

HAMILTON HIGH SCHOOL

3700 South Arizona Avenue
Chandler, Arizona 85248
(480) 883-5000

Ken James	Principal
Dick Baniszewski	Assistant Principal
Chris Farabee	Assistant Principal
Brenda Ramos	Assistant Principal
Shawn Rustad	Assistant Principal
Dee Sillanpaa	Assistant Principal
Malori Anderson	Dean
Attendance Office	883-5003
Office of the Registrar	883-5024

GOVERNING BOARD

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

SUPERINTENDENT

Camille Casteel, Ed. D.

CHANDLER UNIFIED SCHOOL DISTRICT

1525 W. Frye Road
Chandler, Arizona 85224
(480) 812-7000
ww2.chandler.k12.az.us

Hamilton High School Mission Statement

The Mission of Hamilton High School is to prepare students to be successful in their academic, personal and professional lives.

Hamilton High School Vision Statement

We follow these pathways, a community of lifelong learners, fortified with knowledge and possessed of a limitless vision of our future.

**HAMILTON HIGH SCHOOL
STUDENT CITIZENSHIP CONTRACT**

_____, a Hamilton High School student in grade _____, my parent/guardian, _____, and I understand and accept the responsibilities outlined in the Hamilton High School Student Code of Conduct section of the Student Planner. We agree to abide by the Code and fully understand the consequences outlined. We acknowledge having read and understand this Citizenship Contract and assure that the student named below will abide by the rules and regulations contained herein.

Student Name (Please Print) Student Signature

Parent Name (Please Print) Parent Signature

Date Student ID #

Student Handbooks

A. I acknowledge that the Hamilton Student Handbook containing school and district policies is available online at the Hamilton and CUSD websites and that I can access this information online.

Signature: _____ Date: _____

OR

B. I do not have access to the internet and I am requesting a hard copy of the Student Handbook.

Signature: _____ Date: _____

PERMISSION TO PUBLISH

_____, a Hamilton High School student, my parent/guardian, _____, and I agree to allow Hamilton High School to use pictures or likeness of my son and/or daughter in school publications (including graduation programs), school websites, school advertisement, and/or newspaper/TV depicting Hamilton High School.

Student Name (Please Print) Student Signature

Parent Name (Please Print) Parent Signature & Date

***Signatures also needed on next page**

FOR INTERNET ACCESS

PART A

Do you give your daughter/son permission to participate in Internet Activities?

_____ Yes _____ No
(Go to Part B) (Do not go to Part B/Sign Here)

PART B

Student User Agreement and Parent Permission Form

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

User Name (Please Print): _____ Grade: _____

User Signature: _____ Date: _____

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

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

Parent/Guardian Name (Please

Print): _____

Signature: _____ Date: _____

Parent Email address _____

Hamilton H. S. Bell Schedule

Monday, Tuesday & Wednesday

0 hour	6:30 – 7:20	
Period 1	7:25 – 8:21	
Period 2	8:26 – 9:22	
Period 3	9:27 – 10:23	
Period 4	10:28 -12:12	
	10:28 – 10:33	Class
A Lunch	10:33 – 11:04	Lunch
	11:09 – 12:12	Class
B Lunch	10:28 – 11:09	Class
	11:09 – 11:40	Lunch
	11:45 – 12:12	Class
C Lunch	10:28 – 11:41	Class
	11:41 – 12:12	Lunch
Period 5	12:17 – 1:13	
Period 6	1:18 – 2:14	
Period 7	2:19 – 3:09	

Thursday & Friday

0 hour	6:30 – 7:20	
Period 1/2	7:25 – 9:17	
Conference	9:17 – 9:40	
Period 3/4	9:45 – 12:18	
	9:45 – 9:50	Class
A Lunch	9:50 – 10:21	Lunch
	10:26 – 12:18	Class
B Lunch	9:45 – 10:46	Class
	10:46 – 11:17	Lunch
	11:22 – 12:18	Class
C Lunch	9:45 – 11:47	Class
	11:47 – 12:18	Lunch
Period 5/6	12:23 – 2:14	
Period 7	2:19 – 3:09	

Hamilton High School Policies and Procedures

Assembly Conduct

Students must sit in the section provided for their class. Students who do not conduct themselves properly will be removed from assemblies and banned from future participation.

Attendance

High School administration, faculty and staff encourage students to be at school on time every day. Student attendance closely matches student academic achievement. Students who are absent from school miss the introduction of new material, interactions with peers in discussions, activities and presentations. The attendance policy is intended to involve parents, to teach students responsibility and to provide for optimum instruction and academic accountability. Administration may require medical documentation for excessive or habitual absences.

A. Tardy To Class

In order for a student to be excused from class when he/she is late to school, the student must check in at the attendance desk to be **signed in**. The attendance office must **receive a phone call within a 24-hour period from a parent/guardian**. A note from the doctor's office, dentist office or court system will also excuse a student in lieu of a parent calling. An unexcused reason for a tardy will result in an unexcused pass to class. Students who receive an unexcused tardy will be assigned to After School Detention (ASD) for the following day.

B. Absences

Absences can be defined as excused or unexcused.

1. Excused Absences

A parent or legal guardian must call the attendance office within 24 hours of the absence to officially excuse students from school or particular periods of classes during the day. When a parent brings or picks up a student, he/she must be signed in/out at the attendance office. If a student needs to leave campus during school hours, he/she must go to attendance before school to get a pass, pending parent verification. No student will be permitted to leave campus without a pass from attendance.

Students are responsible for making arrangements with their teachers to complete make-up work for excused absences. The make-up work must be completed with the same amount of time after returning as the class periods absent from class (for example, allow two class periods to complete make-up work for two class periods of absences).

Excused absences include, but are not limited to: individual illness or health conditions, serious illness in the immediate family (documentation required), religious holidays, death in the immediate family, school sanctioned activities, and medical and dental appointments (documentation required).

Excessive Absences

A.R.S. §15-803 (B) states that absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802. Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences. If additional absences occur, and medical documentation is not provided, the student may be dropped from class (es).

2. Unexcused Absences

Unexcused absences are considered truancies. If a student misses only one period, the unexcused absence will be considered as ditching class, and the student will be referred to administration.

While parents may be aware of these circumstances, the absence will remain unexcused for attendance purposes. Work cannot be made-up for credit for unexcused absences. A parent/guardian phone call will not be justification as an excused absence.

C. Consequences for Absences:

The following actions will be taken after 7 excused/unexcused absences per semester and after 10 consecutive absences.

1. Seven Absences

After 7 class period absences per semester, the student may be placed on an attendance contract.

2. Ten Absences

After 10 absences per semester, the student may be dropped with an F.

3. 10 Consecutive Absences

After 10 consecutive days of absences per semester, the state requires schools to automatically withdrawal the student.

Additional disciplinary measures may be taken against students who are habitually tardy.

Sign Out Policy:

Students are not permitted to leave campus without permission. Parent /guardian must show picture ID in order to pick up a student. Anyone other than the parent/guardian on campus to pick up a student must be listed on the emergency card. Seniors with a half day must show their ID to security each day to leave school grounds.

Students leaving campus who drive:

Hamilton High School is a closed campus and we require parents to call and send in a written note with the student. Students will need to drop off their note in the morning at the Attendance Office. However, if a student needs to leave campus during school hours and does not have a note, parents may call the Attendance Office and fax over a note giving them permission to leave. Written permission MUST include parent/guardian name, parent/guardian contact information, relationship to the student, student's full name, ID number, the time student should be released, and a parent signature.

If the student does not check out in Attendance before leaving campus, it may be considered unexcused absence.

Extra-Curricular Participation Policy

Students who are absent from school are not allowed to participate in extra-curricular activities held on that day.

Bookstore

The school for the convenience of all students operates the bookstore. The store will be open on school days from 7:30am to 3:00pm. Students are not allowed to go to the bookstore during class time.

Change of Address and Telephone Number

It is very important that all students notify the registrar's office immediately of any change of address or telephone number at (480) 883-5024.

Clubs

Hamilton has over a 100 clubs for our students to choose from. We will have a Club Fair at the beginning of each semester for our students to learn more about clubs to join.

Cheating / Plagiarism

Copying the work of another person and submitting it as your own, obtaining unauthorized or undocumented material from the Internet or other sources, or securing teacher materials or work in a dishonest or unauthorized way are all considered cheating. Allowing another student to copy your work is considered cheating. Cheating may be cause for removal from National Honor Society or any other leadership position held in the school.

The below listed consequences for Cheating/Plagiarism offenses are for the student's accumulative time here at Hamilton. Example – A 9th grader cheats on an exam and receives a zero on an assignment (First Offense). The same student in their 10th grade year cheats on a test will receive a zero on the assignment and a 3-day suspension (Second Offense).

First Offense: Includes a referral, a phone call to the parent, and a zero on the assignment,

Second Offense: Includes a referral, a phone call to the parent, and a zero on the assignment, accompanied by a three-day suspension.

Third Offense: Includes a referral, a zero on the assignment, along with a nine-day suspension.

Fourth Offense: Includes a referral, a zero on the assignment, along with a nine-day suspension, being dropped from the class with a grade of "F," along with consideration for alternative school placement.

Closed Campus

Students: Students are to remain on campus from the time of arrival in the morning until after their last class of the day. If a student is off-campus without permission, this is an off-campus violation and may result in a suspension.

Non-students: For reasons of security, only those officially enrolled as students are permitted on campus during the school day. Parents and others wishing to conduct official business must report first to the administrative offices. All others may be deemed as trespassers and are subject to arrest (ARS Title 13).

Counseling Services

Students are urged to contact counselors. Interview appointments can be made at the counseling office before school, during lunch or after school. Counselors are available at all times to answer questions and to discuss problems.

Daily Announcements

Announcements are published on e-mail and posted on the web page. These are read each day, over the P.A. system. All announcements must be turned in to the assistant principal's office or mailbox by 1:00 p.m. the day before that announcement is to be run.

Distribution of Materials

Information (announcements, pamphlets, newsletters, memos, etc.) may not be distributed to other students or staff on campus without prior authorization from administration.

Dress Code

HHS follows the District's Dress Code policy (See page 21). The following guidelines are used by staff at HHS to ensure the policy is being adhered to: Garments that are "see-through," cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Clothing should have adequate coverage to allow a full range of movement without skin or undergarments showing. Undergarments must not be visible. Clothing must cover the entire buttocks and extend a reasonable length to ensure modesty.

Electronic Devices

CUSD BYOT Responsible Use

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. Here are 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 cannot 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.

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:

- 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.

Students bring these devices to school at their own risk. **If a student has a cell phone or other electronic device on campus or on the bus and it is damaged, lost or stolen, schools will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone charges or for any other electronic device.**

Students are allowed to use electronic devices before and after school hours. The students may use their devices in the cafeteria area during lunches.

Cell phones and electronic devices confiscated by school personnel can be retrieved from security.

Schools have the right to discipline students who use these devices under Board Policy JIC.

1st Offense – Parents of the student will be notified via E-mail about the Electronic Device being confiscated. The Student may pick up the Device at the end of the School day.

2nd Offense – The parent of the student will again be notified via E-mail and this time the **PARENT MUST PICK UP THE DEVICE IN PERSON** from security.

3rd Offense- The Parent will again be notified via E-mail and must **PICK UP THE DEVICE IN PERSON** from security. This time the consequences for the **STUDENT is A 4 HOUR BLOCK OF TIME AFTER SCHOOL DETENTION OR SATURDAY SCHOOL**, to be assigned by the grade level administrator.

4th Offense- The Parent will again be notified via E-mail and must **PICK UP THE DEVICE IN PERSON** from security. This time the consequences for the **STUDENT is ONE DAY OF OFF CAMPUS SUSPENSION (OCS)** to be assigned by the grade level administrator.

5th Offense and Subsequent- The **Parent will continue to pick up the device in person** from security. Consequences will be **OFF CAMPUS SUSPENSION (OCS)** number of days determined by the grade level administrator.

Final Exams

There are no final exam exemptions of any course offered at Hamilton. **Per CUSD Policy, students may not take semester final exams prior to the time they are scheduled. Students who are absent during semester final exams will receive an F for the final exam.** In order for the grade to be changed, students must take the final within the first two weeks of the next semester as arranged through administration.

Fire Alarms / Evacuations

When the FIRE ALARM sounds, students should evacuate the building in an orderly, quiet manner and follow the instructions of those in charge. Students should not stand on paved areas where emergency vehicles may need to pass. Students reporting and/or creating false fire alarms will be subject to disciplinary action from administration.

Food, Gum, Drinks

No gum is permitted in the building. No food or drinks are permitted outside of the cafeteria.

Graduation Ceremony

The top five students in the graduating class, which includes the Valedictorian and Salutatorian, will be recognized at the graduation ceremony. These students are determined at the end of 7th semester.

One student from the senior class, will be selected by a panel to give a 2-minute speech. This speaker must meet the following criteria to be eligible: minimum 2.0 cumulative GPA for seven semesters, no off-campus suspensions, must have been enrolled for 3 consecutive semesters at Hamilton HS, must be a graduating Senior and must use the same approved speech at graduation.

Hall Passes

Students are expected to remain in class during the entire instructional period. Leaving class should be an extremely rare occurrence. When a student receives permission from a teacher to leave the class, they must **be sure to obtain a pass from the teacher** and be prepared to show this pass whenever requested by anyone in authority. A student with no pass will be considered to be out of class without permission. This may result in a disciplinary action.

Hats

No hats of any kind shall be worn in the building except on special designated school spirit days. Hats are subject to confiscation if worn within the building.

Homework / Make-up work Policy

Students are responsible for making arrangements with their teachers to complete make-up work for excused absences or suspensions. Make-up work must be completed with the same amount of time after returning as the class periods absent from class (for example, allow two class periods to complete make-up work for two class periods of absences).

Work cannot be made-up for credit for unexcused absences.

Library - Media Services

Hours	Days
7:30am-8:00pm	Monday-Wednesday
7:30am-5:00pm	Thursday-Friday
1:00pm-5:00pm	Saturday

Students individually visiting the Hamilton Branch Library during school hours are to have one of the following: A signed official Hamilton High School Pass and a Student ID card.

Students must have their library card to access the Internet, print documents, and checkout library materials.

A Chandler Library card is free of charge for students with a photo ID or class schedule. There is a \$2 charge for library cards that are lost or damaged beyond use.

Lost and Found

Loss or theft of any item should be reported to security immediately. Any found item should be taken to A111. Students should check in A111 if they have lost anything.

Lunch Hours

Students are not permitted to be in the various classroom wings during any of the lunch hours without a pass and are not allowed to enter the classroom wings until the bell has signaled the end of the lunch period. Students must be in the cafeteria, patio or foyer during their assigned lunch.

Hamilton is a closed campus for lunch, students are not allowed to leave campus during their lunch period.

National Honor Society Membership

Sophomores, juniors and seniors with a 3.8 cumulative GPA are eligible for membership in the National Honor Society (NHS) as juniors and seniors. To be a member in good standing, all eligible students must maintain a 3.8 GPA, attend required number of NHS yearly meetings, perform 20 hours of community service and uphold standards in character and leadership during the school year. Incidents of cheating and plagiarism could be grounds for non-admittance or removal.

School Nurse and Illness

The high school Health Office is staffed by a Nurse for emergency care, health consultation, and as a resource for students and parents. Specific procedures and permission forms are required for the School Health Office to administer any medications; be aware that written orders from the prescribing physician are required if students are to receive prescription 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 Services

Please see the Health Services department on the district website www.mychandlerschools.org for specific information on forms required from parents and doctors, Medication Administration policy, Health Protocols for student illness, Immunizations, Hearing and Vision Screening programs, and information on specific health conditions for school.

Signs and Posters

Organizations or persons desiring to display posters must have authorization by an administrator. All posters, decorations and tape must be removed by 6:00 a.m. the school day following the activity. Publicity for election campaigning must follow the rules of good taste. Posters can only be placed in designated areas.

Student Parking

In an effort to better serve the students of Hamilton High School, CUSD constructed a 900 space parking facility. The parking fee is \$40.00 per semester or \$80.00 per year. \$10.00 will be charged for the replacement of a lost tag. Applications may be picked up in E100, filled out, and returned to the assistant principal's office along with a receipt from the bookstore. Students may not give or sell their parking pass to another student.

Parking Rules

Parking is a privilege. Loss of parking privileges may result from, but are not limited to the following:

- Driving recklessly
- Transporting alcohol, illegal substances, or dangerous weapons
- Leaving campus without office approval
- Transporting students off campus that should otherwise be on campus
- Defiance of any staff member while on campus
- Parking hangers must be displayed at all times from the rear view mirror and must match the space parked in.

Students Park at your own risk. Failure to follow any of the above rules will result in booting of the vehicle. Hamilton High School is not responsible for vehicular damage, theft, and loss of property or expenses/damages from booting.

"Students who drive vehicles to school will park at their own risk and must understand that neither the school nor the Governing Board can be held responsible for the vehicle."

Student Responsibilities

1. **Respecting the rights of others:** Students have a right to an education without interference from others.
2. **Attending school:** Students have a responsibility to attend school daily and to be on time.
3. **Completing work assignments:** Students are responsible for completing all class work and homework on time. It is the students' responsibility to get homework or make-up work for absences.
4. **Being 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. **Respecting public property:** Students have a responsibility to respect and to protect all school property, materials and equipment.
6. **Showing respect:** Students have a responsibility to demonstrate respect for other students, faculty, staff, community members and themselves.
7. **Obeying school rules:** Students have a responsibility **to know and to obey** rules and regulations in order to provide a safe and positive learning environment.
8. **Cooperate with School Staff:** Students have a responsibility to cooperate with school staff, authorities, and peers.

Tobacco or Imitation Tobacco Products. The possession, use, distribution or sale of tobacco or imitation tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation is prohibited. These products include but are not limited to: cigarettes, imitation or electronic cigarettes or hookah products.

Telephones

The office and teacher telephones are business phones and are **NOT AVAILABLE FOR PERSONAL CALLS**. Students may use the phones for calls that are emergency in nature, with staff approval. Students will not be called out of class to answer the phone except for emergency calls from parents.

Withdrawal from School

The faculty and administration encourage all students to remain in school. Students who are having problems are advised to see their counselor, teacher or administrator for guidance. If a student is withdrawing, the following steps must be taken:

1. Contact the counselor.
2. Obtain parental written approval through parent conference.
3. Complete forms obtained from registrar's office.
4. Get withdrawal slip signed by teachers, nurse, librarian and bookstore clerk.
5. Return the form to registrar's office.

NO RECORDS WILL BE TRANSFERRED UNTIL ALL DEBTS ARE PAID AND ALL BOOKS RETURNED.

STUDENT I.D. CARDS

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

STUDENT ACTIVITY PASS

A student activity pass is available at the beginning of each school year. The cost is \$35.00. This pass entitles students to free admission to all home athletic contests except A.I.A. tournaments. With the

card, some social activities on campus will have reduced costs. The pass will double as a student I.D. for school activities. Replacement cost is \$5.00.

GUESTS FOR DANCES AND SCHOOL-SPONSORED ACTIVITIES

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

REPORT CARDS

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

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

PROGRESS REPORTS

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

FINAL EXAMS

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

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

NATIONAL HONOR SOCIETY MEMBERSHIP

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

DISTINGUISHED SCHOLAR

Senior class students who have a grade point average of 3.8 or better (computed at the end of the 7th semester) who are members of the NHS, and who have completed six honor classes (twelve honor semester classes) and 24 credits will graduate as a Distinguished Scholar. At least one honors class must be taken during their senior year.

GRADUATING WITH HIGH HONORS

Senior class students who have a grade point average of 3.5 or better (computed at the end of the 7th semester) and who have completed or are completing six honor classes (twelve honor semester classes) for eight semesters of work shall graduate with High Honors. At least one honors class must be taken during their senior year.

GRADUATING WITH HONORS

Senior class students who are members of National Honor Society shall graduate with Honors. Honors students are responsible for purchasing their own stole.

AIA ELIGIBILITY

To participate in extracurricular activities that involve interscholastic competitions or A.I.A. approved adjudication, students must pass all the classes on their schedules. Grades are reported every 4-1/2

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

weeks either through progress reports or report cards. If a student receives a failing grade, he or she will be declared ineligible on the day following issuance of report cards or progress reports. If a student is ineligible, the student must attend study hall every school day within one week, usually five (Monday through Friday). The student must pass the class(es) on the Friday of the week study hall is served. The student will gain eligibility on the following Monday only.

INELIGIBILITY/REMEDATION

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

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

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

Note: On AIMS/AzMERIT test dates, study hall for ineligible student athletes will be adjusted that week.

Special Provisions

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

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

RANDOM STUDENT DRUG TESTING

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

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

CONCUSSION EDUCATION COURSE - BRAINBOOK

All student athletes shall complete the brain book online concussion education course prior to participation in practice or competition (AIA Bylaw 14.13- adopted 8/15/2011). Please contact the athletic director's office for more information.

PHYSICALS

All athletes and members of marching band are required to have an annual physical prior to participation. The physical examination for the following school year shall be given on or after march 1 performed by a doctor of medicine (M.D.), osteopathic physician (d.o.), certified registered nurse practitioner (n.p.) licensed to practice, or a certified physician's assistant (pa-c) registered by the joint board of medicine examiners and the osteopathic examiners in medicine and surgery. Please contact

the athletic director's office, coach or band instructor for further information.

INSURANCE

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

LETTERING

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

LOCK DOWN PROCEDURES

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

NONDISCRIMINATION NOTIFICATION

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

Notificación de Non Discriminación

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

FERPA RIGHTS

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

ADA/TITLE IX

The District does not have TDD's in use throughout the district. Please feel free to use the TTY relay or video relay services. School office staff can be assisted to help family and community with TTY relay or video relay services with help from the CUSD Hearing Impairment department. Please contact Pupil Personnel Services for help. Please refer to the CUSD Course Description Book for further information regarding ADA/TITLE IX.

APPROVAL OF 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 480-224-3908.

HEALTH SERVICES

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

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

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.
10. Head lice - A child must remain at home until treated with a pediculocide. The child must be cleared through the health office before returning to school. This is in accordance with CUSD Policy JLCC Communicable/Infectious Diseases.

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:

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

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.

EVERY STUDENT SUCCEEDS ACT

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

Whether the student's teacher –

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

RETURNED CHECK POLICY

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

DRESS CODE

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

Brief and Revealing Clothing

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

Students shall not wear:

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

Garments that are "see-through," cut low, or expose one's midriff are not acceptable. Sleeveless

garments must extend to the end of the shoulders and fit closely under the arms. Clothing should have adequate coverage to allow a full range of movement without skin or undergarments showing. Undergarments must not be visible. Clothing must cover the entire buttocks and extend a reasonable length to ensure modesty.

Vulgar, Offensive Messages

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

Sagging Pants

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

Gang-Related Attire

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

Footwear/Jewelry/Accessories

- Shoes or sandals must be worn at all times on campus according to state law and for student safety.
- Body piercing that is a safety hazard and/or hinders performance in a classroom is not allowed.
- Wallet chains are not allowed.
- Students shall not wear hats in district buildings except for a medical or religious purpose.
- Students cannot wear slippers on campus.

Student/Parent Responsibility

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

Administrator Discretion

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

Consequences

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

DUE PROCESS

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

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

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

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES SCHOOL BOARD POLICY J-3611 JII-R SUMMARY

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

- ***Complaint form.*** The District shall make a Complaint form (JII-EA) available at each school and at the District Office. The form shall also be available in electronic format. Complainants are encouraged to utilize this form, but shall not be required to do so. In order to provide the District with the information necessary to properly address the matter, any written Complaint that is filed should contain the same information that is requested on JII-EA (at a minimum). The Complaint should be signed by the complainant. A school or District administrator shall assist an individual in completing the grievance form upon request.
- ***Timeframe for submission of complaint.*** In order to facilitate meaningful investigation of a complaint, a complainant should submit his/her complaint as soon as possible and no more than thirty (30) days following the event or action giving rise to the complaint.
- ***Personnel authorized to accept complaint.*** A complaint may be submitted to the Principal, Assistant Principal or Dean of Students at each school or to the 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.

ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL

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

ALTERNATIVE SCHOOL ASSIGNMENT

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

MANDATORY REPORTING OF CRIMINAL ACTIVITY TO LAW ENFORCEMENT

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

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

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

CHANDLER UNIFIED SCHOOL DISTRICT STUDENT CONDUCT POLICY

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

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

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

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

and grounds.

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

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

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

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

STUDENTS ARE SUBJECT TO DISCIPLINE IF INFRACTIONS OCCUR:

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

**DANGEROUS ITEMS AND DEADLY WEAPONS
BOARD POLICY JIC1**

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

For the purposes of this policy:

- Weapon means any of the following: A firearm, a destructive device, a dangerous instrument.
- Simulated weapon means an instrument displayed or represented as a weapon.

- **Firearm means any of the following:** Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such firearm; any firearm muffler or silencer; any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device; any combination of parts that could be readily assembled to form a firearm.
- **Destructive device means:** Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow; any collection of parts that could be readily assembled to form a destructive device.
- **Dangerous instrument means anything other than a firearm or destructive device that is carried, possessed, used, threatened to be used, or distributed by a student with the intent to intimidate or harm another person or property or with reckless disregard for the safety of others.**
- **School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.**
- **Deadly weapon means any weapon designed for lethal use, including a firearm.**

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

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

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

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

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

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher

administrative supervisor or as otherwise required by law. If evidence suggests that conduct complained of under this policy also constitutes a crime, the supervisor shall stop the investigation and promptly report to the appropriate law enforcement agency. If evidence suggests the conduct complained of under this policy constitutes child abuse, the incident should be reported according to the Administrative Regulation JLF. The requirement to report abuse applies to situations in which a child is the alleged abuser, as well as to situations in which an adult is the alleged abuser. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students are authorized to use District equipment and personal electronic devices to access the Internet or other online services in accordance with Board policy, the use obligations and

responsibilities specified below and outlines in the District's Acceptable Use Agreement.

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

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

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

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

SEXUAL HARASSMENT INVOLVING STUDENTS **BOARD POLICY ACAB SUMMARY**

Prohibition Against Sexual Harassment. Sexual harassment is prohibited.

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

- ***Quid pro quo harassment*** occurs when a school employee or person of authority causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee or person of authority causes a student to believe that the employee or person of authority will make an educational decision based on whether or not the student submits to unwelcome sexual

conduct.

- **Hostile environment harassment** occurs when unwelcome conduct of a sexual nature is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student or someone visiting the school

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

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

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

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

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

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

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

shall not wait for the conclusion of a criminal investigation or a criminal proceeding to begin its own investigation. If necessary, the District must take interim preventative measures to ensure the safety of the alleged victims and of the larger school community during the criminal investigation or criminal proceeding.

Child Abuse Reporting. A school employee who reasonably believes that a minor has been the victim of physical injury, abuse, child abuse or neglect that appears to have been inflicted by other than accidental means or that is not explained by the available medical history as being accidental shall make a mandatory report in accordance with District regulation JLF-RB. The requirement to report suspected abuse is applicable whether the alleged abuser is a student or an adult.

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

Non-retaliation. Retaliation in any form for filing a report of sexual harassment or participating in an investigation relating to sexual harassment is prohibited. Persons who have been determined to have retaliated will be subject to disciplinary action.

This is a summary of Policy ACAB. The complete version of this document can be found at the following locations:

- District website: www.cusd80.com/ACABpolicysummary
- Also linked from every school website to: www.cusd80.com/ACABpolicysummary
- Principal's office (hard copy)

Questions, complaints, or request for additional information regarding this policy may be forwarded to the designated compliance coordinator.

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS **BOARD POLICY J-3400 JIH-R SUMMARY**

INTERVIEWS:

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

CHILD ABUSE CASES:

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

CASES WHERE SCHOOL SAFETY IS NOT AN ISSUE:

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

CASES WHERE STUDENT SAFETY IS AN ISSUE:

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

SEARCHES

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

District Infraction and Consequence Chart

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 Police Report

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

DISCIPLINARY ACTION

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

Conference

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

Parent Conference

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

Behavioral Contract

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

Other Disciplinary Actions

Community Service
Evening School
Lunch Detention
Saturday School

Removal From Classes

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

After-School Detention

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

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

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

Suspensions

In-School Suspension

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

Short-term Suspension (10 days or less)

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

determined by an administrator. Short-term suspensions cannot be appealed. (Policy JKD)

Long-term Suspension (Over ten days)

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

Expulsion

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

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

I. General Terms and Conditions

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

Each user must:

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

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

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

II. Communications

Each user must:

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

III. Hardware

Each user must:

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

IV. Software and Electronic Content

Each user must:

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

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

V. Personal Devices

USB drives (flash memory devices) may be used to store or transport documents containing original user work, such as PowerPoint presentations, brochures, newsletters, and videos created by students or staff. Inappropriate uses for USB drives include storing or downloading copyrighted music, photos, video, or other creative works, such as commercial software programs.

Consequences of inappropriate use of USB drives include cancellation of permission to use the drives, and appropriate disciplinary action, up to and including dismissal or expulsion. Copyright infringement is illegal, and is subject to prosecution and severe fines.

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

VI. Additional Requirements for District Employees

District employees must:

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

- Prohibit unauthorized technology resources in the classroom.

CARPOOLING AND ALTERNATE MODES OF TRANSPORTATION

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

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

Please register for the Carpool Program in your school office.

CUSD SCHOOL BUS POLICIES AND PROCEDURES

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

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

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 stepwell.
15. Skateboards, scooters and roller blades are not allowed on the school bus.
16. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's *written* request, counter-signed by a school official.
17. Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student's parent or legal guardian and approved by a school official.
18. Remain seated while bus is in motion **and until it comes to a stop.**
19. Secondary students are required to show student ID card to bus driver upon request.

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

School Bus Infractions

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



BYOT Responsible Use Agreement

(Signature required)

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

Chandler Unified School District BYOT Philosophy

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

Purpose of and Permissions to Use Personal Electronic Devices at School

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

STUDENT CONFINEMENT: PARENTAL NOTIFICATION AND CONSENT

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

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

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

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

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

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

BYOT Agreement: Parental Notification and Consent

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

Student Name (Please Print)

Parent/Guardian Name (Please Print)

Signature of Student:

Signature of Parent:

Date:

Date:

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

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

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

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

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

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

Student Name (Please Print)

Parent/Guardian Signature

Date