget it.” As long as your child does not adjust the play list and get themselves distracted, they can listen to their music. If the teacher observes that they are off task due to their device the device will be confiscated and sent to the front office.

1st offense – returned to the student at the end of the school day

2nd and all other offenses – parent pick up will be required

ELECTRONIC USAGE – INTERNET

If a student is found on any Internet website, at any time while in the classroom, they will be dropped from the class and receive an “F” on their transcript. Too often in the past, students have used the Internet to cheat and look up answers on exams.

Communication with the teacher must occur if the student is to be on something other than music.

SCHOOL/CELL PHONE USE

Students may only use school phones on an emergency basis, and only at break. They are not to be used to check voicemail, to chat, etc. Parent's, please phone the school and not your child's cell phone to contact them as it is a disruption of class and can result in the confiscation of your child's phone. Cell phones and electronic devices confiscated by school personnel must be retrieved by a parent/guardian from administration during office hours of 7:00am-3:30pm. If the student refuses to give up the phone, disciplinary actions will be taken and may result in suspension.

If a student has a cell phone or other electronic device on campus or on the bus and it is damaged or stolen, Hill Academy will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone charges or for any other electronic device.

Student Signature

Parent Signature

STUDENT PROPERTY

The school assumes no responsibility for loss to students' personal property. Students are encouraged to use good judgment in what they bring to school. They should not bring items of great value to school. If they do so, they bring them at their own risk. Items that are a distraction to the classroom environment may be confiscated until the end of the day. **Bikes, scooters, razors and skateboards** are not to be ridden on campus. They must be locked up in the bike rack or storage bin available on campus.

STUDENT RECOGNITION & GRADUATION

CUSD diplomas will be issued by the school that referred the student. Students graduating with a CUSD diploma may participate in the graduation ceremony of their home school.

TEXTBOOKS & MATERIALS DEPOSIT

Textbooks, calculators, and other materials checked out to the student are the student's responsibility.

VISITORS ON CAMPUS

We encourage all parents to visit our campus and to get acquainted with your student's teachers and facility. Please contact us if possible before arrival as the person you may be seeking may be in a classroom setting. Hill Learning Academy students cannot visit their home school during the day unless they are on official business and students from their home school are not allowed to hang around Hill Learning Academy.

VOLUNTEER and COMMUNITY SERVICE OPPORTUNITIES

Volunteering and community service is an important function of Hill Learning Academy. Students that participate always walk away with a huge sense of accomplishment. See a Hill Learning Academy staff member for more information.

9th – 12th DRESS FOR SUCCESS

Examples of appropriate business-like dress include:

- Collared shirts & blouses.
- Tee Shirts (must be free of profanity, offensive slogans, sexual references, and drug or alcohol related references).
- Jackets, sweaters and cardigans.
- Shoulder-width tank blouses, shells & un-collared casual dress shirts.
- Skirts, dresses and shorts, must be of appropriate length (approx. 3” above knee or longer). *This can be determined by placing your arms at your side and making sure that the hem reaches the tip of your middle finger.*
- Pants, slacks, capris, khakis, trousers, jeans.
- Footwear must be worn at all times.

Examples of inappropriate dress include:

- Spaghetti straps or see-through clothing
- Spandex shorts or pants not covered by shirts, skirts, or pants
- Clothing with excess holes
- Gang-related clothing or insignia
- Clothing that is skin tight, revealing back, midriff, cleavage, or buttocks
- Clothing that exposes underwear; underwear worn as outerwear. Pants may not sag
- Attire showing pictures or messages promoting drugs, exploitation, discrimination, profanity, or violence. Blouses or tops, which are too short, causing the mid-section, including the belly button, to be exposed
- Short shorts or micro-mini skirts
- Headwear (all caps/hats, hoods, scarves, beanies, stocking caps, “do-rags”, wave caps, etc.) may not be worn at school unless such item has religious affiliation
- Chains or choke collars are not acceptable as accent jewelry
- Sunglasses inside the building
- Slippers and house shoes
- Pajama pants
- Bandanas of any kind

We hope that everyone can adjust to these requirements while on campus. If a staff member feels that a student is in violation of the above dress code, the student will be sent to the office and will be given the opportunity to change into something we have. If they refuse this opportunity, the student will be sent home for the remainder of the day. If they are unable to contact someone to pick them up they will be placed in ISS for the remainder of the day and suspended off campus the following day.

The dress code will be strictly enforced.

Chandler Unified School District

Transportation Policy

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	Tobacco	Smoke or stink bombs
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.

List of School Bus Infractions

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

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

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

Level III Extremely dangerous or damaging

1. Fighting
2. Lighting matches or lighters on bus
3. Setting fire on bus
4. Destroying school district property
5. Physical assault
6. Profanity or verbal abuse directed towards demeaning a person's character
7. Fireworks possession or use on bus
8. Tobacco, alcohol or drug use on bus
9. Activation or tampering with emergency or safety equipment on bus
10. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
11. Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at stop
12. Shoving student(s) in path of any on-coming vehicle
13. Throwing objects out of bus
14. Unauthorized exit from emergency door
15. Physically impeding movement of school bus
16. Verbal threat of harm or violence
17. 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

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

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

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

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.

ADDENDUM

The following forms must be read and agreed to, then returned prior to enrollment:

- Electronic Information Services User Agreement
- Student Confinement: Parental Notification and Consent
- Hill Learning Academy Handbook and Policy Agreement page

The Hill Learning Academy handbook will provide important information for students and their families. Please be sure to review the policies and expectations we have set forth for all students attending Hill Learning Academy.

If you have any concerns or questions, please contact the Principal of Hill Learning Academy.

Thank you,
Ken "Chief" Hill Learning Academy

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.

STUDENT CONFINEMENT: PARENTAL NOTIFICATION AND CONSENT

The Arizona Revised Statute A.R.S.§15-843 states that the Superintendent shall ensure that disciplinary policies involving the confinement of students include a process for prior written parental notification and consent. Confinement is defined as leaving a student alone in an enclosed space.

Chandler Unified School District has chosen not to utilize the practice of confinement for disciplinary purposes. Please note that the District may use confinement for therapeutic reasons or in situations when a student poses imminent physical harm to him/herself or others.

If there is an unanticipated need to confine a student for disciplinary purposes, the District will make reasonable attempts to contact you via telephone and written notification by the end of the day when the student was confined. Although prior written consent is necessary before the District can use confinement for disciplinary purposes, A.R.S. § 15-843(B)(9)(b) allows an exemption to obtaining prior written consent when the school principal or teacher determines that the student poses imminent physical harm to self or others in an unanticipated situation.

Please indicate agreement or disagreement of confinement of your child on the signature page of the handbook.

Welcome to Hill Learning Academy

Important site and district policies, programs, and expectations are outlined in the student handbook. 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 our 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 a Hill Academy Handbook. We understand and accept the responsibilities outlined therein which includes the following:

- Student Conduct Policy
 - Behavior and Discipline Guidelines
 - Dress Code Policy
 - School Phone Use Policy
 - CUSD Safe Student Transportation Program
 - Electronic Information Services User Agreement
- Our child may participate in Internet Activities. **(Circle one)**

AGREE DISAGREE

- Our child's photograph may be used for official school publicity, which may include the school newsletter or website. **(Circle one)**

AGREE DISAGREE

- **STUDENT CONFINEMENT - Parental Notification and Consent. (Circle One)**
By signing below, you are acknowledging and verifying that you have read this notification. Please indicate your agreement or disagreement for confinement of your child in the event it becomes necessary for disciplinary purposes if your child poses imminent physical harm to him/herself or others.

AGREE DISAGREE

Parent Signature

E-mail Address

Student Signature

Student ID number

Home School and Grade