

Student Name _____ ID# _____

***PLEASE NOTE:** The school day officially begins at **7:25 a.m.**

Student Schedule

Period	Class	Teacher
0	_____	_____
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____

Chandler High School
“School of Champions”

350 North Arizona Avenue
Chandler, Arizona 85225
(480) 812-7700

A+ School of Excellence

International Baccalaureate
Advanced Placement Classes
AIA Victory with Honor

Flinn Scholar Recipients
National Merit Scholars
North Central Accredited

Mission Statement

Our mission, in partnership with parents and the community, is to provide students with rigorous educational experiences to develop the knowledge, skills, and attitudes needed to succeed in an ever-changing world.

Administration

Mr. Larry RotherPrincipal
Mr. Jim CulverAssistant Principal/Athletic Director
Mrs. Karen MartinAssistant Principal
Ms. Ann Templeton.....Assistant Principal
Ms. Margaret Tierney.....Assistant Principal
Mr. J.J. Chandler.....Dean of Students

Important Numbers

Attendance.....812-7703
Bookstore.....812-7745
Counseling.....812-7706
Nurse.....812-7702
Registrar812-7724

GOVERNING BOARD

Mr. Robert Rice
Mrs. Barbara Mozdzen
Mrs. Annette Auxier
Mrs. Karen Bredeson
Mr. David Evans

SUPERINTENDENT

Camille Casteel, Ed. D.

CHS STUDENT HANDBOOK AND PARENT GUIDE

Chandler High School is the home of the Wolves and the pathway of champions. "The tradition of excellence" is not just a motto; it is something students and staff have lived and worked by for many years. The school is proud of its achievements in the classroom, on the athletic field, in performance and exhibit halls, and in the community.

Student Responsibilities

1. To accept responsibility for your own educational progress, so that you can become an adult for whom learning is a natural part of your life.
2. To strive for the development of critical thought and analysis.
3. To acquire the learning skills basic to continuing self-development and further study.
4. To practice the principles and qualities required for democratic citizenship and responsible participation in our multi-racial, multi-cultural society.
5. To accept the educational opportunity offered to you with zeal, and demand challenging and meaningful instruction.

Student Citizenship

Chandler High School students are required to abide by the policies, procedures, regulations, and code of conduct detailed in the student handbook, available for viewing on the school's website. www.mychandlerschools.org/chs
Printed copies are available by request.

Special Report to Parents

This report is sent to parents at any time a student is not making satisfactory progress and is sent at the discretion of the teacher. The report may be in the form of an attendance or conduct referral, or a failure notice.

Counseling Services

Students are urged to take the initiative in contacting counselors. Appointments can be made at the counseling office before school, during lunch hour, or after school. Counselors are available at all times to answer questions and to discuss problems.

Honor Courses

The following procedures are created in order to maintain the consistency and quality of the class rank, grade point average standards and the honors program at Chandler High School. The Advanced Placement (A.P.) program is a national curriculum, and the International Baccalaureate (I.B.) is an international curriculum. These two curricula will be respected as Chandler High School honor credit courses in addition to courses carrying the honors distinction. Many A.P. and I.B. courses may be taken at Chandler High School for dual credit. If a student elects this option, she/he must pay the Maricopa Community College tuition and successfully complete the course. Since discussions are ongoing concerning which courses will offer dual credit, a list will be provided at the beginning of each semester.

Dual Credit

Students may earn dual credit by enrolling in courses at Chandler High School which are so designated. Teachers will provide information as to tuition and course requirements. All dual credit courses in the Chandler School District have been articulated with the Maricopa Community Colleges to assure continuity and college-level expectations. Students will earn credit towards high school graduation and college upon successful completion. Students will also have the option of A.P. (Advanced Placement) and I.B. (International Baccalaureate Program) testing.

Principal's Academic Honors Recognition

In order for students to be eligible for recognition at the honors presentation, they must maintain a 3.5 cumulative GPA and meet the requirements for enrollment in honor classes each semester. A recognition ceremony is held in the 4th quarter where students receive a Highest Honors pin and certificate.

Highest Honors Course Requirements:

Freshmen	Two honor credits	(4 semester courses-grade 9)
Sophomores	Four honor credits	(8 semester courses-grades 9-10)
Juniors	Five honor credits	(10 semester courses-grades 9-11)
Seniors	Six honor credits	(12 semester courses-grades 9-12)

Students must be enrolled in at least one honors class during the spring semester, and during each semester grades 9-12. If the student is enrolled in honors courses in the spring semester, those courses are counted toward this requirement. The students also maintain a minimum 3.5 GPA.

Arizona Academic Scholars

Arizona Academic Scholars Course of Study gives students the foundation they need to succeed in a technical school, community college, university, the military, or industry. The Course of Study includes 4 credits of English, 3 credits of math through Algebra II, 3 credits of social studies, 3 credits of lab sciences, 2 credits of a language

other than English, and a grade of C or better in every Scholars class plus meet graduation requirements. More detailed information regarding eligible courses is available in the Counseling Department or Registrar's Office.

Arizona Academic Scholars Program is endorsed by the Arizona Department of Education, the Arizona Board of Regents, Governor Jan Brewer, the Arizona Community College System, and the Arizona Business and Education Coalition. Students who take more challenging courses in high school are more likely to finish higher education, get better grades in higher education whether or not their parents are college graduates, and are more likely to get better-paying entry-level jobs and have a stronger lifetime earning potential.

Withdrawal from School

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

1. Contact the counselor.
2. Obtain parental approval either through parent conference or phone confirmation to Registrar.
3. Complete forms obtained from registrar's office.
4. Get withdrawal slip signed by teachers, nurse, librarian, and bookstore clerk. Books must be turned in to the bookstore. Student ID's must be turned in to the Registrar.
5. Return the form to registrar's office.

NO RECORDS WILL BE TRANSFERRED UNTIL ALL DEBTS ARE PAID.

*THE FACULTY AND ADMINISTRATION ENCOURAGE ALL STUDENTS TO REMAIN IN SCHOOL. STUDENTS WHO ARE HAVING PROBLEMS ARE ADVISED TO SEE THEIR COUNSELOR, A TEACHER, OR AN ADMINISTRATOR FOR GUIDANCE.

Withdrawal from Class

The deadline for dropping a class without penalty is the 20th day of each semester.

Visitors

All visitors to Chandler High School are required to sign the visitors' registry and obtain a visitors' badge located at the front desk upon arrival on campus. Student visitors from other schools are not permitted unless it is an exchange program authorized by the school, and they have received administrative approval.

Change of Address and Telephone Number

It is very important that all students notify the registrar's office (480-812-7724) immediately of any change of address or telephone number. **Every student must have valid, up-to-date contact information on file.**

Closed Campus

Chandler High is currently a modified "Closed Campus" facility. This policy allows students in **grades 10-12** to **walk** off campus **only** to go home for lunch or to frequent an eating establishment during the lunch period. Students are not allowed to leave campus between classes. Students who leave campus to loiter on sidewalks, or in neighboring yards, as well as alleys, will be considered truant and in violation of school rules, city ordinances, and/or Arizona statutes. Students must be walking and proceeding on sidewalks and designated crosswalks to or from an eating establishment, and must be able to provide valid student ID when exiting the campus.

NOTE: Grade 9 students are not allowed to leave campus at any time.

- Only ½ day seniors can drive off campus for lunch
- Only can go to YOUR house for lunch no visitors
- Cannot be drive to lunch or be dropped off for lunch
- No loitering in the buildings/can only use the 500's for bathroom

Police department, school security, and administration will cite students who are in violation of the "closed campus" rules. These citations will result in school consequences also. Action could range from lunchtime detention to school suspension.

Bookstore

The bookstore is operated by the school district for the convenience of all students. The bookstore is located on the west side of the administration building. The store will be open daily from 7:00 a.m. to 3:00 p.m. Telephone: 812-7745. **Students are not allowed to go to the bookstore during class time.**

Safety Glasses

Safety glasses are necessary in all of our trade and industrial classes and many of our science and art classes. Students signed up for these classes will be required to use safety glasses whenever the class situation necessitates it.

Lockers

Students may be assigned an individual locker for the storage and protection of property. Lockers may not be exchanged between students. Students should not reveal their lock combination to any other students. Lockers are not accessible during lunch periods. Lockers are the property of the school system and will remain, at all times, under the control of the school system. The school system retains the right to inspect lockers for any reason, at any time, without notice, without student consent, and without a search warrant. School officials may seize illegal items or possessions reasonably determined to be a threat to the safety or security of others. Items seized will be held by the school or turned over to the appropriate law enforcement agency.

Lost and Found

Loss or theft of any item should be reported to the assistant principal's office immediately. If any article of value is found, it should be taken to the principal's office at once. Students should check in the principal's office if they have lost anything since many articles go undaimed each year.

Media Center (Library)

The Media Center is located on the first floor of the administration building facing north and is open from 7:00 a.m. to 3:30 p.m. Students are required to have a pass from a teacher during the school day (7:25 a.m. to 2:15 p.m.).

Bicycles and Skateboards

Bicycles and skateboards are not to be ridden on campus at any time. Bicycles ridden to and from school must be secured in designated spaces. Skateboards are not permitted on campus at any time.

Fire Drill

Detailed instructions for fire drills are posted in each room. Teachers will read these instructions to each of their classes during the first week of each semester.

Food Service

For information regarding school meals please visit our website at www.cusdnutrition.com . Here you will find all of our menus, pricing information, and nutritional data on the food we serve. Special diet forms and Free & Reduced Applications can be downloaded as well. Sign up to receive news and updates about our program. You can also contact us by phone at **480-812-7240**. Be sure to follow us on **Facebook** and **Twitter** for healthy eating tips, recipes, prizes and giveaways.

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 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 Services

Please see the Health Services department on the district website www.mychandlerschools.org for specific information on the 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.

Deliveries

The school will not accept or make any deliveries (flowers, balloons, etc.) to students during the school day.

Daily Announcements

Announcements are scrolled on the televisions throughout the day and read each morning during homeroom. Senior students who do not have a homeroom may view the announcements in the Media Center. All announcements must be turned in to Mr. Hinton (Media Center) by 11:00 a.m. the day before the announcement is to be run.

Distribution of Materials

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

Foreign Exchange Students

Each year our high school has one or more exchange students from foreign countries. These students are looking to Chandler High School students as an example of the American way of life. They should be treated as friends.

Crosswalks

Students are to observe regular traffic laws and use crosswalks when traveling between classes or before, during, and after lunch.

Assembly Conduct

Students must sit in the section assigned for their class. Students who cannot conduct themselves properly will be removed from assemblies. Seating for pep assemblies will be by Freshman, Sophomore, Junior, and Senior class. For other assemblies, seating will be with a designated teacher. Special seating assignments will be made when using the Center for the Arts.

Spectator Behavior

Chandler High School participates in the AIA Victory with Honor program. Fan behavior is an integral part of upholding these principles. A paid entry fee does not constitute permission to taunt or cheer in a disrespectful, rude, or derogatory manner. Fans behaving in this way will be directed to leave the sports venue. Chandler High School students will be subject to the school's discipline policy as well. These principles apply to audiences at sporting and non-sporting events.

Please note: Students must have transportation home immediately following all school activities.

Vandalism Fund

Each year the school district sets aside \$2,000.00 for the non-vandalism incentive fund at Chandler High School. During the year, this money is used to repair or clean up any damage to the school. At the end of the school year, the money remaining after repairs is given to the student council to use for the benefit of all students. It is the responsibility of all students at Chandler High School to refrain from and PREVENT vandalism.

Signs and Posters

All posters, decorations, and tape shall be disposed of by 8:00 a.m. the school day following the activity. If this is not done, the sponsoring organization will be assessed \$5.00 payable to the Student Body Activity Fund. **Organizations or persons desiring to display posters must have authorization by the student council and assistant principal.** Publicity for election campaigning must follow the designated rules. All posters located inside the hallways must be placed on the provided bulletin boards. The custodial staff will take down any poster not on a bulletin board. Continued abuse of this policy will result in a \$50.00 fine assessed to the sponsoring organization, payable to the Student Body Activity Fund. Please do not place posters on windows and refrain from using any type of tape on any building surface, inside and outside.

Learning Center / Math Lab / Science Lab

The Learning Center/Math Lab/Science Lab are after school or lunchtime opportunities for students to receive extra assistance. Teachers are available to assist any student in his/her subject area. If a student is struggling, or just wants to get ahead, days and times for lunchtime and after school tutoring will be posted after the start of the school year. Late bus transportation is available.

Wolf P.A.C. Hour

(Providing Assistance in Content)

In an effort to help freshman transition to the high school level, freshman not turning in homework will be assigned to a mandatory Wolf P.A.C. Hour for missing homework, Monday-Thursday 2:30 p.m.—4:00 p.m. Transportation is available.

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 and pens.

Clubs and Organizations*

Curriculum

Academic Decathlon
 Air Force Jr ROTC
 Anime
 Athletic Trainers
 AudioVisual Club
 AVID
 Band/Flagline
 Chorale
 Clay
 BIP (formerly COE)
 Dance
 DECA (Business/Marketing)
 French Language Honor Society
 FFA (Agriculture)
 FCCLA Co-op CTSO
 German
 Graphics
 International Baccalaureate
 and IB Middle Years
 ITS (Drama)
 LINK Crew
 Model UN
 National Forensics League (Speech/Debate)
 Newspaper
 Orchestra
 Peer Mediation
 Robotics
 Science
 Social Studies Council
 Spanish Language Honor Society
 Student Council
 Skills USA
 Washington Close-up
 Yearbook

Non-Curriculum

Aquatics
 Asian Cultural
 Baseball
 Basketball
 BSU (Black Student Union)
 Chandler Buddies
 Culinary
 Environmental
 Fashion Club
 Fellowship/Christian Athletes
 Games
 Golf
 Hiking
 Interact
 Karaoke
 Key Club
 Lacrosse
 MEChA
 National Honor Society
 Native American
 Ping Pong
 Powerlifters (Football)
 SMASH (Badminton)
 Soccer
 Softball
 Spiritline
 Step Team
 Student Senate
 Teen Court
 Tennis
 Track/Cross Country
 Urban Dance/Hip Hop
 Volleyball
 Wrestling

*subject to change

Attendance

Student attendance closely matches student academic achievement. Students receiving failing grades almost always have a high number of absences and tardies. Procedures developed by the staff Attendance Committee are intended to involve parents, teach students responsibility, and have teachers lead in terms of instruction and accountability.

Tardies

- A. Students are expected to be in their classrooms, ready to begin class work prior to the late bell.
- B. Recommended levels for improving promptness:
Students will be assigned consequences for tardiness to class. Consequences may include the sweep room, lunch detention, community service, after school detention, Saturday School, or any other administrative consequence that may be deemed necessary to bring about compliance. Consequences may be assigned by teachers and / or administration.

NOTE: At any stage a teacher may require make-up time.

Sweeps

Students not in class when the late bell rings will be sent to the sweep room.

Absences

Absences can be defined as excused or unexcused. Only a parent or legal guardian through telephone contact to the **Attendance Office (812-7703)** may excuse absences.

Procedures to Improve Student Attendance

- A. Unexcused Absences
Students will be assigned consequences for unexcused absences. Consequences may include lunch detention, community service, after school detention, Saturday School, or any other administrative consequence that may be deemed necessary to bring about compliance. Consequences may be assigned by teachers and/or administration.

NOTE: Any unexcused absence for any length of time will result in mandatory make-up time or detention.

- B. Excused Absences
Parents must call the attendance office (812-7703) within 24 hours of the absence to officially excuse students from school or particular periods of classes during the day. After the 24 hours, all calls will be recorded as a late call (unexcused absence). The state recognizes illness or family bereavement as the only legal excuse. However, the school district is more flexible and will accept parent-excused reasons. We do recommend that appointments with doctors, etc. for routine matters be scheduled after school hours. Parents are urged to call in any case (812-7703). When the office isn't staffed, an answering machine will be in place. When we fail to reach you for verification of an absence, an automated message will be left asking you to call for person-to-person contact with attendance office personnel.

- C. All Absences
If a student is absent for three periods in one or more classes, a letter will be sent requesting the parent to contact the teacher to clarify absences. The teachers may meet with the parent to outline ways to improve the student's attendance, complete eligible make-up work and catch up with studies. A second letter will be sent home notifying parents that their child has missed seven periods in one or more classes and requesting the parent to contact the attendance office to set up a

parent-teacher conference. At both of these conferences it will be pointed out that **ten** absences (for any reason, excused or unexcused) may result in the student being transferred to an academic study hall with possible loss of credit for the class.

D. Ten Absences

Once a student has **ten** absences in any class, for any reason, a decision will be made whether the student should stay in the class under contract or be transferred to a study hall. Being dropped from a class to study hall will result in an "F" for the semester grade in that class.

E. Ten Consecutive Absences

The state requires the schools to automatically withdraw a student from school who has been absent for **ten consecutive** days (excused or unexcused). If a major illness or extenuating circumstance has caused the absence, documentation will need to be provided to the attendance office **on or before the fifth consecutive absence**.

F. Make-up Work

- 1) Make-up work for absences must be completed **within the same amount of time after returning as the days absent from class** (e.g., allow two days to complete make-up work for two days of absences.) Field trips require arrangements to be made with the teacher in advance for make-up work and due date.
- 2) In-school detentions are excused absences from academic classes. Work from classes must be done in detention hall. The student may not be allowed back into regular classes until all work is completed.
- 3) It should be understood that a student who has been absent from class has missed a valuable part of the benefit of in-school education and may experience difficulty achieving scores as high as the student who is present and participates every day in class.
- 4) Absences will be considered **unexcused** when students fail to have parents call, or are reported to the administration as truant by referral, parent contact, or other reliable source.
- 5) Work that is missed due to an unexcused absence must be made up (reduced credit will be given at the teacher's discretion).

Perfect Attendance

Perfect attendance may result in incentives for the student as made available.

PE Dept. Guidelines for 2015/16

In order to increase communication between our coaching staff, parents, and students regarding policy changes for ALL physical education students, we have developed a few guidelines to help ensure that students are accountable for their performance:

A possible 15 points can be accumulated daily in the following categories:

Dressed in required PE uniform	5 points
Full participation in the daily activity	5 points
Attendance	<u>5 points</u>
	15 points total

1. Non dress or failure to participate — loss of daily points
 - a. On 3rd non-dress = Community Service w/Security
 - b. On 5th non-dress = referral to Administration
 - c. Student will be expected to participate in street/school clothes when they don't have the proper attire.
2. Excused Absences — student can earn back their points by doing Community Service Activity or another approved activity of instructor per absence.
3. PE Uniform = CHS PE T-shirt — available in bookstore for \$ 8. T-shirt and shorts are available for \$ 15. Student may wear their own athletic type shorts (loose basketball style). Colors that are acceptable are black, blue or gray.
4. Students will be required to workout in street/school clothes if they don't dress out. Refusing to participate will require notification of parent(s) via phone or email and on 3rd offense will receive a referral to Administration.

Parking Regulations

On-campus parking is permitted only in designated locations. Vehicles parked in other than designated areas or in restricted zones will be subject to removal. Any vehicle parked in a manner that will block or hinder the safe movement of others will be subject to removal. Vehicles not parked in assigned spaces are subject to blocked wheels and/or removal. Students who drive vehicles to school park at their own risk and must understand that neither the school nor the Governing Board can be held responsible for the vehicle. Any vehicle illegally parked may be impounded. Keep your car locked. Do not leave books or other valuables in your car. Report immediately, in writing, any incident involving vehicles to the security personnel or assistant principal. JOY RIDING: The use of cars or motorcycles for cruising around during the lunch period, before school, or during the school day is forbidden. Cars used in this way are a traffic hazard. The speed limit on campus is 5 m.p.h. Parking will be assigned according to the following priority: seniors, juniors, then sophomores. All cars using the high school parking facilities must have a parking permit displayed as instructed. Violations of parking rules and postings may result in towing or blocking wheels at the owner's expense. The cost of a parking permit is \$60 for the year. Parking on campus is a privilege.

Constitution

A copy of the Student Council Constitution will be posted in the office of the administrator in charge of student activities.

School Colors

The school colors are ROYAL BLUE and WHITE. Black may be used as an accent color. Students and staff are encouraged to wear school colors on Fridays.

School Publications

Wolf Howl — Student newspaper published in print once a month and on-line weekly by Journalism students. News, opinions, entertainment, features, arts, and sports are all covered in the paper, which is distributed free of charge to the school and community.

El Lobo — Student yearbook published annually by students in yearbook class. This publication covers all students, events, sports, and clubs; it includes a color section of seniors, as well as various other memorable activities of the school year. Yearbooks can be purchased throughout the school year at the Bookstore. *El Lobo* is distributed at a yearbook signing party in May.

List of Correction Symbols for Essays

SP	Spelling
NC	Not clear
Om	Omit or you left out some word/phrase
DMS	Does not make sense
AWK	Awkward
VT	Verb tense
TR	Transition
CS	Comma splice
=	Capitalize word
with out	Connect two words
PC	Parenthetical citation
WC	Work cited
pg.	Page
you NONO	Avoid using this word
agr.	Subject/verb agreement
vague	Not specific information
diché	Overused expression
rep.	Repetitious
source?	Source of information? Who said this?
?	What are you saying?
explain	Explain quote or comment, expand on this
define	Define either by denotation or connotation
^	Insert here
WW	Wrong word
lc	Use lower case

WOLVES Sentence Structures

Sentence Structure **W**— Compound sentences joined with a comma and coordinating conjunction

Place a comma before the conjunction that joins two main clauses in a compound sentence.

Coordinating Conjunctions — and, but, or, not, so, yet

It snowed all night, and the schools were closed the next day.

The bond override may not pass this time, but you can be certain it will pass soon.

Sentence Structure **O**— Commas between items in a series

Commas are used to separate items in a series.

Series of Nouns — Clothing, books, and papers were piled on top of Kent's dresser.

Series of Verbs — The bus driver honked, slammed on the brakes, and swerved sharply.

Series of Adjectives — The day that we had so long awaited was warm, sunny and cloudless.

Series of Phrases — Groups of children were playing behind the house, on the porch, and in the yard.

Sentence Structure **L**— Semicolons between main clauses

A semicolon is placed between the main clauses of a compound sentence when a conjunction and a comma do not join them. The two independent clauses are closely related and can be linked by using a semicolon or a comma and conjunction (Sentence structure **W**).

Structure **W**— Bonita is good at set shots, but I am not.

Structure **L**— Bonita is good at set shots; I am not.

Structure **W**— Bill was the manager of the team, and John was the trainer.

Structure **L**— Bill was the manager of the team; John was the trainer.

Sentence Structure **V**— Semicolons and commas used with transitional expressions

A semicolon is used between main clauses joined by conjunctive adverbs and transitional phrases. A comma is placed directly after the conjunctive adverb or transitional expression.

Conjunctive Adverbs: consequently, accordingly, anyway, incidentally, indeed, instead, conversely, finally, likewise, meanwhile, next, also, however, therefore, furthermore, moreover, nevertheless, thus, still, then, therefore, subsequently, specifically, and yet

Transitional phrases: for example, for instance, after all, as a matter of fact, as a result, at any rate, at the same time, even so, in addition, in conclusion, in fact, in other words, in the first place, on the contrary, and on the other hand

Nick is well liked; in fact, he is the most popular person in the class.

Many of their talents complemented each other; for example, he played the piano and she sang.

Minh did not understand our language; moreover, he was unfamiliar with our customs.

Sentence Structure **F**— Colons to introduce lists

A colon is used to introduce a list of items.

Jim was a member of the following groups: student council, ceramics club, wrestling club, and choir.

Bring the following materials to class: a pencil, some paper, a book, and a great attitude.

Sentence Structure **J**— Commas separate a word or phrase to rename a noun or pronoun

An appositive is a word or phrase, set off by commas, that explains or identifies the noun or pronoun before it.

Noun — Susan, a student at Chandler High School, won first place in the Science Fair.

Pronoun — They, the new people in the club, refused to pay their dues.

Noun phrase — A single incident, a tornado that came without warning, changed the face of the small town forever.

<p style="text-align: center;">The Cornell Note-Taking System (Walter Pauk, 1989)</p>

Cornell Note-Taking System Sample

1. **Record** (During Lecture)
 - Write down facts and ideas in phrases
 - use abbreviations when possible (After Lecture)
 - read through your notes
 - fill in the blanks and make scribbles more legible
2. **Reduce / Question** (After Lecture)
 - write key words, phrases or questions that serve as cues for notes taken in class
 - cue phrases and question should be in your own words
3. **Recite**
 - with classroom notes covered, read key words or questions
 - recite the fact or idea brought to mind by key word or question
4. and 5. **Reflect and Review**
 - review your notes periodically by reciting
 - think about what you have learned
6. **Recapitulation**
 - summarize each main idea
 - use complete sentences

The Cornell Note-Taking System

(Key Terms/Major Concepts)	(Lecture Notes)

Student ID 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.

The semester report cards are mailed home one week after the end of each semester

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 given to students to take home 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. I

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
-Parent/Guardian's name
-SAIS/Student ID number
-Address
-Telephone listing
-Electronic mail address
-Photograph
-Date and place of birth
-Major field of study
-Dates of attendance
-Grade level

-Participation in officially
recognized activities and sports
-Weight and height of members of
athletic teams
-Degrees, honors, and awards
received
-The most recent educational
agency or institution attended

1 THESE LAWS ARE: SECTION 9528 OF THE ESEA (20 U.S.C. 7908), AS AMENDED BY THE *NO CHILD LEFT BEHIND ACT OF 2001* (P.L. 107-110), THE EDUCATION BILL, AND 10 U.S.C. 503, AS AMENDED BY SECTION 544, THE *NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2002* (P.L. 107-107), THE LEGISLATION THAT PROVIDES FUNDING FOR THE NATION'S ARMED FORCES.

National Honor Society Membership

Sophomores, juniors and seniors with a 3.25 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 3.25, attend required number of NHS yearly meetings, perform 30 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. *CHS: Scholars are responsible for purchasing the black graduation stole. Distinguished scholars are eligible for selection by representatives of the senior class to be a speaker at graduation.*

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. *CHS: High Honors students are responsible for purchasing the gold graduation stole. High Honors students are eligible for selection by representatives of the senior class to be a speaker at graduation.*

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. *CHS: NHS students wear a gold tassel at graduation.*

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 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/Remediation

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 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 grades nine through twelve who participate in A.I.A. athletics or activities will be part of the **mandatory** random drug testing pool. In order to try out or enroll, students must agree to submit to random drug testing any time during the school year. Students remain active for drug testing throughout the year even if they are no longer participating in a sport or activity. Written parental consent for the student to be tested for drugs or alcohol is also required as part of student eligibility. There are consequences for students who do not pass the drug test.

Voluntary Student Drug Testing: Your school may be participating in the voluntary student drug testing program. Parents/guardians give their permission to have their high school student included in this testing program. The consent form and program guidelines are available at the school for parents to pick up or may be downloaded from the school's website. Once a student is included in the program, they will remain active in the program for the remainder of the academic year or until their parent requests that they be terminated from participation in the voluntary program.

Concussion education course — Brainbook

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

Physicals

All athletes and members of marching band are required to have an annual physical prior to participation. The physical examination for the following school year shall be given on or after march 1 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 through out the district. Please feel free to use the TTY relay or video relay services. School office staff can be assisted to help family and community with TTY relay or video relay services with help from the CUSD Hearing Impairment department. Please contact Pupil Personnel Services for help. Please refer to the CUSD Course Description Book for further information regarding ADA/TITLE IX.

Health Services

Please see the health services department on the district website www.mychandler.schools.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.

School nurse and illness- the high school health office is staffed by a nurse of emergency care, health consultation, and 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.

Administering Medicine 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.

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;
- 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.

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.

No Child Left Behind Rights

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

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.

- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

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

Returned Check Policy

Check Acceptance/Returned Check Policy

Checks are gladly accepted by CUSD. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries, please call 480-812-7000. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. For any checks returned as unpaid to CUSD, the check writer's account may be electronically debited without further notice for the amount of the check, plus a returned check fee as allowed by state law, currently \$30.

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.*
 - *Inform 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.*
 - *Inform 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 Child Protective Services.

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

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

Chandler Unified School District Student Conduct Policy

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

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

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

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

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

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

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

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

Students are subject to discipline if infractions occur:

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

DANGEROUS ITEMS AND DEADLY WEAPONS

BOARD POLICY JIC1 I

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.

Bullying/harassment/intimidation

BOARD POLICY SUMMARY policy

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

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

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

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

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

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

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

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

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

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

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

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

determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

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

Items provided by the District for storage (e.g., lockers, desks) by students are school property and are subject to its control and supervision. Students have no reasonable expectancy of privacy in school-provided lockers, desks or other storage areas, and may be inspected at any time with or without reason, or with or without notice, by school personnel. The District reserves the right to monitor and inspect the student use of the District's technology, internet and network systems, with or without reason, or with or without notice, by school personnel. When a peace officer enters a campus providing a warrant or subpoena, or comes with the intent of taking a student into custody, the peace officer will provide proper identification, and complete and sign a form required of an arresting and/or interviewing officer for the school. The school staff shall cooperate with the officer, and may respond to parental inquiries about the arrest. The school may explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

CUSD Discipline Procedures

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

<u>INFRACTIONS</u>	<u>DEFINITION</u>	<u>CONSEQUENCE/ RANGE</u>
Absence without permission	Absence from class without parental permission. Parent must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply.	Conference — Contact CUSD Truancy Officer — Referral to Chandler Justice Court — Alternative Placement — Suspension
Alcohol (Possession, Use, Distribution)	(Liquor law violations; possession, use, distribution 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 school or personal property by fire or explosion.	Restitution and: Suspension — Expulsion Police Report
Assault	A physical attack or fight 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	occurring over an extended period of time, 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. Schools may have more restrictive guidelines.	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
Dangerous item	A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. This includes, but is not limited to: B.B. Gun, Paintball Gun, Pellet Gun, Taser or Stun Gun, Razor blade.	Suspension — Expulsion Police Report
Defiance/Disrespect of Authority	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference — Suspension
Destructive devices (other than firearms)	Possession, use or distribution of any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes starter gun, bombs, grenades, mines, rockets, missiles, pipe bombs, combustible or poisonous gases or similar devices that explode and are capable of causing bodily harm or property damage.	Suspension- Expulsion Police 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	Conference requesting change

	<p>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.</p>	of clothes — Suspension
Drugs (Possession, Use, Distribution)	<p>(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 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, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy, hallucinogenic substances and inhalants. Category does not include tobacco and alcohol.</p>	Suspension — Expulsion Police Report
Electronic Devices	<p>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.</p> <p>While it is becoming increasingly popular for students to post material on Web sites such as facebook, instagram and twitter. please be aware that if material posted, either at home or at school, is viewed as harassment or disruptive to the educational environment, students will be subject to disciplinary action.</p>	Conference — Expulsion
Extortion	<p>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.</p>	Suspension — Expulsion Police Report
Fighting	<p>Fighting includes mutual participation in a fight</p>	Conference — Expulsion

	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.	Police Report
Firearms	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.	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	Suspension — Expulsion

	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.	
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
Knives (Possession, Use, Distribution)	Any instrument or object possessed or used to inflict harm on another person to intimidate any person. All types of knives are included: pocket or penknife. May be real or simulated. May be operable or inoperable.	Suspension — Expulsion Police Report
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	Taking or attempting to take anything of value that is owned by another person or organization, by force, or threat of force, or by putting the victim in fear.	Restitution and: Suspension — Expulsion Police Report
Sexual Harassment	Unwelcome sexual advances, requests for sexual	Conference — Expulsion

	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.	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	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
Threatening Act	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 or internet, threats to beat someone up.	Conference — Expulsion Police Report
Tobacco (Possession, Use, Distribution)	The possession, use, distribution or sale of tobacco products 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	Acting in a way (verbal, written or physical) that	Conference — Expulsion

Behavior/Endangerment	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.	
Vandalism (Destruction of school or personal property)	Willfully destroying or damaging school or personnel property.	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
Weapons Other than Guns and Knives (Possession, Use, Distribution)	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but not limited to: nunchakus, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices. Weapons are strictly prohibited.	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 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 extra-curricular activities.

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

List of School Bus Infractions

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

Level I Infractions which cause delay, inconvenience or irritation

1. Failure to remain properly seated
2. Loud disruptive talking or yelling

3. Failure to take assigned seat upon request
4. Eating/drinking/chewing gum on bus
5. Harassing other passengers or driver or aide
6. Littering inside/outside bus
7. Horseplay on bus or at bus stop

Level II Disrespectful, illegal, damaging or demeaning

8. Refusal to show ID card, or give student name upon driver's request. (Secondary students only)
9. Profanity, obscene language or gestures
- 9a. Profanity or verbal abuse directed towards demeaning a person's character (because of seriousness, automatically deemed a level II, second offense, requiring 10-30 day suspension)
10. Extending hands or head out of bus window
11. Verbal abuse of driver or passenger
12. Defiant behavior or profanity toward driver or aide
13. Spitting
14. Throwing objects on bus
15. Throwing objects at bus
16. Tobacco, alcohol or drug possession on bus
17. Defacing school or district property
18. Rough and rowdy behavior
19. Unsafe behavior of any sort
20. Possession of lighters or matches on bus

Level III Extremely dangerous or damaging

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

Minimum Consequences for School Bus Infractions

Level I Infractions:

First offense

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

Second offense

1 - 3 day bus suspension (Elementary)

3 day bus suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus incident report.

Third offense

3 -10 day bus suspension (Elementary)

10 - 30 day bus suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus incident report.

Fourth offense

Bus privileges to be suspended from 60 school days to the remainder of school year. Parent to sign and return bus incident report

Level II Infractions:**First offense**

1- 3 day bus suspension (Elementary)

3 -10 day suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus incident report.

Second offense

3 -10 day bus suspension (Elementary)

10 - 30 day bus suspension (Secondary)

Conference with school administrator, student and parent. Driver to be involved. Parent to sign and return bus ticket.

Third offense

Bus privileges to be suspended from 60 school days to remainder of school year. Parent to sign and return bus incident report.

Level III Infractions:**First offense**

Bus privileges to be suspended from 60 school days to the remainder of school year, whichever is longer. Remaining suspension to carry-over to next school year. Parent to sign and return bus ticket. Other district/legal action as deemed necessary.

Because Level III infractions endanger all students and district employees on the bus, there will be no warnings given and no lesser consequences will be imposed for these violations.



BYOT Responsible Use Agreement

(Signature required on page 34)

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

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

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

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

Please indicate agreement or disagreement of confinement of your child on the Signature page 34.