

ELEMENTARY HANDBOOK

for Parents of Students in Grades PreK-6

2016-2017



“Dedicated to Excellence”

1525 West Frye Road, Chandler, Arizona 85224 | www.CUSD80.com



CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

James T. Perry Administration Center • 1525 West Frye Road • Chandler, AZ 85224
(480) 812-7000 • FAX: (480) 224-9128

"Dedicated to Excellence"

Camille Casteel, Ed.D., Superintendent

Dear Parent/Guardian,

We hope this handbook will be helpful to you as we start the 2016-2017 school year. The purpose of this handbook is to provide some general information to assist you throughout the school year. Each school will share more specific information with you. We also recommend you visit our district's website, www.cusd80.com, for regular updates and current news within our district.

Please ensure that you and your child read and discuss the following the Elementary Handbook. After you've read through these documents with your child, we ask that you complete the next page and return it to the school as indicated.

Finally, we believe it is important that you are informed of your parental rights, so we encourage you to read pages 45-46 regarding FERPA (Family Education Right to Privacy Act), Directory Information, PPRA (Protection of Pupil Rights Act) on page 47 and the Student Confinement: Parental Notification and Consent on page 48.

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

Sincerely,

Franklin R. Narducci
Assistant Superintendent

Camille Casteel, Ed.D.
Superintendent

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Welcome to our School!

Important site and district policies, programs and expectations are outlined in the student handbook on pages 5 through 48. It is imperative that students AND parents are informed of these policies and procedures. Please read through this information thoroughly so that both you and your student are familiar with expectations. All student 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:

- Student Code of Conduct (page 5)
- Attendance Procedures (page 12)
- Student Dress Code (page 19)
- Internet Usage Agreement (pages 35-37)
- BYOT Responsible Use Agreement (pages 38-39)
- Transportation Policy (pages 40-42)
- Parent and Student Transportation Agreement (page 43)
- School Insurance Information (separate handout)

Our son/daughter **may** participate in internet activities. No Yes

Our child's photograph **may** be used for official school publicity which may include the school newsletter or website, district website/marketing, etc.
 No Yes

Parent/Guardian Signature

Date

Student Signature

Student ID#

Date

Student Confinement: Parent Notification and Consent (page 48)

Please indicate your agreement or disagreement for confinement of your child during the 2016-2017 school year in the event it becomes necessary for disciplinary purposes if your student poses imminent physical harm to him/herself or others. I have read this notification and agree/disagree to the following:

- I **agree** to allow the District to confine my child for disciplinary purposes.
- I **do not** agree to allow the District to confine my child for disciplinary purposes.

Parent/Guardian Signature

Date

Please return this page to your child's teacher by August 5, 2016.

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Addresses and Phone Numbers

Andersen Elementary 1350 N. Pennington St.		Elite Performance Academy (3rd-8th) 1825 S. Alma School Rd.		Navarrete Elementary 6490 S. Sun Groves Blvd.	
Dr. Shannon Hannon, <i>Principal</i> Attendance	812-6000 812-6003	Dr. Thuy Padilla, <i>Program</i> <i>Director</i>	224-2060	Mrs. Vanessa Whitlark, <i>Principal</i> Attendance	883-4800 883-4803
Auxier Elementary 22700 S. Power Rd		Frye Elementary 801 E. Frye Rd.		Patterson Elementary 7520 S. Adora Blvd., Gilbert	
Mr. Tony Smith, <i>Principal</i> Attendance	424-8400 424-8403	Mrs. Lisa Shore, <i>Principal</i> Attendance	812-6400 812-6403	Mrs. Sarah Stephens, <i>Principal</i> Attendance	224-3600 224-3603
Basha Elementary 3535 S. Basha Rd.		Fulton Elementary 4750 S. Sunland Rd.		Riggs Elementary 6930 S. Seville Blvd., Gilbert	
Mrs. Jessica Edgar, <i>Principal</i> Attendance	883-4400 883-4403	Dr. Amy Kramb, <i>Principal</i> Attendance	224-3300 224-3303	Mrs. Jan Weyenberg, <i>Principal</i> Attendance	224-3400 224-3403
Bologna Elementary 1625 E. Frye Rd.		Galveston Elementary 661 E. Galveston St.		Ryan Elementary 4600 S. Bright Angel Wy.	
Mrs. Ruth Michalscheck, <i>Principal</i> Attendance	883-4000 883-4003	Mrs. Annette Addair, <i>Principal</i> Attendance	812-6500 812-6503	Mrs. Diane Wells, <i>Principal</i> Attendance	224-3200 224-3203
Carlson Elementary 5400 S. White Dr.		Haley Elementary 3401 S. Layton Lakes Blvd.		San Marcos Elementary 451 W. Frye Rd.	
Mr. Leo Schlueter, <i>Principal</i> Attendance	224-3800 224-3803	Mrs. Pam Nephew, <i>Principal</i> Attendance	224-3500 224-3503	Dr. Becky Henderson, <i>Principal</i> Attendance	883-4200 883-4203
Conley Elementary 500 S. Arrowhead Dr.		Hancock Elementary 2425 S. Pleasant Dr.		Sanborn Elementary 700 N. Superstition Blvd.	
Dr. Joe Walters, <i>Principal</i> Attendance	812-6200 812-6203	Mrs. Connie Hull, <i>Principal</i> Attendance	883-5900 883-5903	Mrs. Caryn Cole, <i>Principal</i> Attendance	812-7300 812-7303
CTA Freedom Campus 6040 S. Joslyn Ln., Gilbert		Hartford SE Elementary 700 N. Hartford St.		Santan Elementary 1550 E. Chandler Heights Rd.	
Mrs. Abby Druck, <i>Principal</i> Attendance	224-2600 224-2603	Mrs. Heather Anguiano, <i>Principal</i> Attendance	812-6700 812-6703	Mrs. Amy O'Neal, <i>Principal</i> Attendance	883-4700 883-4703
CTA Goodman Campus 2600 W. Knox Rd.		Hull Elementary 2424 E. Maren Dr.		Shumway Elementary 1325 N. Shumway Ave.	
Mrs. Lisa Graham, <i>Principal</i> Attendance	812-6900 812-6903	Mrs. Cheryl Bromich, <i>Principal</i> Attendance	883-4500 883-4503	Dr. Korry Brenner, <i>Principal</i> Attendance	812-7400 812-7403
CTA Humphrey Campus 125 S. 132 nd St.		Jacobson Elementary 1515 NW. Jacaranda Pkwy		Tarwater Elementary 2300 S. Gardner Rd.	
Mr. Luke Hickey, <i>Principal</i> Attendance	812-6800 812-6803	Mrs. Liz Wolf, <i>Principal</i> Attendance	883-4100 883-4103	Ms. Diane Hale, <i>Principal</i> Attendance	883-4300 883-4303
CTA Independence Campus 1405 W. Lake Dr.		Knox Gifted Academy 700 W. Orchid Ln.		Weinberg Elementary 5245 S. Val Vista Dr., Gilbert	
Dr. Frank Hendricsen, <i>Principal</i> Attendance	224-2700 224-2703	Mrs. Lynn Weed, <i>Principal</i> Attendance	812-6100 812-6103	Mrs. Shirley Mathew, <i>Principal</i> Attendance	812-7500 812-7503
CTA Liberty Campus 550 N. Emmett Dr.		District Administration Center 1525 W Frye Rd			
Dr. Beth Bader, <i>Principal</i> Attendance	883-4900 883-4903	Dr. Camille Casteel, Superintendent Mr. Frank Narducci, Assistant Superintendent			812-7000

2016-2017 School Calendar

July - 16

S	M	T	W	T	F	S
					1	2
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31						

August - 16

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September - 16

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November - 16

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December - 16

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18	19	20	HS	G	24	
25	H	27	28	29	30	31

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 Intersession
17-18	Teacher Inservice/Workdays - No school

NOVEMBER

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

DECEMBER

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

JANUARY

2-6	2nd Intersession 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 Intersession
27	Teacher Inservice/Workday - No School

APRIL

14	Spring Holiday - No School
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MAY

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

JUNE

1	Teacher Inservice/Workday - No School
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LEGEND

	Total Student Days (180)
	Teacher Days (190)
	Teacher Inservice/Workday
X	Holidays
H	First Day of Students
G	Grading Period Ends/Last Day for Students
E	Elementary Early Dismissal
J1	Jr High Early Dismissal - ACP/PJHS/WJHS/Hill
J2	Jr. High Early Dismissal - AJHS/BJHS/SJHS/CCCHS(7-8)
HS	High School Early Dismissal
	Intersession

January - 17

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February - 17

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March - 17

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April - 17

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May - 17

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June - 17

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DISTRICT CULTURE

Mission Statement

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

Vision

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

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

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

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

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

Journey 2020

To access information regarding Chandler Unified School District's ten (10) year plan – Journey 2020, go to www.CUSD80.com.

Governing Board Meetings

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

Student Code of Conduct

(Adopted May 1997)

STUDENT RESPONSIBILITIES

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

ACADEMICS

Conferences

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

English Language Development (ELD)

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

Our current models are based on the number of ELD learners at a given school site. Model One is a pull-out or push-in approach for schools that have few ELD learners. A highly qualified ELD support teacher works closely with the regular classroom teacher and both provide instruction in the areas of reading, writing, grammar, vocabulary and oral language development during the regular school day. The ELD support teacher may service the ELD learners between two to four hours each day. Model Two is a self-contained approach for schools that have many ELD learners. The students are grouped by their grade level and their English language level. They're assigned to a highly qualified ELD classroom teacher who services the ELD learners by providing instruction in the areas of reading, writing, grammar, vocabulary and oral language development during the regular school day. We have asked the State Board of Education for an alternative model that we feel to be more effective. As of the printing of this handbook the proposal is under review. Adjustments to classrooms may be made at the start of the 2016-2017 school year.

Grade Reports

In order to assure that parents are well informed of student progress, are available to parents in "real-time" through the Parent Portal. In an effort to go paperless, C.U.S.D. will make Grade Reports available to parents at the end of each nine week grading period. You are able to print a paper copy of the report through your Infinite Campus Parent Portal. If you need assistance or a paper copy you may also contact your child's school to assist. Parents may check the academic progress of their child at any time during the school year using the Infinite Campus parent portal. Each parent is encouraged to activate their account at the start of the school year.

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

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

M----Meets Standards

P-----Progressing

AC---Area of Concern

Homebound Instruction

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

Homeless Students

Notice of Student Rights under the "McKinney-Vento Homeless Assistance Act"

This federal legislation guarantees homeless children and youth the following:

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

The term "homeless children and youths"—

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

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

Homework

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

Homework assignments are not included in a student's achievement grade but are considered opportunities for students to practice, review and apply knowledge. Homework enhances a student's ability to reach a level of expected proficiency for knowledge and skill acquisition appropriate to the student's instructional level. Homework effort will be indicated on the Grade Report under: Behaviors that promote learning. *What is guided by the teacher in the classroom and assigned to be completed at home, may be graded based on appropriate instruction and feedback.

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

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

The following are suggested for homework:

Kindergarten 10 – 15 minutes

Grades 1 and 2 10 – 25 minutes

Grades 3 and 4 20 – 30 minutes

Grades 5 and 6 30 – 50 minutes

Minimal homework may be assigned over weekends or before a holiday.

Honor Roll (Grades 4-6)

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

Human Growth and Development Program (Sixth Grade)

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

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

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

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

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

Kindergarten Screening

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

Make-up Work

Students who are absent will be required to make-up work in 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. 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.

Promotion and Retention of Students

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

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

- Successful completion of class assignments, projects and tests
- Mastery of district objectives
- Achievement on standardized achievement tests
- Age, maturity and effort
- Attendance
- Reading fluency by end of grade three (3) – Move on When Reading

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

In Arizona, Move on When Reading, requires districts to retain students in third grade if they score at the "Falls Far Below" level on the AZ Merit Reading Assessment. The bill also included many stipulations about parents' right to appeal, students who may be exempt from the requirement, and the obligations of the school for students who may be in danger of retention as a result of this law.

Our district philosophy is one that values a collaborative partnership between home and school. We have a solid literacy curriculum, a strong assessment process and individual support systems that are built into daily instruction. Parents will be kept informed of their children's progress on a regular basis through the child's classroom teacher.

Screening 45 Days

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

Special Education

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

- Adaptive Physical Education Consulting and direct services are provided for special education students unable to participate in regular physical education classes
- Emotional Disability (ED) Resource services are available for eligible students with emotional and behavioral needs at their home schools. Specially structured classes at designated district sites are provided for those students who cannot function successfully in regular classroom situations at their home school
- Hearing Impairment Evaluation, accommodations and services are provided depending on the individual needs of eligible children
- Mild Intellectual Disability Resource classes at home school and specially structured classes at designated district sites are available for those children whose cognition requires instruction in academics and independence at individualized levels
- Moderate & Severe Mental Intellectual Disability Special classes are provided for students whose cognitive ability is at a functional level and who need curriculum consisting of life and independence skills such as self-help/care
- Occupational and Physical Therapy (OT and PT) Evaluation and/or therapy are provided for students enrolled in special education whose physical/motor needs warrant it in order to benefit from special education. Therapy may be direct or in conjunction with the classroom teacher, Physical Education teacher and parents
- Priority Preschool for Speech/Moderate/Severe Delays (PriPresch) Evaluation, integrated classrooms, and home school therapies are available for 3 – 5 year olds with disabilities
- Specific Learning Disability (SLD) Resource and extended programs are provided for those children who have average abilities, but do not achieve at their expected rate in academic areas of reading, math and written expression

- Speech & Language Impairment (SLI) Evaluation and speech services are provided for students who have speech or language disorders that interfere with the educational process
- Vision Impairment (VI) Evaluation and services are available for children diagnosed as having a vision disability. Also provided are mobility training, special materials, and tutorial assistance

Special Education Records

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

Special Programs/Services

- **Compensatory Education Programs:** These federally and state funded programs target students with specified barriers to academic success and/or who attend schools with high percentages of lower income families
- **Title I Reading & Math:** This compensatory education program helps students in eligible low-income schools to master the Arizona Academic Standards
- **Sheltered English Instruction (SEI):** The district provides specialized educational services to students whose primary language is other than English and whose English skills are not yet proficient. The specific intent of SEI instruction is to improve the students’ English listening, speaking, reading and writing skills so that they may succeed in all their regular education classes
- **Indian Education:** Native American students may receive supplemental education service or resources as well as participate in activities that promote cultural and self-awareness made available through small federal and state grant awards
- **Migrant Education:** This program provides supplemental services to families and students who move frequently in order to obtain/maintain employment in the agricultural, timber or fishing industries

Other Special Programs

- **Gifted** – Special classes and services are provided for students who demonstrate superior skills (according to Arizona State guidelines) in verbal, quantitative and non-verbal abilities. (See Testing and Evaluation, page 11)
- **Alternative Classroom – Opportunity School** This program provides small pupil-teacher ratio, a structured student management system, and a social skills curriculum for students with behavior needs. Students assigned by CUSD to the Opportunity Placement will participate in Behavioral Counseling program to aide in the successful transition.

State Standards and District Curriculum

The Chandler Unified School District aligns the district’s curriculum to state standards to ensure students are learning the required content and are prepared for state testing. The curriculum is frequently revised based on teacher input, changes in state standards and performance objectives, and test score analysis. The curriculum is available on the district’s website at www.cusd80.com. If you have questions about your child’s curriculum, ask the teacher, principal or call the Elementary Education Office at 812-7610.

Testing and Evaluation

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

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

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

State Testing – All students in grades 3-8 complete the AZ Merit Achievement Exam in reading, writing and math each year. Tests are administered during the month of April. State mandated tests are very important, and the district strives to ensure that all students have the necessary skills to perform well on them.

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

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

Textbooks/Library Books

Textbooks are assigned to each student upon enrollment and are for the current school year only. Students are responsible for the proper care of all books. They are to be collected at the end of the year and are expected to be in good condition. The student must pay for textbooks or library books which have been lost or badly damaged.

GENERAL SCHOOL INFORMATION

Approved Flyers

Flyers for local non-profit organizations sponsoring student activities and flyers that promote third party invitations to students or parents who attend our schools, may be approved through our Community Education Department. Once the flyer is reviewed and approved they may be available to parents or students at a central location designated by the school. Community members who wish to distribute flyers should contact our Community Education Office at 480-224-3907.

Attendance

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

Tardiness

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

Absences

- Students who are not in school 90% (18 absences) excused or unexcused or 5 unexcused absences of the school days in which they have been enrolled may be reported to the County Attorney's Office as truant or parent may be cited. *A.R.S. 15-802 or 15-803*. If a student is absent ten 10 days, we are required to notify parents in writing. All sites will issue a ten (10) day letter upon a student's 10th absence. Please understand this is a function of the system and letters are automatically sent at 10 and 18 days. Any discrepancies can be discussed with attendance.
- All students should be in class every day unless they are ill. It is very important that the school be notified as soon as possible. A voicemail to the school's attendance office can be left on a 24-hour basis.
- When reporting an absence, please specify the reason for absence.
- If the school is not notified early in the morning, school personnel will make an attempt to contact the parent/guardian to determine why the student is not in school. An early call to the school's attendance line will save staff time and help ensure the child's safety.
- If notification is not received, the student will be given an unexcused absence. The student must then present a note to the school attendance clerk stating the date and reason for the absence and signed by the parent/guardian.
- Parents are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. This will reinforce the importance of school and will prevent the student from getting behind his/her work.
- When requesting class work missed during an absence please contact the school office before 11 a.m. to provide adequate time for the teacher to prepare materials to be sent home or picked up at the end of the school day.

Bell Schedule

Andersen Elementary 8:10 a.m. – 2:40 p.m. Early Release days: 8:10 – 11:10 a.m.	Elite Performance Academy 7:30 a.m. – 1:00 p.m.	Patterson Elementary 8:40 a.m. – 3:10 p.m. Early Release days: 8:40 – 11:40 a.m.
Auxier Elementary 8:40 a.m. – 3:10 p.m. Early Release days: 8:40 – 11:40 a.m.	Frye Elementary 8:10 a.m. – 2:40 pm Early Release days: 8:10 – 11:10 a.m.	Patterson Elementary 8:40 a.m. – 3:10 p.m. Early Release days: 8:40 – 11:40 a.m.
Basha Elementary 8:30 a.m. – 3:00 p.m. Early Release days: 8:30 – 11:30 a.m.	Fulton Elementary 8:30 a.m. – 3:00 p.m. Early Release days: 8:30 – 11:30 a.m.	Riggs Elementary 8:35 a.m. – 3:10 p.m. Early Release days: 8:35 – 11:40 a.m.
Bologna Elementary 8:35 a.m. – 3:10 p.m. Early Release days: 8:35 – 11:35 a.m.	Galveston Elementary 8:00 a.m. – 3:00 p.m. Early Release days: 8:00 – 11:00 a.m.	Ryan Elementary 8:30 a.m. – 3:00 p.m. Early Release days: 8:30 – 11:30 a.m.
Carlson Elementary 8:30 a.m. – 3:00 p.m. Early Release days: 8:30 – 11:30 a.m.	Haley Elementary 8:30 a.m. – 3:00 p.m. Early Release days: 8:30 – 11:30 a.m.	San Marcos Elementary 8:10 a.m. – 2:40 p.m. Early Release days: 8:10 – 11:00 a.m.
Conley Elementary 8:30 a.m. – 3:00 p.m. Early Release days: 8:30 – 11:30 a.m.	Hancock Elementary 8:40 a.m. – 3:10 p.m. Early Release days: 8:40 – 11:40 a.m.	Sanborn Elementary 8:10 a.m. – 2:40 p.m. Early Release days: 8:10 – 11:10 a.m.
CTA Freedom Campus 8:20 a.m. – 2:50 p.m. Early Release days: 8:20 – 11:20 a.m.	Hartford SE Elementary 8:30 a.m. – 3:00 p.m. Early Release days: 8:30 – 11:30 a.m.	Santan Elementary 8:35 a.m. – 3:05 p.m. Early Release days: 8:35 – 11:35 a.m.
CTA Goodman Campus 8:10 a.m. – 2:40 p.m. Early Release days: 8:10 – 11:10 a.m.	Hull Elementary 8:30 a.m. – 3:00 p.m. Early Release days: 8:30 – 11:30 a.m.	Shumway Elementary 8:10 a.m. – 2:40 p.m. Early Release days: 8:10 – 11:10 a.m.
CTA Humphrey Campus 8:10 a.m. – 2:40 p.m. Early Release days: 8:10 – 11:10 a.m.	Jacobson Elementary 8:30 a.m. – 3:00 p.m. Early Release days: 8:30 – 11:30 a.m.	Tarwater Elementary 8:20 a.m. – 2:50 p.m. Early Release days: 8:20 – 11:20 a.m.
CTA Independence Campus 8:40 a.m. – 3:10 p.m. Early Release days: 8:40 – 11:40 a.m.	Knox Gifted Academy 9:10 a.m. – 3:40 p.m. Early Release days: 9:10 a.m. – 12:10 p.m.	Weinberg Elementary 8:35 a.m. – 3:05 p.m. Early Release days: 8:35 – 11:35 a.m.
CTA Liberty Campus 8:10 a.m. – 2:40 p.m. Early Release days: 8:10 – 11:10 a.m.	Navarrete Elementary 8:35 a.m. – 3:05 p.m. Early Release days: 8:35 – 11:35 a.m.	

Bicycles

Students in grades 2nd - 6th may ride bicycles to school with parent consent. We suggest that the bike have a sturdy lock and be registered with the city. Helmets are strongly recommended. Bikes must be walked across campus at all times. Failure to do so may result in the student losing the privilege of riding his/her bike to school. Please remember the importance of bicycle safety, and follow the established rules at all times.

Schools and the School District are not responsible for lost, stolen or damaged personal possessions.

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

Cell Phones

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

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

Check Acceptance/Returned Check Policy

Checks are gladly accepted by CUSD. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries, please call 480-812-7000.

When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

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 returned check fee as allowed by state law, currently \$30. Questions or issues regarding returned checks may be directed to Nexcheck at 1-800-839-2465.

Counseling/Student Services

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

Custody

In most cases, when parents are divorced, both parents continue to have equal rights concerning their children. Please ensure that disagreements about custodial issues are resolved outside of the school.

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

Early Dismissal Days

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

Evacuation and Lock-Down Drills

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

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

Evening Programs

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

Extended Absences

Parents/guardians must contact the school if their child will be absent for an extended time period. Unauthorized absence from school is considered truancy and will be treated as such. After 10 days of continued absence, the student will be dropped from the class rolls and/or legal action may be taken in accordance with Governing Board policy.

Extracurricular Activities Fees

Each year the Chandler Unified School District schools use tax credit donations to fund many extracurricular activities. We are being required by the Attorney General's office to establish a district activity fee schedule in order to come into compliance with Arizona Revised Statute (A.R.S.) 43-1089.01 and A.R.S. 15-342(24).

Extracurricular activities are defined both in A.R.S. 43-1089.01 and A.R.S. 15-342(24). Under those definitions, the only activities which qualify as extracurricular activities for which a school may collect and spend Extracurricular Activity (ECA) tax credit donations are those activities which are:

- (a) Optional;
- (b) Non-credit;
- (c) School-sponsored;
- (d) Educational or recreational activities that supplement the school's educational program;
- (e) For enrolled students; and
- (f) Require the students to pay a fee to the District in order to participate.

At the July 9th, 2014 CUSD board meeting, an extracurricular activity fee schedule for the various activities was adopted. The approved fees are available at your child's school. It is important to know that 1) ALL fees collected will be deposited into the account of the activity your student participates, 2) the fees you provide may qualify for a tax credit and 3) there are provisions for the principal to reduce and/or waive fees for families with an economic hardship.

Field Trips

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

In some cases sites may have academic behavior agreements in place for students to meet in order to attend a specific trip. Please ask your child's teacher.

Food at School

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

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

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

Lost items are stored in the school office for owners to claim. The school will call a charitable group when lost and found becomes too full. Please contact the school office if something is lost at school. Many items, especially clothing, go unclaimed all year.

Not Appropriate for School

Students are not to bring toys, games, radios, etc. to school except with the teacher's permission. The following materials deemed not appropriate for elementary age children are not allowed at school at any time: knives, weapons of any kind (real or simulated), cigarettes, tobacco products, drugs, water guns, baseballs, roller blades. These items and anything else that may cause disruption to the learning environment will be taken from the student and consequences may be issued. (See Student Code of Conduct, page 5)

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

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

Open Enrollment

Open Enrollment enables Arizona students to attend public schools outside their attendance area. In accordance with state law, the District has established an open enrollment policy and implemented an open enrollment program without charging tuition for non-resident students and resident transfer students. The District does not transport open enrollment students except as set forth in A.R.S. §15-816.

Open Enrollment applications are received the second Monday of January for the following school year.

Students on an open enrollment and returning to the same school, will not need to re-apply for open enrollment. A Student Intent to Return form will need to be completed.

Visit www.cusd80.com/elementaryopenenrollment for more information.

Parent Concerns

A parent who has concerns about any matter involving a student should initially speak to the staff member involved. If unable to come to a resolution with the staff member, the parent should contact the school administrator. If necessary, a meeting will be held. If no resolution can be reached, the parent may contact the appropriate district administrator. (See also: Student Concerns, Complaints and Grievances, page 23). We do ask that situations be communicated with an attempt to resolve at the site level.

Parent/Student Check Out

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

Parent Teacher Organization (PTO)

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

Phone Calls to Teachers

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

Playgrounds

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

Preschoolers/Younger Siblings at School

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

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 newspaper. Parents may request that their student not be included in publicity by marking an "X" next to NO on the Student/Parent Acknowledgement of Handbook and School Rules handout.

Registration/Admission

To register a child in school for the first time, an original birth certificate or other satisfactory evidence of age, such as baptismal certificate will be necessary. When enrolling a student, parents/guardians will be required to fill out several forms in order to complete registration. Information such as emergency phone numbers, physicians' phone numbers, proof of residence, etc. will be required. Immunization requirements are covered under "Health and Safety" on pages 32-34.

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

School Hours

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

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

School Pictures

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

School Supplies

State law requires that elementary schools provide students with all materials required for classroom activities. In compliance with this law, the district provides students with textbooks, pencils, paper, and the necessary supplies for classroom activities. Students may bring additional supplies from home for their personal use, but are not required to do so.

School Visits/Volunteers

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

- In order to support the dress code and to set a good example for our students, parents are asked to wear modest attire when on campus to have lunch, visit classrooms, or volunteer, etc.
- We do not allow children from other schools to visit our students during school hours.
- Should you wish to observe your child on the playground while visiting the school, please ask school officials for directions. During these observations, we require that parents refrain from playing on the playgrounds with their children.
- While we greatly appreciate our parent volunteers, district guidelines do not allow for parents to have preschoolers and/or siblings accompany them while volunteering.

Student Council

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

Student Records

Parents are advised that Chandler Schools, in compliance with the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA) strictly control all required aspects of creating, maintaining, transferring, and disposing of student records. Parents have specific rights to review and inspect their child's records and to know about their disposition, including the publishing of "directory" information about their child. District policies and procedures are available for parent review in the school office. Please call your principal if you have questions about FERPA or IDEA. (See FERPA statement on pages 45-46).

Student Use of School Phone

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

Staff Qualifications

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

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

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

Student 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. (See Personal Grooming Standards and Clothing Charts on Pages 18-19 for specific examples.) As a choice option, Chandler Traditional Academy sites have a supplemental handbook which describes procedure and protocols specific to these sites.

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 A.R.S. §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.
- 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 combination or patterns that are not “natural”</i> ; <i>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, gauges 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, alcohol/drug message, sexually explicit message or image.
Slacks, trousers, pants	Properly fitted over the hips with no bunching at the waist or sagging 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 and Sunglasses

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

Corrective Action by School Staff

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

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

Take Your Son/Daughter to Work Day

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

Transfer/Withdrawal Procedures

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

BEHAVIOR AND DISCIPLINE

Bullying/Harassment/Intimidation

School Board Policy | JK, JKD & JKE

Bullying/Harassment/Intimidation Policy

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulation, 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 an 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 base 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 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 not less than six (6 years). Restrictions established by FERPA on disclosure of personally identifiable student information will be observed at all times.

Interrogations & Searches/Seizures

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

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

The guidelines are as follows:

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

Sexual Harassment Involving Students

School Board Policy | ACAB-R

Sexual harassment is prohibited and considered a serious offense by the Chandler Unified School District. Sexual harassment is defined as *any unwelcome conduct of a sexual nature*, and is classified by one of the following categories:

- *Quid pro quo harassment* occurs when a school employee 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 causes a student to believe that the employee 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.
- *Gender based harassment* is a form of prohibited sexual harassment that occurs because a student does not conform to gender stereotypes.

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.*

- *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.*
- *Any coercive sexual behavior used to control, influence, or affect educational opportunities, grades, and/or the learning environment of a student.*

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 alleged acts of sexual harassment in a prompt and thorough manner.

Reports of Possible Crimes. When the alleged sexual harassment may constitute a violation of the law, the incident shall be reported promptly to the appropriate law enforcement agency.

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. For students, 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.

Non-retaliation. Retaliation in any form for filing a report of sexual harassment or participating in an investigation relating to sexual harassment is prohibited.

Confidentiality. All matters involving complaints of sexual harassment will remain confidential to the extent possible

Student Concerns, Complaints and Grievances

Board Policy | J-3611 JII-R

The following procedures will be followed when a student or a student's parent or legal guardian wishes to present a concern, complaint, grievance or appeal that falls within the scope of Policy JII.

Complaint form. The District shall make a Complaint form (JII-EA) available at each school and at the District Office. The form shall also be available in electronic format. Complainants are encouraged to utilize this form, but shall not be required to do so. In order to provide the District with the information necessary to properly address the matter, any written Complaint that is filed should contain the same information that is requested on JII-EA (at a minimum). The Complaint should be signed by the complainant. A school or District administrator shall assist an individual in completing the grievance form upon request.

Timeframe for submission of complaint. In order to facilitate meaningful investigation of a complaint, a complainant should submit his/her complaint as soon as possible and no more than thirty (30) days following the event or action giving rise to the complaint.

Personnel authorized to accept complaint. A complaint may be submitted to the Principal, Assistant Principal or Dean of Students at each school or to the District Superintendent. The authorized person to whom the complaint is submitted at the school level shall ensure that the Superintendent (or designee) is apprised of the complaint.

Referral. A referral will be made to the appropriate individual for investigation and response or take other appropriate action.

Acknowledgment of receipt of complaint. The complainant will be provided with a written confirmation of the District's receipt of the complaint and contain the following information:

- *An assurance that the complaint will be handled as confidentially as possible.*
- *Notice that the District prohibits retaliation against anyone who files a complaint or participates in a complaint investigation.*
- *Informs the complainant that the District will endeavor to complete the investigation or resolution process in a timely manner, typically no more than thirty (30) calendar days of receipt of the complaint.*
- *A request that the complainant provide any and all additional information or documentation relevant to the complaint.*
- *Informs the complainant that he/she will be provided with a written report or letter at the conclusion of the process.*

Investigation of complaint. The assigned investigator will conduct an impartial and thorough investigation. The investigative process should include the following:

- *An interview with the complainant.*
- *Interviews with other relevant individuals.*
- *Follow up interviews as needed.*
- *Review of relevant records or documents.*

Notice of outcome of investigation. The District will provide the complainant with written notice of the findings and conclusions of the investigation. The District will also provide notice of what, if any, action will be taken by the District in response to the investigation.

Maintenance of records. The District will maintain a confidential record of each complaint made pursuant to Policy JII at the District office. The record shall include a copy of the complaint or grievance filed by a student, findings of the investigation, and the disposition of the matter.

Report to Superintendent. Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will make such reports and/or referrals to the Board as may be necessary.

Withdrawal of complaint. A complaint or grievance may be withdrawn at any time.

False reports. A student who knowingly submits a false report may be subject to discipline in accordance with relevant District policies.

Report of crimes. When District officials have a reasonable belief or an investigation reveals that a crime or possible crime has been committed, the matter shall be reported to the appropriate law enforcement agency if a report has not already been made.

Student Interrogations, Searches and Arrests

School Board Policy | J -3400 & JIH-R

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

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

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

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

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

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

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

Opportunity Placement

If a child's behavior limits or restricts his or her right to learn or inhibits or is disruptive to other students right to learn or contributes to an unsafe environment for him, her or peers, he or she may be assigned to a transitional program such as C.U.S.D.'s Opportunity classrooms based on aged of student and as an alternative to long term suspension or expulsion.

Student Discipline

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

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

Arizona State Laws Relative to Discipline

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

Suspensions/Expulsions

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

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

Threats

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

"School districts or charter schools must expel from school for at least one year a student who is determined to have threatened an educational institution. An expulsion requirement may be modified on a case by case basis if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat, or may reassign a pupil to an alternative education program and may require the pupil's parent or guardian to participate in mediation, community service, restitution or other programs in which the parent or guardian takes responsibility with the pupil for the threat." A.R.S. §15-841

Due to the requirements of Arizona State Statutes (A.R.S. §13-3620) schools and school employees are required to report criminal activity to local law enforcement and report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. Recent changes in the law require schools to report threats, or rumors of threats, against schools, students, and school personnel. Schools must also report all incidents of non-accidental injury, which might occur during altercations at school. (Also, see Mandatory Reporting of Criminal Activity to Law Enforcement on page 34.)

Vandalism and Liability

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

Weapons on Campus

The Governing Board's policy regarding weapons on campus, states that "students using, displaying or knowingly carrying, or possessing any dangerous instrument or an item they represent as a dangerous instrument shall be suspended from school and may be recommended for expulsion." (See, Student Code of Conduct, page 5). It is important to note that this policy includes weapons on campus after hours and/or on weekends and may also apply to simulated weapons.

District Infraction and Consequence Chart

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 at www.cusd80.com.

PROBLEM AREA	DEFINITION	SCOPE/CONSEQUENCE
ABSENCE WITHOUT PERMISSION	Absence from class without parental permission, leaving school grounds without permission, unexcused absences, truancy. Parent must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply.	Conference – Contact CUSD Truancy Officer – Referral to Chandler Justice Court – Alternative Placement – Suspension
ALCOHOL (Distribution, Possession, Use, Sale)	(Liquor law violations; distribution, possession, use and sale) The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events and on school-sponsored transportation.	Suspension – Expulsion Police Report
ARSON	Knowingly and unlawfully damaging a structure or personal property by knowingly causing a fire or explosion.	Restitution and: Suspension – Expulsion Police Report (Occupied Structure)
ASSAULT	A physical attack includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of physical injury 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	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.	Conference – Suspension – Expulsion Police Report
BUS MISUSE	Not following designated bus rules.	Refer to CUSD Bus Infractions
CHEATING/ PLAGIARISM	Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way.	Conference – Removal from Class Refer to School Policy
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.	Conference – Suspension – Expulsion Police Report

PROBLEM AREA	DEFINITION	SCOPE/CONSEQUENCE
DANGEROUS ITEM (Distribution, Possession, Use and Sale)	A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. This includes, but is not limited to: B.B. Gun, Paintball Gun, Pellet Gun, Knife less than 2.5 inches, Taser or Stun Gun.	Suspension – Expulsion Police Report
DEFIANCE/DIS-RESPECT OF AUTHORITY	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference – Suspension
DESTRUCTIVE DEVICES (Distribution, Possession, Use) (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 Report
DISRUPTIVE BEHAVIOR	The act of being involved in behavior which disrupts the educational process of other students on the campus or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior.	Conference – Suspension
DRESS CODE VIOLATION	Dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, or alcohol on clothing are expressly prohibited. Schools may have more restrictive guidelines.	Conference requesting change of clothes – Suspension
DRUGS (Distribution, Possession, Use and Sale)	(includes illegal drug possession, sale, use, distribution, being under the influence) The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, imitation of an illegal drug, or narcotic substance prohibited by law, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, or imitation of illegal drugs at school, school-sponsored events and on school-sponsored transportation. “Drugs” shall include but are not limited to: all dangerous controlled substances prohibited by law, hallucinogenic substances and inhalants, and any prescription or over-the-counter drug if abused by the student, except those for which permission to use in school has been granted pursuant to Board policy. Category does not include tobacco and alcohol.	Suspension – Expulsion Police Report
ELECTRONIC DEVICES	Misuse, abuse of electronic devices to photograph, film, videotape or digitally record or by any other device images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person’s knowledge. In addition, this includes the misuse, abuse, or blatant disregard of CUSD ETS guidelines and procedures. While it is becoming increasingly popular for students to post material on web sites such as Facebook and Twitter, please be aware that if material posted, either at home or at school, is viewed as inappropriate, harassment or disruptive to the educational environment, students will be subject to disciplinary action.	Conference – Expulsion

PROBLEM AREA	DEFINITION	SCOPE/CONSEQUENCE
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 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
FALSE ACCUSATIONS	Knowingly giving false or misleading information with intent to defame or cause harm.	Suspension – Expulsion Police Report
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.	Suspension – Expulsion Police Report
FIREARMS (Distribution, Possession, Use)	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 Report
FORGERY	Falsely and fraudulently making or altering a document.	Conference – Suspension
GAMBLING	Participating in games of chance for the purpose of exchanging money or goods.	Conference – Suspension
GANGS (Negative group affiliation)	An ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior. This includes students wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership.	Conference – Expulsion Police Report
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.	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
HAZING	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution and the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.	Suspension – Expulsion

PROBLEM AREA	DEFINITION	SCOPE/CONSEQUENCE
INTIMIDATING 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 Report
LYING	Knowingly giving false information or information intended to mislead about one's self.	Conference – Suspension
MINOR AGGRESSIVE ACT	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
PUBLIC DISPLAY OF AFFECTION	Any intimate physical contact.	Conference – Suspension
RECKLESS DRIVING	Inappropriate or reckless use of a motorized vehicle on school property or to school sponsored events.	Conference – Suspension
ROBBERY	Unlawful taking, carrying, leading, riding away 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	Unwelcome sexual advances, requests for sexual favors, or the verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance. Includes: sexual comments, gestures, jokes or looks, being touched, grabbed or pinched in a sexual manner, flashing or mooning, spreading sexual rumors and clothing pulled at, off or down off in a sexual manner.	Conference – Expulsion Police Report
SEXUAL HARASSMENT WITH CONTACT	(includes attempted) Forcible sexual assault against the person's will, or not forcibly 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
SIMULATED FIREARMS (Distribution, Possession, Use)	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile or toy version of a firearm.	Suspension – Expulsion Police Report
TARDINESS	Arriving late to class. Truancy laws apply.	Conference – Suspension
THEFT (Personal or School Property)	The unlawful taking, carrying, leading or riding away with property of another person without threat, violence, or bodily harm. This also includes possession or sale or attempted sale of another's property.	Restitution and: Suspension – Expulsion Police Report
THEFT (Motor Vehicle)	The theft or attempted theft of a motor vehicle. Examples include: car, truck, motorcycle, dune buggy, RV, golf cart or anything that is self-propelled.	Restitution and: Suspension – Expulsion Police Report

PROBLEM AREA	DEFINITION	SCOPE/CONSEQUENCE
THREATENING ACT	(Physical or verbal threat or intimidation): To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Ex: bomb threat, threats made over the telephone, threats to beat someone up, threats to beat someone up, threats made by text message or internet, at home or at school.	Conference – 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 (Distribution, Possession, Use and Sale)	The distribution, possession, use or sale of tobacco products, including imitation tobacco (electronic cigarette, hookah, water pipe) on school grounds, school-sponsored events and on school-sponsored transportation.	Conference – Suspension Police Report
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 Report
UNSAFE BEHAVIOR/ ENDANGERMENT	Acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. This may include knowingly and willingly withholding information that leads to such situations.	Conference – Expulsion
VANDALISM (Destruction of school or personal property)	The willful or malicious damage, destruction, injury, disfigurement or defacement 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
VEHICLE MISUSE	The inappropriate use of an automobile, motorcycle or other motorized vehicle on school property or travel to or from school or school-sponsored events.	Conference – Expulsion Police Report
VERBAL ALTERCATION	Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act.	Conference – Suspension
OTHER WEAPONS (Distribution, Possession, Use)	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but not limited to: nunchakus, brass knuckles, Chinese stars, billy clubs, knives at least 2.5 inches, electrical weapons or devices. Weapons are strictly prohibited.	Suspension – Expulsion Police Report

HEALTH AND SAFETY

Food Service

The Food Service Department operates a non-profit program that provides meals and related services to the students of the district. For information regarding school meals please visit our website at www.cusdnutrition.com. Here you will find all of our menus, pricing information, and nutritional data on the food we serve. Special diet forms and Free & Reduced Applications can be downloaded as well. You can also contact our CUSD nutrition staff at 480-812-7240.

Parents may pre-pay for meals and items by depositing money into their computer accounts. The student's name is scanned at the register at the time of the meal and the computer records the meal and deducts the appropriate amount.

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

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

MySchoolBucks.com is a SECURE online prepayment service for student lunch accounts. Go to www.MySchoolBucks.com. Students wishing to go home for lunch must bring a note from the parent giving permission. The note must contain the student's name, the date, and the parent's signature. The notes are kept in the school office. Students must return by the start of class.

Health Services

Please see the health services department tab on the district website www.CUSD80.com for specific information and forms required from parents and doctors, the medication administration policy, health protocols for student illness, immunizations, hearing and vision screening programs, and information on specific health conditions.

Health Office and Illness

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

HEALTH PROTOCOL

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

1. Fever 100 degrees or higher. A child must be fever-free for 24 hours (without medication) before returning to school.
2. Persistent cough.
3. Sore throat with fever and/or white spots on the throat-if strep throat is diagnosed, the child must be on antibiotics for 24 hours before returning to school.
4. Rash with fever illness, such as chicken pox, measles, etc.
5. Nausea, vomiting, or diarrhea. A child must be free from symptoms for 24 hours before returning to school.
6. Red, itchy, and draining eyes. If conjunctivitis or "pink eye" is diagnosed, the child must be on antibiotics for 24 hours before returning to school.
7. Prolonged headache and/or stomachache.
8. Swelling or pain at a level that may interfere with learning.
9. Earache.
10. Toothache.
11. Head lice - A child must remain at home until treated with medicated lice shampoo and the nits are removed. The child must be cleared through the health office before returning to school. Chandler Unified School District enforces a no-nit policy.

Administering Medicines to Students

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. Medications to be given two and three times daily are to be given at home, unless specifically ordered by the health care provider to be given at school :

- 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 an over-the-counter medication, in the original container with all warnings and directions intact.
- All medications must be brought to the health office by the parent or other responsible adult.

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication. This release should be noted on the Student Emergency Card.
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. This release should be noted on the Student Emergency Card.
- Students who have been diagnosed with diabetes may carry all diabetic supplies. The Diabetic Release Form must be on file with the health office.

Immunizations

To help protect your child, state law requires the following immunizations:

DTap	Hepatitis B	Polio	TDap (6th grade)	HIB (Preschool)
MMR	Varicella	Meningitis (6th grade)	Hepatitis A (Preschool)	

Chandler CARE Center at 777 E. Galveston St. provides immunizations. Call (480)812-7900 for times of service.

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

Children can be exempt:

- If a health care provider certified that one or more of the immunizations would endanger the child's life.
- If parents submit a signed statement that immunizations are contrary to their religious or personal beliefs.

Emergency Card

Parents are required to complete a Student Emergency Health and Medical History Card for each of their children every year. This card tells us how to contact you or another responsible adult if you child becomes ill or is injured at school. Please list health problems including allergies to foods, medications, insect stings, etc. It is very important to notify the office if your address, home phone number, business phone or cell phone number changes during the school year.

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 student population.

Policy on Lice Checks

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

Mandatory Reporting of Criminal Activity to Law Enforcement

Due to the requirements of Arizona State Statute. (A.R.S. 13-3620) schools and school employees are required to report criminal activity to local law enforcement, and report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. Recent changes in the law require schools to report threats, or rumors of threats against schools, students, and school personnel. Schools must also report incidents of non-accidental injury, which might occur during altercations at school. (Also, see "Threatening Act", page 31).

Reporting Child Abuse

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

Restricted Physical Education Activities

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

TECHNOLOGY

Appropriate Use of Technology

Student Use of Personal Technology
School Board Policy I JNDC-R

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

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

- *Students shall use the district's system safely and for educational purposes only.*
- *Students shall not use the District's electronic information services to encourage or facilitate the use of drugs, alcohol or tobacco, or other unethical activities.*
- *Students are prohibited from accessing, posting, submitting, publishing or displaying harmful or inappropriate material that is threatening, obscene, disruptive, or sexually explicit, or that could be defined as harassment based on race/ethnicity, sex, gender, sexual orientation, age, disability, religion or political beliefs.*
- *Students shall not disclose, use or disseminate personal identification information about themselves or others when using email, chat rooms or other forms of electronic communication, unless instructed to do so by school personnel.*
- *Students shall not use the system to threaten, intimidate, harass or ridicule other students or staff.*
- *All materials utilized for research projects should be appropriately cited as with other printed sources of information.*
- *Vandalism will result in the cancellation of user privileges or more severe consequences.*
- *Students shall not read other users' email or files without permission. Nor shall they attempt to read, delete, modify or use another's identity electronically.*
- *Students shall report any security problem or misuse of the network to appropriate school personnel.*

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

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

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

Acceptable Use Agreement for the Internet

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

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

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

- E-mail pen-pals
- Research major news sources: (Newspapers, Magazines, U.S. Congress)
- File Transfer (FTP) – transfer files between computers, in either direction.
- Research (Gopher, Telnet) – research databases, card catalogs, image files, weather maps. (U.S. Weather Service, the Library of Congress, the Smithsonian)
- Conversation: Real-time e-mail-type conversation (Internet Relay Chat) or video conferencing with distant classrooms, professional experts, technical assistance

Internet and E-mail Rules

(Terms and Conditions)

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

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

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

BYOT Responsible Use Agreement

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

Chandler Unified School District BYOT Philosophy

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

Purpose of and Permissions to Use Personal Electronic Devices at School

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

Internet and Network Access

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

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

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

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

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

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

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

Please note that use of personal electronic devices is left to the discretion of the classroom teacher. The teacher will make the final determination of when use of personal electronic devices is appropriate.

You are encouraged to:

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

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

TRANSPORTATION POLICY

Transportation

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

Kindergarten and First Grade Students

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

Instruments on the Bus

Because space on our buses is limited, we cannot guarantee that students will be able to transport large band or orchestra instruments on the bus.

When Walking isn't Allowed

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

Please ensure that you and your children have reviewed the bus rules and consequences listed on pages 41-42.

Safe Student Transportation

Expected Student Behavior

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

Alcoholic beverages	Weapons	Explosives
Dangerous or narcotic drugs	Glass items	Fireworks
Legally prohibited substances	Smoke or stink bombs	Tobacco
Animals, insects or reptiles	Other dangerous objects	

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

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

School Bus Infractions

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

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
- 9a. Profanity or verbal abuse directed towards demeaning a person's character (because of seriousness, automatically deemed a level II, second offense, requiring 10-30 day suspension)
10. Extending hands or head out of bus window
11. Verbal abuse of driver or 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 or 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. Fireworks possession or use on bus
27. Tobacco, alcohol or drug use on bus
28. Activation or tampering with emergency or safety equipment on bus
29. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
30. Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at bus stop
31. Shoving student(s) in path of any on-coming vehicle
32. Throwing objects out of bus
33. Unauthorized exit from emergency door
34. Physically impeding movement of school bus
35. Verbal threat of harm or violence
36. Any action causing harm to others

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.

Parent and Student Transportation Agreement

Please review the following parent and student transportation responsibilities. Thank you for partnering with CUSD to keep our bus riders safe!

PARENT RESPONSIBILITIES:

1. Before school, parents will make sure students arrive at the bus stop 10 minutes prior to the scheduled pick-up time. After school, parents will arrive at the bus stop 10 minutes prior to the scheduled drop-off time.
2. Parents of Kindergarten and 1st grade students must have a parent/guardian at the bus stop in the morning and afternoon. Bus drivers will not release Kindergarten and 1st grade students at the bus stop without a parent present. If a parent is not present at the bus stop, the driver will take the child back to the school.
3. Parents should familiarize their child(ren) with the bus stop area. Students should know the name of the bus stop, cross streets, and be able to recognize landmarks associated with their bus stop.
4. Parents should discuss bus rules and safety with their child(ren) including proper and safe behavior at the bus stop area.

STUDENT RESPONSIBILITIES:

1. Students will adhere to all bus and bus stop area rules and procedures.
2. Students will be able to recall the name of their bus stop and be able to recognize landmarks associated with their bus stop.
3. When the bus comes to a stop, all students will be actively listening for the bus driver to announce the name of their stop.
4. Kindergarten, 1st and 2nd grade students will wear a bus tag listing their name, the name of their bus stop, and school information. This tag must be worn for the first 10 days of school.

MISCELLANEOUS INFORMATION

Annual Public Notification of Nondiscrimination

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

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

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

Kym Marshall, Ed.D.
Section 504 Coordinator
Chandler Unified School District
500 W. Galveston
Chandler, AZ 85224
480-224-3700

Sandy Cooper
ADA/Title IX
Chandler Unified School District
1525 West Frye Road
Chandler, AZ 85224
480-812-7000

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

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

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

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

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

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

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

Notification of Rights under FERPA For Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-592

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.



By signing on the Welcome to our School page at the front of the handbook, you are acknowledging and verifying that you have read this notification.

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

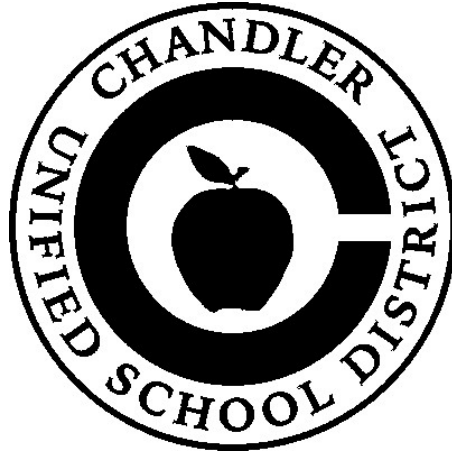
District Services

Below is a listing of additional services and programs available to our elementary families.

		
<p style="text-align: center;"><u>Chandler Sports League</u></p> <p>Chandler Sports League offers students an opportunity to represent their school by participating in team based sports and activities. Teams compete against other schools in the Chandler Unified School District.</p>	<p style="text-align: center;"><u>CLUB C.U.S.D.</u></p> <p>Variety of enrichment classes during the school year and intersession breaks offered various times and locations for K-Adults offered at various sites.</p>	
		
<p>Curriculum preschools to help develop social, emotional, physical and cognitive abilities for ages 3-5 year olds offered at various elementary sites</p>	<p>Year round childcare for birth to four year olds located at the four CUSD high schools, during the school year and during intersession breaks at one location.</p>	<p>Childcare offered at multiple elementary sites before, after-school and intersession breaks for K-6th grade students at various locations.</p>
		
<p style="text-align: center;"><u>Credit Recovery & Accelerated Courses</u></p> <p>For grades K-12th grade students offered at various elementary sites during summer intersession break.</p>	<p style="text-align: center;"><u>Chandler Academy of Performing Arts</u></p> <p>Intersession camp offered to 6th-12th grade students who express an interest in chorus, orchestra, band or theater.</p>	
<p>For more information regarding the programs above, please call 480-224-3900 or visit us online at www.CUSDcommunity.com.</p>		

	
<p>A school-based, community-linked program which provides free medical, dental, counseling, and social services to uninsured Chandler youth, birth through 18 year olds.</p>	<p>An educational partner to the Chandler Unified School District (CUSD), who are committed to the vision of raising significant funds to support excellence in education, community service, and life-long learning.</p>
<p>Call 480-812-7900 for more information or visit us online at www.ChandlerCARECenter.com.</p>	<p>Call 480-224-3030 for more information or visit us online at www.ChandlerEdFoundation.org.</p>

NOTES



“Dedicated to Excellence”

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



Governing Board

Annette Auxier

Karen Bredeson

David Evans

Barb Mozdzen

Bob Rice



This handbook was provided as a service of the Elementary Education Department.