

# ARIZONA COLLEGE PREP

**One school, two locations**

ACP-Erie  
1150 W. Erie St.  
Chandler, AZ 85224  
(480) 424-8000

ACP-Oakland  
191 W. Oakland St.  
Chandler, AZ 85225  
(480) 224-3930

## **ADMINISTRATION**

Rob Bickes, Principal, ACP-Erie  
Jayson Phillips, Principal, ACP-Oakland

## **GOVERNING BOARD**

Bob Rice, President  
Barb Modzden, Vice President  
Annette Auxier  
Karen Bredeson  
David Evans

## **SUPERINTENDENT**

Camille Casteel, Ed.D.

## **CHANDLER UNIFIED SCHOOL DISTRICT**

1525 W. Frye Road  
Chandler, Arizona 85286  
(480) 812-7000  
[www.cusd80.com](http://www.cusd80.com)

# ARIZONA COLLEGE PREP

Dear Families,

Welcome to Arizona College Prep! Our school's foundation was developed through the hard work and passion of students, teachers, parents, and community representatives. The culmination of all their ideas is included in this handbook. We are extremely proud of ACP and look forward to the upcoming year.

We ask that you take the time to read through the *Family Handbook* in its entirety. The foundation of Arizona College Prep is based on the items in the handbook and it is extremely important that we all understand the expectations of one another and share the common values of the school.

From the beginning, Arizona College Prep parents, administration, students, and staff worked together as partners and focused on what was best for our students. It is our goal to maintain a strong parent/community partnership throughout the year that focuses not only on developing school policy, but student success and achievement. We urge each of you to become involved in your child's education and participate in Arizona College Prep.

***Strive for the impossible and be extraordinary*** is our motto at Arizona College Prep. We encourage each of you to follow this motto throughout the year. Through hard work and friendship, let's build up each other's spirit, develop our community, and continue to make Arizona College Prep an extraordinary school!

Warmest regards,

  
Rob Bickes  
Principal, ACP-Erie

  
Jayson Phillips  
Principal, ACP-Oakland

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

**July - 16**

S	M	T	W	T	F	S
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**August - 16**

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**September - 16**

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**October - 16**

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**November - 16**

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**December - 16**

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

**JULY**

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

**AUGUST**

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

**SEPTEMBER**

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

**OCTOBER**

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

**NOVEMBER**

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

**DECEMBER**

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

**JANUARY**

2-5	2nd Interession continued
9	Teacher Inservice/Workday - No School
16	Martin Luther King Day Holiday - No School

**FEBRUARY**

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

**MARCH**

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

**APRIL**

14	Spring Holiday - No School
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**MAY**

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

**JUNE**

1	Teacher Inservice/Workday - No School
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**LEGEND**

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

**January - 17**

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**February - 17**

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**March - 17**

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**April - 17**

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**May - 17**

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**June - 17**

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# CHANDLER UNIFIED SCHOOL DISTRICT

## DISTRICT CULTURE

### Chandler Unified School District No. 80 Mission Statement

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

### Chandler Unified School District Student Responsibilities

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

## SCHOOL CULTURE

### Arizona College Prep Mission

*The mission of Arizona College Prep is to prepare students in a small learning environment to be successful and disciplined in their academic, personal and professional lives.*

Arizona College Prep will fulfill its mission by:

- Providing a rigorous, honors-level curriculum
- Providing small classes with an average of 25 students
- Providing dedicated, enthusiastic and highly-qualified teachers who serve as good models of learning and character
- Providing detailed student evaluation
- Providing regular and meaningful homework assignments
- Expecting only high standards of personal conduct of all students

Though the curriculum is rigorous and expectations are high, Arizona College Prep is not an exclusive school for academically gifted students. Our goal is to provide an environment that allows every student who is curious and diligent the opportunity to fulfill his or her potential.

### Arizona College Prep Philosophy

Arizona College Prep believes in fostering a climate that encourages learning and personal growth in a structured, rigorous academic environment. We value a commitment to excellence in all we do. We value active involvement in our school community. We value positive relationships between one another. We value the opportunities and challenges afforded to everyone at Arizona College Prep.

## Parent Involvement

The Arizona College Prep Site Council believes that all parents and families want the best for their children and acknowledges research showing that children do best when parents participate in four key roles in their children's learning;

- Teachers (helping children at home)
- Supporters (contributing their skills to the school)
- Advocates (helping children receive fair treatment)
- Decision-makers (participating in joint problem-solving with the school at every level)

Arizona College Prep recognizes parents/guardians as full partners with educators, administrators and the Site Council in order to achieve the best possible learning experience for each student. A strong program of communication between home and school must be encouraged, continually evaluated and maintained so the school and community are connected in meaningful and productive ways. No parent/guardian shall be required to participate in an education program or sign a contract or agreement; however, voluntary participation is encouraged. Arizona College Prep students invest a great deal in their education, and thus teachers and parents should be unanimous in their support of them and one another.

## Teacher-Family Communication

Arizona College Prep believes that the student should be the primary agent in his or her education. Students should be responsible for tracking assignments, understanding stated course requirements, and meeting deadlines. It is also the job of students to communicate honestly to their parents about their day-to-day performance and academic standing. That said, it is the teacher's duty to communicate to the student clearly what is expected of him or her. It is also the teacher's responsibility to share information with the parents, even prior to the five-week reports, quarter reports, or semester evaluations when a student is struggling considerably with the material or is not performing as expected.

We encourage parents to talk with the faculty if they think their son or daughter might be having difficulty. The earlier a problem is recognized, the easier it is to resolve. If you wish to talk to your child's teacher by phone, or make an appointment for a conference, please leave a message at the school office. The teacher will contact you within 24-hours. Teachers may also be reached via e-mail. Stopping by the classroom or office before school starts is not an effective way to meet with the teacher, unless an appointment has been made.

Parents serve an essential role in listening to and then encouraging their child when he or she is working hard. **Parents are asked to check their child's academic progress on a regular basis via Infinite Campus.** Infinite Campus is an internet-based program that allows parents to view their child's current academic progress in each class. Likewise, parents can communicate frequently with their son or daughter's teachers so they can develop an understanding of Arizona College Prep's academic and social expectations. Parents should contact the teachers to share important information on how their child approaches the curriculum at home and if he or she is experiencing difficulty.

Additionally, parent/teacher conferences may be scheduled through the school office at any time during the year. Formal parent/teacher conferences are held in the first and third quarter. Students will be released early from school on those days.

# ACADEMICS

## General Expectations

Though the curriculum is rigorous and our expectations of students are high, we are not a school directed exclusively at gifted students. Our mission is to provide an environment that allows every student who wants to learn the opportunity to achieve academically. A student's desire to learn is the key to success and fulfillment at Arizona College Prep. While the school understands that some students are more proficient than others in certain subjects, every student who is genuinely curious and applies him or herself diligently on a daily basis will experience success at Arizona College Prep.

As a key philosophical assumption, Arizona College Prep holds that every student can learn. As human beings, we are equal in that we all have the capacity to learn and grow. But this equality in capacity cannot be confused with equality of academic results. Arizona College Prep is committed to helping each student achieve as much as he or she can. True excellence across the curriculum is a rare and worthy achievement, to be admired by all, but not to be unreasonably expected of all.

## Academic Honor Code

The objective of the Arizona College Prep Honor Code is to build trust among students and to maintain an academic community in which a code is shared. The Arizona College Prep Honor code is given here:

As a student and citizen of Arizona College Prep, I agree to the following.

- *I will not lie, cheat or steal in any of my academic endeavors;*
- *I will oppose each and every instance of academic dishonesty;*
- *I will not request, receive or give aid in examinations/tests/quizzes;*
- *I will not give or receive unpermitted aid in class work, homework, in the preparation of reports, or in any other work that is to be used by the teacher as the basis of grading. I understand, or will seek to learn, the difference between studying or reviewing with others (which often is acceptable) and producing written documents that are submitted under my name for credit (which can only be done alone);*
- *I will not copy from or collaborate with others in completing homework. When I put my name on a homework assignment, I attest that all of the work on the assignment is my own in origin and content;*
- *In the case of all essays and research papers, I will carefully cite all external sources. I will not represent another person's work as my own. I will do my very best to learn from my teachers the clear distinctions between appropriate research and plagiarism, intentional or unintentional;*
- *I will not use "study aids" such as Cliff's Notes, Sparks Notes, or other materials, nor will I watch a movie/video version of a work of literature before or during the study of it in school as a substitution for reading the work. I will do the reading for myself and strive to understand it for myself;*
- *I will give prompt (and confidential) notification to the appropriate faculty member or the administration if I observe academic dishonesty in any course. I will let my conscience be my guide if I should make such a report;*
- *I join the entire student body of Arizona College Prep in a commitment to this Code of Honor.*

*Portions of this honor code are derived from the current Duke University and Stanford University honor codes.*

The faculty on its part manifests its confidence in the honor of its students by refraining from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code. On some occasions, teachers may ask students to write "ACPHC" (Arizona College Prep Honor Code) on the heading of their assignments to remind them of the details and spirit of this Honor Code.

Since academic dishonesty is viewed as a very serious offense, even first offenders may be punished with a suspension, depending on the severity of the violation, in addition to receiving a zero on the assignment. In the first case of academic dishonesty, administration will meet with the student to review what the student did and reinforce the student's commitment to ethical academic behavior. Further instances of academic dishonesty will result in suspension, in or out of school (depending on the severity of the offense), and a third offense will be grounds for possible expulsion. Even if such instances occur in separate years, they will be considered cumulatively.

## 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.

## Homework

Students should expect to do meaningful homework each night. Homework is an essential part of preparatory studies because it reserves class time for instruction, discussion, and dialogue. In turn, homework is a time of quiet concentration in which the study truly makes the subject his or her own.

Study habits vary so it is difficult to estimate the amount of homework time for any one student. The amount of time spent studying is not necessarily a function of intellectual ability. A good deal of success with homework is conditioned by a student's study strategies, such as planning, goal-setting, time-management, and self-monitoring. Students who struggle do not usually employ these strategies systematically, even though they may in fact spend a significant amount of time studying.

As a general guideline, students should be prepared for two-to-three hours of homework a night. Teachers work carefully in measuring out a proper amount of work for their class and will coordinate with other teachers or a section of students. Also, students will not have more than three major exams on the same day.

It is the responsibility of the student to make up missed homework after any absence, planned, or due to illness, in a timely manner (one day per excused absence). If a student is unable to attend school, he or she should contact a classmate, not the school office, for information regarding assigned work. This is the student's responsibility. It is wise to coordinate with a friend (who perhaps lives close by), early in the year, such that homework handouts might also be collected for the absent student. Students may email teachers for assignments. After three days of absence due to illness, the office will collect homework assignments.

An absence on the due date of a major assignment (essay, lab report, project, etc.) may not extend the due date of that assignment. Likewise, absences during the preparation time of a major assignment may not extend the due date. Teachers will notify students at the beginning of the year about their class policy regarding late work.

### **Honor Roll**

To be eligible for the honor roll, a student must maintain a 3.6 GPA. A failing grade in any class is an automatic disqualification for the honor roll.

### **Report Cards**

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

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

### **Retention**

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

### **Study Materials**

In order to do well at school, a student must be prepared with the proper tools. Backpacks or book bags may be used to carry books to and from school. Each student should be prepared with several pencils, black or blue ink ballpoint pens, and white, blue-lined, loose-leaf notebook paper. Spiral-bound notebooks are acceptable for note taking, but assignments written on spiral tear-out paper will not be accepted. Individual teachers may require additional tools for school use, such as a ruler, compass, calculator, sketch book, subject notebooks, binders, etc. Students should wait to purchase such items until their teacher has requested them. "Magic markers" and other permanent marking pens are prohibited on campus.

Textbooks will be issued to each student and remain the property of the school. Furnished textbooks, library books, athletic uniforms and equipment are your responsibility. If school property issued to you is lost or damaged, you will be expected to pay for replacement of the item. Even if the item is stolen, you are responsible for it. Until payment is received, whether in the current or subsequent year(s), students may not participate in any extracurricular activity or attend school events other than regular classes. In addition, a student's grades will be held pending return or reimbursement of the lost or damaged item.

Under Arizona law, parents are liable for damage done to school property by their child. A pupil who cuts, defaces, or otherwise damages any school property will be suspended from school. That student's parents will be responsible to pay for such damage. We expect all our students to take pride in Arizona College Prep and make it the most inviting campus in Chandler.

# GENERAL SCHOOL INFORMATION

## 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.

## ADA/Title IX

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

## Attendance

Regular attendance and prompt arrival at school are vital to the Arizona College Prep student's attitude and subsequent success as a serious scholar.

A student is considered absent if they miss one or more classes in a day. Whenever possible, if a student absence is anticipated we recommend that the student notify his or her teachers and request the assignments prior to the absence. Arizona College Prep is committed to meeting the district's mission and has therefore set a goal of 95% daily attendance rate and developed the following procedures to ensure student attendance.

### Excused Absences

Illness, medical appointments, family bereavement, and court appearances are examples of absences that will be excused when the following procedures have been followed.

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

It is the responsibility of the student to make up all missed assignments after an absence from school. If a student is unable to attend school and seeks their assignments, they should contact one of their classmates for that information, not the school office. The following guidelines have been established for such work.

1. Receive one day per each day they were absent to make up assignments
2. It is the student's responsibility to turn in missing assignments to the teacher; the teacher should not need to ask the student for missing assignments
3. Missed tests/quizzes need to be scheduled with each individual teacher upon return to school; there should be a time frame for when they set the appointment for the make-up test/quiz with the teacher
4. Homework may be requested at any time, but we encourage parents to wait until the student has been out for three days prior to requesting homework. If a homework request is made prior to the three days out, teachers are allowed 24 hours to deliver the work to the office. Failure to pick up requested work may result in a loss of this privilege in the future.
5. If work is requested during an absence, it is due to the teacher the day the student returns to school. If work is requested ***after*** an absence, for each day missed, the student has an equal number of days to make up the work.

## Homework during an Off-Campus Suspension

1. In accordance with CUSD policy, when a student is assigned an off-campus suspension, homework must be provided for the student. It is the parent's responsibility to request and obtain all assignments during the course of the student's suspension.

## Long Term Projects

1. Absent students do not receive an extension if they are absent during a long-term assignment; if students are absent the day a long-term project is due, they need to either turn it in via a parent or friend that day or it needs to be turned in the day they return; "An absence on the due date of a major assignment (presentation, lab report, project, etc.) may not extend the due date of that assignment. Likewise, absences during the preparation of a major assignment may not extend the due date."
2. If an assignment is due on turnitin.com, it is due at that time even if the student is absent that day.
3. If a PowerPoint project/presentation is due, students need to print out proof that it is completed on time.

## Unexcused Absences

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



### Chronic Absenteeism

A student who accrues 10 or more absences – even though they may be excused – will result in notification to the district truancy officer who may require that all future absences be validated by a doctor's excuse. Pursuant to **Arizona Revised Statute - ARS 15-802/15-803**, students who exceed an absentee rate of 10% are considered truant, even if the absences are excused.

### Tardiness

Arizona College Prep recognizes that a student may be late on occasion due to transportation problems or a family emergency. Students who are late to school must report to the office for a late pass in order to be admitted to class. If your student will be late, please provide him/her with a signed excuse or sign them in at the office on arrival. Tardiness due to medical appointments or to circumstances beyond a family's/driver's control will be excused. (An administrator will determine whether tardiness is excused, if a question arises.)

Persistent tardiness interrupts the instruction and undermines the morale that are of benefit to all students and families. On the third occasion that a student is tardy in a quarter, a lunch detention slip will be issued to the student. Arrival to school after first hour will also be counted as tardiness. For each subsequent tardy in the quarter, another detention will be issued.

### Withdrawal from School

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

### **Autos, Bicycles, Roller Blades, Skateboards, and Scooters**

Students, who ride a bike to school, should provide a padlock and always lock their bike in the bike rack. Bikes should be registered and licensed for their protection. Bikes should always be walked across campus. Failure to follow this guideline may result in losing the privilege of bringing your bike to school. Be safe!

Students attending school on a junior high school campus are not permitted to drive a motor vehicle to school. Skateboards, roller blades, longboards and scooters may not be ridden on any Chandler Public School campus before, during, or after the school day. Arizona College Prep is not responsible for loss, theft, or damage of personal possessions.

### **Campus Passes**

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

### **Check Acceptance/Returned Check Policy**

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

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

For any checks returned as unpaid to CUSD, the check writer's account may be electronically debited without further notice for the amount of the check, plus a returned check fee as allowed by state law, currently \$30. Questions or issues regarding returned checks may be directed to Nexcheck at 1-800-839-2465.

### **Counselors**

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

### **Emergency Response**

Arizona College Prep maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Arizona College Prep will participate in monthly fire drills and complete school-wide lockdown drills. The structures of our buildings are such that few fire hazards are present. Preparedness for an emergency, however, is an excellent precaution. Students should leave their room quickly, in an orderly fashion, closing all doors as they leave and proceed to the nearest designated evacuation area. Students are expected to follow the directions of their professor. Pulling a fire alarm when an emergency does not exist is against the law. Students involved will be suspended from school.

### **Equal Opportunity**

Federal law protects students from discrimination in any educational program or activity on the basis of race, color, national origin, sex, or handicap. Federal law also prohibits discrimination in employment based on race, color, religion, sex, national origin, or age.

The Affirmative Action Plan of the Chandler Unified School District provides equal opportunities in employment regardless of national origin, race, creed, religion, marital status, age, sex, color, or handicap. Lack of English language skills shall not be a barrier to admission and participation in district programs.

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

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

## **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.

## **Fire Drills/Lockdowns**

Arizona College Prep maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Arizona College Prep will participate in monthly fire drills and complete school-wide lockdown drills. The structures of our buildings are such that few fire hazards are present. Preparedness for an emergency, however, is an excellent precaution. Students should leave their room quickly, in an orderly fashion, closing all doors as they leave and proceed to the nearest designated evacuation area. Students are expected to follow the directions of their professor. Pulling a fire alarm when an emergency does not exist is against the law. Students involved will be suspended from school.

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.

## **Health Office**

Arizona College Prep has a district health assistant on duty to administer the health program. The office is not equipped to take care of any serious illness. However, if a student becomes seriously ill or injured at school, they should report to the office immediately. Students are not to leave school under any circumstances without permission of the health assistant or office personnel.

Please see the health services department on the district website, [www.cusd80.com](http://www.cusd80.com) for specific information on forms required from parents and doctors, medication administration policy, health protocols for student illness, immunizations, hearing and vision screening programs, and information on specific health conditions for school.

### Administering Medicines to Students

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

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

### *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.

## **Identification Cards (ID's)**

Students are required to wear their school-issued identification cards at all times. IDs are required for use in the cafeteria, media center, and on buses. Students may provide their own lanyard in one of our school colors or purchase one from the booster club.

## **Insurance**

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

## **Lost and Found**

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

## **Lunch**

Lunch accounts may be established on-line at [mylunchmoney.com](http://mylunchmoney.com) or in the cafeteria. The accounts may be established by cash or check and then accessed by the student by entering their account number onto the keypad. Deposits to accounts may be made in the cafeteria before school begins. All students must present their ID cards when purchasing their lunch or any food items in the cafeteria.

In order for our lunchtime environment to be acceptable, everyone must assume responsibility for its cleanliness and upkeep. This means that every student, regardless of who dropped the food or paper, must obey a request to pick it up. Please assume responsibility for one another's behavior and help in maintaining a clean cafeteria.

Abide by the following rules:

1. Be prepared to enter your ID number at the cashier in order to keep the lunch line moving quickly. Have your ID ready to show the cafeteria staff.
2. Be patient in line. No crowding for any reason (including a student purchasing a lunch for another student).
3. Keep our areas litter-free.
4. Keep food to yourself. Never throw food.
5. Remain in the cafeteria or outside Ramada area. Never leave without permission.
6. Be cooperative and respectful to adult supervisors.
7. Never sit or mark on lunch tables. Leave them clean.

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

1. When a student is identified as violating one of the above rules he/she will be assigned to pick-up duty in the lunch area.
2. In the event a student refuses to do the pick-up duty, he/she will be referred to the office and will be assigned three (3) days of lunch detention.

The cafeteria supervisors are the extended arms of the classroom professor and carry the same authority. Any defiance of their requests will be defined as "defiance of school authority" as covered in the disciplinary guidelines. Please make the lunch area a nice place to visit and eat lunch with friends. We need your cooperation.

For the safety of our students, Arizona College Prep is a closed campus. This means that students may not leave the campus before the regular dismissal time without the parent coming to the office and signing the student out. This also holds true should a student leave at lunch. Their parent must sign them out in the office.

## **Medication Policy**

Each medication is to be presented to a school representative by an adult. Whenever possible, the parent is asked to bring the medicine to the health office. Parents will assume full responsibility for the supply, appropriate transportation and maintenance of prescription medication. The medication must be in the **original** container from the pharmacy, and the consent form for giving medication at school must be completed and signed by the parent and physician. Medication must come to the health assistant in a prescription container stating the name of the student, the name of the medication, the dosage, and the time to be given. Students are NOT ALLOWED to carry medication of any kind while at school.

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

1. The medicine must be prescribed by the child's licensed health care provider and accompanied by the parent/guardian special medication permit to be given to the front office.
2. Prescription drugs must be in the original pharmacy container, labeled with the child's name, date, medication, dose, time to be taken at school, and date to be discontinued. (The pharmacist may be requested to prepare a special container for school use.)
3. Medicine will be administered in the presence of school personnel as designated by administration when parent/guardian permission has been given.

Certain health problems demand that the child develop an understanding of his or her problem and learn to assume responsibility for self-management of medication. In these cases the child's licensed health care provider must send written notification to the health office so personnel know what medication the child is taking and when it should be taken during the school day.

It is the district policy that non-prescription medication is not carried by a student or given in school unless deemed necessary by the licensed health care provider who, in writing, so informs the school health office.

## **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.

## **Parent Rights to Records**

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

## Personal Property

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

## Publicity

Occasionally a student's photograph/image is used for official school publicity. Publicity may include the school's website, newsletter or local newspapers. Parents may request that their student not be included in publicity when signing the *Permission to Publish* form at the beginning of the school year.

## Student Concerns, Complaints, and Grievances School Board Policy J-3611 JII-R Summary

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

- *Complaint form.* The District shall make a Complaint form (JII-EA) available at each school and at the District Office. The form shall also be available in electronic format. Complainants are encouraged to utilize this form, but shall not be required to do so. In order to provide the District with the information necessary to properly address the matter, any written Complaint that is filed should contain the same information that is requested on JII-EA (at a minimum). The Complaint should be signed by the complainant. A school or District administrator shall assist an individual in completing the grievance form upon request.
- *Timeframe for submission of complaint.* In order to facilitate meaningful investigation of a complaint, a complainant should submit his/her complaint as soon as possible and no more than thirty (30) days following the event or action giving rise to the complaint.
- *Personnel authorized to accept complaint.* A complaint may be submitted to the Principal, Assistant Principal or Dean of Students at each school or to the District Superintendent. The authorized person to whom the complaint is submitted at the school level shall ensure that the Superintendent (or designee) is apprised of the complaint.
- *Referral.* A referral will be made to the appropriate individual for investigation and response or take other appropriate action.
- *Acknowledgment of receipt of complaint.* The complainant will be provided with a written confirmation of the District's receipt of the complaint and contain the following information:
  - *An assurance that the complaint will be handled as confidentially as possible.*
  - *Notice that the District prohibits retaliation against anyone who files a complaint or participates in a complaint investigation.*
  - *Informs the complainant that the District will endeavor to complete the investigation or resolution process in a timely manner, typically no more than thirty (30) calendar days of receipt of the complaint.*
  - *A request that the complainant provide any and all additional information or documentation relevant to the complaint.*
  - *Informs the complainant that he/she will be provided with a written report or letter at the conclusion of the process.*
- *Investigation of complaint.* The assigned investigator will conduct an impartial and thorough investigation. The investigative process should include the following:
  - *An interview with the complainant.*
  - *Interviews with other relevant individuals.*
  - *Follow up interviews as needed.*
  - *Review of relevant records or documents.*
- *Notice of outcome of investigation.* The District will provide the complainant with written notice of the findings and conclusions of the investigation. The District will also provide notice of what, if any, action will be taken by the District in response to the investigation.
- *Maintenance of records.* The District will maintain a confidential record of each complaint made pursuant to Policy JII at the District office. The record shall include a copy of the complaint or grievance filed by a student, findings of the investigation, and the disposition of the matter.
- *Report to Superintendent.* Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will make such reports and/or referrals to the Board as may be necessary.
- *Withdrawal of complaint.* A complaint or grievance may be withdrawn at any time.
- *False reports.* A student who knowingly submits a false report may be subject to discipline in accordance with relevant District policies.
- *Report of crimes.* When District officials have a reasonable belief or an investigation reveals that a crime or possible crime has been committed, the matter shall be reported to the appropriate law enforcement agency if a report has not already been made.

## Transportation Policy

While Arizona College Prep is a Chandler Unified School District school of choice, the District does provide bus transportation to or from the campuses. Pick up and drop off locations, along with corresponding times, are provided prior to the start of the school year. If a parent chooses to provide personal transportation for their child it is the responsibility of the parent/guardian to ensure their student arrives to school on time. We also expect parents to arrive promptly at the end of the school day. ***If a parent/guardian is late dropping off or picking up their student more than 5 times a semester, the student may be required to utilize District transportation.***

Students will not be permitted to leave school with any adult except the parent, or by written permission of the child's parent. If your student will be walking or biking to and from school, or another parent will be picking up your child to drive home after school, please file a permission card with the office at the beginning of the year. Arizona College Prep students will not be permitted to leave campus in any car driven by someone other than the parent unless explicit written permission from the parent is on file with administration.

Non-custodial parents who wish to pick up a student during or after school must have a signed statement from the custodial parent for each occasion, or there must be a statement of permission on file with the office. If you plan on having other adults pick up your child at the end of school, please file a list of the names of those adults with the office.

Once a student is on campus he/she may not leave except under parental supervision or under the supervision of an authorized professor or coach.

While district transportation may not be utilized to or from Arizona College Prep by all students, there will be events or activities that require students to use district transportation. District expectations for using district transportation are included in this handbook (see page 33).

### **Visitors**

Because we take seriously our responsibility to supervise and protect our students, Arizona College Prep is a closed campus. That means that students are not permitted to leave the campus for any reason during school hours or during after-school activities, unless accompanied by the adult supervisor of that activity. Parental requests to excuse their student to leave campus for lunch will not be honored. However, parents may come to the school and sign their own student(s) out and accompany them off-campus for lunch. Parents who do so must accompany their children back to school and sign them in at the office. The lunch period is 30 minutes long.

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

# ARIZONA COLLEGE PREP ATHLETICS

## **Mission Statement**

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

For questions or specific information regarding ACP athletics, please contact Ms. Osborn, ACP Athletic Director, 480 424-8000.

## **AIA & EVC 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 "D" or lower, he or she will be declared ineligible on the day following issuance of report cards or progress reports. If a student is ineligible, the must pass the class(es) on the Friday following the week of ineligibility. The student will gain eligibility on the following Monday only.

## **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.

## **Ineligibility/Remediation**

Students have the opportunity to remediate the deficiency resulting in ineligibility for all grades except cumulative final semester grades. An administrator will monitor the deficient student's attendance and grades. If after one week, 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 a "D" or lower, will have his/her attendance and grades monitored. If after one week, 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 the team or group while ineligible. Students may not travel with the team, dress out or compete while ineligible.

## **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.

## **Participation**

Selected participants are expected to make a full commitment to the established schedule of games for his/her sport. If an athlete is involved in club, AAU or other extra-curricular activity, he/she must be available for ALL school games or tournament play during the season. Failure to commit to this expectation would prevent a student from being selected for participation. Students must maintain academic eligibility to participate in the athletic program. Students selected for teams are not guaranteed equal playing time; coaches maintain autonomy regarding game line-ups and individual playing time.

## **Physicals**

All athletes 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.

## **Random Student Drug Testing (High School)**

All students in grades nine through twelve who participate in AIA 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 child 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.

## **Required Forms**

Required athletic forms must be completed and returned to the office before students are eligible to try-out for a sport. Forms are available on the school website.

**Special Provisions**

Special education students will have their GPA's 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 present a problem or jeopardizes school discipline will be restricted from participation in extracurricular activities until such time that his or her behavior warrants reinstatement.

**Supervision**

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

**Victory with Honor**

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

**Sport Seasons – Junior High – East Valley Conference (EVC)**

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

**Sport Seasons – High School – Arizona Interscholastic Association (AIA) Division IV**

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Boys Soccer	Boys Basketball	Golf
Girls Soccer	Girls Basketball	Tennis
Girls Volleyball	Wrestling	Track & Field
Cross Country		
Swim & Dive		

# STUDENT LIFE

## After-School and Evening Activities

While attending school or evening activities students will be expected to follow all school rules and regulations. A student must be in attendance at school for one-half day (3 periods) to participate in after-school and evening activities. Suspended students (off campus) may not attend evening or after-school activities. Students should leave campus immediately after school is out. Only students under the supervision of a professor should be on campus.

## Dances

School dances are held immediately after school or as specified. Current picture I.D. cards are required at the door. Students will not be allowed to loiter on campus during the dance. A parent sign-out is required to leave the dance early.

Junior high dances are for Arizona College Prep students only. No visitors are permitted to attend unless prior approval by administration has been granted. The parent/guardian must pick up the student no later than 15 minutes after the dance or the student may be prohibited from attending future dances.

High school students may invite guests to designated 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. Junior high students are not permitted at high school dances. Guest passes must be submitted and approved prior to attending the dance. NO APPROVALS ARE DONE AT THE DOOR.

## Extracurricular Participation

To take part in extracurricular activities, each student shall be required to earn a 70% in each course in which the student is enrolled.

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

## Non-payment of fees

Although required textbooks are provided for students, there may be other charges for materials, lost or damaged books, etc. Students are encouraged to pay these charges with cash, check, or money order. In cases of hardship, students may be allowed to arrange a payment plan.

Until an assessment is paid, whether in the current or subsequent year(s), the student may not participate in any extracurricular activity or attend school events other than required classes.

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

## Personal Property

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

## Product Sales

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



# STUDENT UNIFORMS

## Uniform & Dress Code

Arizona College Preparatory has a primary objective of developing a “community of learners,” dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within our school community. It is also a visible signature of our school to the larger community, an indicator of our unity and of our pride of purpose. This is the most important function of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one’s responsibility to that group.

Another purpose of a uniform is to reduce the attention given to appearances, and to questions of group affiliation, socio-economic status, and the like. We want students to attend to the ideas and character of their colleagues in school, expressed in other students’ words and deeds, rather than focusing on external appearances. We hope to engender in students a respect for the essential dignity of others. Our desire is not to quash student’s individuality, but to secure their commitment to a community of learners whose purpose, while at school, is scholarship and character development.

Our students should dress their best, look their best, and do their best. All clothing must be clean, neat, reasonably pressed, complimentary (i.e. matching), and in properly fitting condition. **If a student is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing may be required for attendance that day.** Decisions about the appropriateness of apparel may be referred to administration, whose judgment will be final.

Students must stay in uniform whenever they are on campus during a school day. Students may only change out of uniform after school with professor/coach permission to participate in an approved curricular or extracurricular activity that requires a change in dress. Approved Arizona College Preparatory attire can be purchased through Anton Sport Company, 1602 N. Scottsdale Road, Tempe, AZ 85281, (480) 968-6636, [www.anton sport.com](http://www.anton sport.com), or you can order your uniforms through Arizona College Preparatory administration.

## General Dress Standards (specific requirements are discussed on pages 19 & 20)

<b>Arizona College Preparatory Uniform Standards Monday-Thursday</b> <i>Uniforms meeting approved ACP standards can be purchased through Anton Sport Co.</i> <i>Students who have no dress code violations Monday-Thursday may wear approved denim pants or shorts and Arizona College Preparatory t-shirts on Friday.</i>		
	Men	Women
<b>Shirts</b>	Approved ACP Polo’s (purple, black, grey, or white with ACP crest) are required. Approved white oxford shirts with ACP Crest Shirts must be tucked in.	Approved ACP Polo’s (purple, black, grey, or white with ACP crest) are required. Approved white oxford shirts with ACP Crest. Shirts must be tucked in.
<b>Pants/Shorts</b>	Approved black, khaki or navy blue pants or shorts are required. Solid brown or black belts must be worn at all times.	Approved black, khaki or navy blue pants or shorts are required. Solid brown or black belts must be worn at all times.
<b>Skirts, Skorts</b>	N/A	Approved navy, black, khaki, or plaid skirts and skorts are permitted.
<b>Capris</b>	N/A	Approved navy, black or khaki capris are permitted.
<b>Sweaters, jackets, hoodies, and sweatshirts</b>	Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college themes are permitted. If the outerwear does not have an ACP logo it must be solid purple, black, grey, or white.	Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college themes are permitted. If the outerwear does not have an ACP logo it must be solid purple, black, grey, or white.
<b>Socks</b>	Solid color socks that compliment the attire must be worn. No leggings or leg-warmers are permitted. Socks cannot go above the knee.	Solid color socks or tights that compliment the attire must be worn. No leggings or leg-warmers are permitted. Socks cannot go above the knee.
<b>Shoes</b>	Shoes must be worn at all times. All footwear (except sandals) must be worn with socks. Footwear must adhere securely at the heel and be tied properly. Footwear must compliment required uniform attire.	
<b>Undershirts/ Turtlenecks</b>	Short and long-sleeve undershirts/turtlenecks in solid black, purple or white are permitted.	

<b>Arizona College Preparatory Uniform Standards – Friday’s Only</b> <i>Students who have no dress code violations Monday-Thursday are permitted to wear the following attire to school on Friday.</i>		
	Men	Women
<b>Shirts</b>	Approved ACP Polo’s (purple, black, grey, or white with ACP crest) Approved white oxford shirts with ACP Crest or ACP t-shirts are required.	Approved ACP Polo’s (purple, black, grey, or white with ACP crest) Approved white oxford shirts with ACP Crest or ACP t-shirts are required.

<b>Pants/Shorts</b>	Approved black, khaki, navy blue or plain denim pants or shorts are permitted.	Approved black, khaki, navy blue or plain denim pants or shorts are permitted.
<b>Skirts, Skorts</b>	N/A	Approved navy, black, khaki, or plaid skirts and skorts are permitted.
<b>Capris</b>	N/A	Approved navy, black or khaki capris are permitted.
<b>Sweaters, jackets, hoodies, and sweatshirts</b>	Jackets, sweaters, sweatshirts, and hoodies with ACP logo or college themes are permitted. If the outerwear does not have an ACP logo it must be solid purple, black, grey, or white.	Jackets, sweaters, sweatshirts, and hoodies with ACP logo are permitted. If the outerwear does not have an ACP logo it must be solid purple, black, grey, or white.
<b>Socks</b>	Solid color socks that compliment the attire are to be worn. No leggings or leg-warmers are permitted.	Solid color socks or tights that compliment the attire are to be worn. No leggings or leg-warmers are permitted.
<b>Shoes</b>	Shoes must be worn at all times. All footwear (except sandals) must be worn with socks. Footwear must adhere securely at the heel and be tied properly.	
<b>Undershirts/ Turtlenecks</b>	Short and long-sleeve undershirts/turtlenecks in solid black, purple or white are permitted.	

### Uniform Standards

For your convenience, approved Arizona College Preparatory attire may be purchased through *Anton Sport Company*. Uniforms may be purchased from *Anton Sport* in the following ways:

- Shopping at *Anton Sport* – 1602 N. Scottsdale Road, (480) 968-6636;
- Ordering online by visiting Anton Sport’s website ([www.antonssport.com](http://www.antonssport.com));

1. All clothing must be clean, neat, reasonably pressed, and in properly fitting condition. Students are required to wear approved ACP Polo’s or approved white oxford shirts with ACP Crest and approved khaki, black or navy blue pants and shorts to school Monday-Thursday.
2. All Polo’s and Oxford shirts must be tucked in throughout the school day – including lunch.
3. Long-sleeve shirts are not permitted to have “thumbholes” or be altered or frayed.
4. Pants and shorts (including plain denim) may not have any holes, frays, rips, or tears.
5. ACP Jackets, sweaters, sweatshirts, and hoodies with ACP’s logo or college themes are recommended, but not required. College themed sweatshirts may be worn in classrooms. Plain sweatshirts in ACP *approved colors are black, purple, grey, or white*.
6. Short and long sleeve undershirts must be worn underneath the clothing, be tucked in and be solid in color. *Approved colors are black, purple or white*.
7. All students are required to wear brown or black leather belts when their bottom attire has belt loops. Belt loops must not be altered in any way.
8. Shoes and socks must be worn at all times and compliment the student’s attire. Sandals may be worn without socks. All footwear (including sandals) must adhere securely at the heel and be tied properly if they were designed to do so. No flip flops may be worn.
9. Socks and tights, with no pattern, must be solid in color and **MUST** compliment the student’s clothing and be worn appropriately. No leggings or leg-warmers are permitted.
10. No hats of any kind shall be worn in the building except on designated school spirit days. Hats are subject to confiscation if worn within the building.

***Students who have no dress code violations throughout the week may wear approved denim pants or shorts and approved Arizona College Preparatory t-shirts (e.g. school, club, or athletic) on Friday.***

### Men’s Uniform and Dress Code

***For your convenience, all approved Arizona College Preparatory attire can be purchased through Anton Sport Company, 1602 N. Scottsdale Road, Tempe, AZ 85281, (480) 968-6636, [www.antonssport.com](http://www.antonssport.com), or you can order your uniforms through Arizona College Preparatory administration.***

**Men’s Pants and Shorts:** Approved khaki, black or navy blue shorts or pants that reach to the shoe but are not dragging on the ground are to be worn to school. Pants and shorts must be worn at the waist. Shorts should go just above the knee but not below, and should not be tight fitting or excessively baggy.

Solid brown or black leather belts with standard belt buckles are to be worn with all pants and shorts. No large or elaborate belt buckles or buckles with emblems or logos are permitted. Belt loops are not to be altered.

**Men’s Shirts:** Approved purple, black, grey or white Arizona College Preparatory short or long sleeve Polo shirts or white collared oxford shirts with the ACP crest are to be worn to school. Short and long sleeve undershirts or turtlenecks may be worn underneath the Polo shirts and must be solid in color – acceptable undershirt/turtleneck colors are black, purple, or white. Shirts and undershirts (turtlenecks) must always be tucked in.

**Men's Jewelry:** No body-piercing jewelry is permitted. One ring, necklace and bracelet is permissible. Necklace pendants should not be large or elaborate – they may not be much larger than an inch or so in length, width, or diameter. No chokers, beaded necklaces, shells, or large or elaborate chain-link jewelry may be worn.

**Men's Hair:** Hair should be neatly trimmed and combed. Hair should not be as long as to hang below the eyebrows or to bring into a ponytail. Crew cuts are permitted as long as the head does not appear shaved or skin widely visible underneath. No Mohawks or rat's tails are allowed. No hairnets, doo-rags or bandannas. No unnatural hair color. No shaved heads. No facial hair – students must be clean-shaven.

**Headwear/Sunglasses:** Hats and sunglasses are not permitted in classrooms. Students who wear a hat and/or sunglasses to school must remove them prior to entering their classes. Hats and glasses may be worn to protect the head and eyes from the exposure to sun.

**Outerwear:** Approved jackets, sweaters, sweatshirts and hoodies with ACP's logo are recommended but are not required. If a student chooses to wear a jacket, sweater, sweatshirt or hoodie without the ACP logo, the attire must be solid in color and free of advertisements. Acceptable colors are purple, black, grey, or white. Gloves or mittens are not to be worn in the classroom.

**Footwear:** Shoes and socks must be worn at all times and compliment the uniform attire. Sandals may be worn without socks. All footwear (including sandals) must adhere securely at the heel and be tied properly if they were designed to do so. No flip flops may be worn.

**Socks:** Socks need to be solid in color and **MUST** compliment the child's clothing and be worn appropriately. No leggings or leg-warmers are permitted. Socks may not be worn above the knee.

**Makeup:** Male students are not permitted to wear makeup, including nail polish, to school. In addition, no tattoos, temporary or permanent are permitted. This includes pen and ink drawings on the skin.

***Students who have no dress code violations throughout the week may wear plain denim pants or shorts and ACP t-shirts (e.g. school, club, and athletic t-shirts) on Friday.***

## **Women's Uniform and Dress Code**

***For your convenience, all approved Arizona College Preparatory attire can be purchased through Anton Sport Company, 1602 N. Scottsdale Road, Tempe, AZ 85281, (480) 968-6636, [www.anton sport.com](http://www.anton sport.com), or you can order your uniforms through Arizona College Preparatory administration.***

**Women's Slacks & Shorts:** Approved khaki, black or navy blue slacks or shorts that reach to the shoe but are not dragging on the ground are to be worn to school. Pants and shorts must be worn at the waist and not be baggy nor tight fitting. Shorts should go just above the knee but not below, and should not be tight fitting or excessively baggy. Skinny jeans, tights, jeggings or leggings are not allowed. **NO DENIM IN ANY COLOR!** Solid brown or black belts with standard belt buckles are to be worn with all pants and shorts. No large or elaborate belt buckles or buckles with emblems or logos are permitted. Belt loops are not to be altered.

**Women's Skorts/Skirts:** Approved khaki, black, navy blue, or plaid skorts and skirts may be worn. The hem should reach to just above the knee. Skorts and skirts must be worn at the waist.

**Women's Capris:** Approved khaki, black or navy blue capris may be worn. Capris may not be baggy nor tight fitting and should be worn at the waist. Black or brown leather belts must be worn with any capris pants that have belt loops.

**Women's Shirts:** Approved purple, black, grey or white Arizona College Preparatory short or long sleeve Polo shirts or white collared oxford shirts with the ACP crest are to be worn to school. Short and long sleeve undershirts or turtlenecks may be worn underneath the Polo shirts and must be solid in color – acceptable undershirt/turtleneck colors are black, purple, or white. Shirts and undershirts (turtlenecks) must always be tucked in. All shirts must have at least a capped sleeve, no tank tops are allowed.

**Women's Jewelry:** Girls may wear one pair of short earrings – no loops larger than the size of a nickel. No body-piercing jewelry except earrings will be permitted. One bracelet, ring, and necklace is permissible. Necklace pendants should not be large or elaborate – they should not be any larger than an inch or so in length, width, or diameter. No chokers, beaded necklaces, shells, or large or elaborate chain-link jewelry may be worn.

**Women's Makeup:** Makeup is permitted, and should be applied tastefully and in moderation. Heavy lined eyes or gaudy lipstick, glitter or white-powdered faces will not be permitted. Nail polish, when applied, should be done in a tasteful manner and compliment the overall dress. No tattoos, temporary or permanent. This includes pen and ink drawings on the skin.

**Women's Hair:** Hair should be neatly combed or styled. No shaved heads. Neat bows, barrettes, headbands and "scrunchies" are permissible. Hair should not be arranged or colored so as to draw undue attention to the student. Hair must be natural looking and conservative in its color and both eyes must be visible at all times. Radical changes in hair color during the school year are unacceptable.

**Headwear/Sunglasses:** Hats and sunglasses are not permitted in classrooms. Students who wear a hat and/or sunglasses to school must remove them prior to entering their classes. Hats and glasses may be worn to protect the head and eyes from exposure to sun.

**Outerwear:** Approved jackets, sweaters, sweatshirts and hoodies with ACP's logo or college themes are recommended but are not required. If a student chooses to wear a jacket, sweater, sweatshirt or hoodie without the ACP logo, the attire must be solid in color and free of advertisements. Acceptable colors are purple, black, grey, or white. Gloves or mittens are not to be worn in the classroom.

**Footwear:** Shoes and socks must be worn at all times and compliment the uniform attire. Sandals may be worn without socks. All footwear (including sandals) must adhere securely at the heel and be tied properly if they were designed to do so. No flip flops may be worn.

**Socks:** Socks need to be solid in color and **MUST** compliment the child's clothing and be worn appropriately. No leggings or leg-warmers are permitted. Socks may not be worn above the knee.

***Students who have no dress code violations throughout the week may wear plain denim pants or shorts and ACP t-shirts (e.g. school, club, and athletic t-shirts) on Friday.***

### **"Free Dress"**

At times, ACP students will have "free dress" or non-uniform days. On these specified days, students can wear attire other than uniform attire. On "free dress" days students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Since fashions and name designations for wearing apparel change frequently, the administration, with the advice and counsel of police, faculty, students, and parents, may provide an interpretation of garments that are questionable.

The dress code is in compliance with Arizona Revised Statutes § 15-342.22

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

The school administration retains the final discretion in determining if a garment, accessory or appearance complies with the dress code. Repeated violations of the dress standard may result in appropriate disciplinary action, including being suspended from school.

# Behavior Code & Discipline

## Student Conduct Philosophy

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

Arizona College Prep has the goal of developing not only habits of good scholarship and critical inquiry, but also the character traits that define good citizenship, such as courtesy, promptness, forgiveness, responsibility, and self-control. Students at Arizona College Prep are expected to exhibit appropriate behavior at all times.

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

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

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

Detentions can be serious in nature and a high number of detentions can indicate a student's general unwillingness to cooperate with the school. If a student has received 3 detentions for any reason in a quarter (9 week period) then he or she will be suspended off-campus for a 5-day period pending a meeting with the an administrator. A student may be suspended for a lesser number of detentions if many of the detentions are received for the same offence or if administration determines that the behaviors are of a serious nature and warrant immediate action.

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

Threats of violence and physical, verbal or sexual harassment are illegal and will result in parent contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension and expulsion. Tobacco and other legally controlled substances, lighters, matches, pocket knives, weapons of any kind, and sexually explicit materials are also prohibited on campus at all times. Possession of these items will result in immediate disciplinary action and recommendation for expulsion.

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

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

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

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

*\*Arizona College Prep will follow the disciplinary policies as established by the Chandler Unified School District's Governing Board.\*\*\**

## Conduct at School

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

1. Use courteous language at all times. (Arizona College Prep enforces a zero-tolerance policy in regards to inappropriate language)
2. Refrain from public display of affection (hugging, kissing, etc.).
3. Keep food and drinks out of the classroom, no gum allowed.
4. Be in your seat when class begins.
5. Do not disturb others or interrupt their learning.
6. Bring all work materials to class and do your own work.
7. Comply with Uniform and Dress Code.
8. Stay seated until dismissed by the teacher.
9. Follow teacher directions the first time.
10. Students are allowed to bring electronic devices for educational purposes only. All students bringing devices to school must sign and abide by the district's "Bring Your Own Technology" guidelines.
11. See your counselor to help solve problems.

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

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

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

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

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

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

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

Students are subject to discipline if infractions occur:

1. At any 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

## Due Process

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

In disciplinary cases, each student is entitled to due process. This means you:

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

### **Detention**

You may be required to remain after school for inappropriate behavior. Parents will be notified and the professor or administrators will assign the specifics of the detention.

### **In-School Suspension (ISS)**

When assigned ISS, the student loses all social privileges on campus and is in a self-contained classroom to complete work assigned by regular classroom professors.

### **Off-Campus Suspension (OCS)**

An off-campus suspension results in removal of the student from regular classes and assignment to a parent/guardian for the period of time specified by the administration. While serving OCS, the student will not participate in any school activity or be permitted on any CUSD campus. A parent-administrator conference is required prior to a student returning to classes.

### **Alternative School Reassignment**

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

### **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.

## BYOT Responsible Use Agreement

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

### Chandler Unified School District BYOT Philosophy

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

### Purpose of and Permissions to Use Personal Electronic Devices at School

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



## USE OF TECHNOLOGY RESOURCES IN INSTRUCTION ELECTRONIC INFORMATION SERVICES USER AGREEMENT

### I. General Terms and Conditions

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

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

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

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

### II. Communications

Each user must:

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

### III. Hardware

Each user must:

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

### IV. Software and Electronic Content

Each user must:

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

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

### V. Personal Devices

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, Wi-Fi 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 Microsoft Outlook, Internet or other district-supplied account.
- Prohibit students and others from loading personal software.
- Prohibit unauthorized technology resources in the classroom.

## **USO DE LOS RECURSOS TECNOLÓGICOS PARA LA INSTRUCCIÓN CONTRATO DE USUARIO PARA LOS SERVICIOS DE INFORMACIÓN ELECTRÓNICA (SIE)**

### I. Condiciones Generales

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

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

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

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

### II. Comunicaciones.

Todo usuario deberá:

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

### III. Soporte Físico (Hardware).

Todo usuario deberá:

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

### IV. Software y Contenido Electrónico.

Todo usuario deberá:

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

NOTA: Cualquier uso de los archivos de medios será de acuerdo a TODA regla de derecho de reproducción y a TODA guía de Uso Justo. El uso de los medios deberá estar **directamente relacionado al currículo de la materia.** (Si no está directamente relacionado

al currículo de la materia, el uso de material con derechos de reproducción infringe los derechos de reproducción, y es una violación del acuerdo del uso aceptable. Además, el infringir los derechos de reproducción es ilegal, y está sujeto a litigio y enjuiciamiento).

## V. Aparatos personales

Todo usuario deberá:

Evitar conectar aparatos electrónicos personales no autorizados al SIE.

### **Arizona Statute 13-1204**

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

### **Bullying/Harassment/Intimidation**

#### Board Policy Summary

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.

### **Child Abuse (ARS 13-3620)**

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

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

### **Dangerous Weapons – Board Policy JICI**

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.

### **Gang Activity or Association**

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

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

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

### **Hazing**

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

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

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. Report all acts of hazing to a teacher or an administrator immediately. This information can be referenced in Governing Board Policy JICFA.

It is becoming increasingly popular for students to post material on websites such as Facebook. Please be aware that material posted, either at home or at school, could be viewed as harassment or disruptive to the educational environment. This is not limited to Facebook alone. Material sent via email, text messaging or voicemail, could be viewed as harassment or disruptive to the educational environment. Conduct off campus during non-school hours could lead to the disruption of the educational environment. In cases where it is harassment, or leads to the disruption of the educational environment, students will be subject to disciplinary action.

### **Mandatory Reporting of Criminal Activity to Law Enforcement**

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

## Off-Campus Jurisdiction

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

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

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

## Sexual Harassment Involving Students – Board Policy ACAB Summary

**Prohibition Against Sexual Harassment.** Sexual harassment is prohibited.

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

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

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

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

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

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

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

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

**Reports of Possible Crimes.** When the alleged sexual harassment may also constitute a crime, the incident shall be reported promptly to the appropriate law enforcement agency. The District shall not wait for the conclusion of a criminal investigation or a criminal proceeding to begin its own investigation. If necessary, the District must take interim preventative measures to ensure the safety of the alleged victims and of the larger school community during the criminal investigation or criminal proceeding.

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

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

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

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

- District website: [www.cusd80.com/ACABpolicysummary](http://www.cusd80.com/ACABpolicysummary)
- Also linked from every school website to: [www.cusd80.com/ACABpolicysummary](http://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: Scott Uyeshiro

### **Smoking/Alcoholic Beverages/Drugs**

Students who use or possess any form of tobacco, alcohol, or drugs on campus, you will be subject to disciplinary action. Students will not come to school having consumed drugs or alcohol. The use, possession, or sale of drugs (including over-the-counter medications) on school property or at school events is prohibited (see page 16 – Policy for Taking Medicines at School).

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

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

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

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

### **Student Interrogations, Searches and Arrests**

#### 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.

#### Arrests

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

#### **Student Concerns, Complaints and Grievances - CUSD/AZ. School Board Association Board Policy JII-EB**

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

- **Complaint form.** The District shall make a Complaint form (JII-EA) available at each school and at the District Office. The form shall also be available in electronic format. Complainants are encouraged to utilize this form, but shall not be required to do so. In order to provide the District with the information necessary to properly address the matter, any written Complaint that is filed should contain the same information that is requested on JII-EA (at a minimum). The Complaint should be signed by the complainant. A school or District administrator shall assist an individual in completing the grievance form upon request.
- **Timeframe for submission of complaint.** In order to facilitate meaningful investigation of a complaint, a complainant should submit his/her complaint as soon as possible and no more than thirty (30) days following the event or action giving rise to the complaint.
- **Personnel authorized to accept complaint.** A complaint may be submitted to the Principal, Assistant Principal or Dean of Students at each school or to the District Superintendent. The authorized person to whom the complaint is submitted at the school level shall ensure that the Superintendent (or designee) is apprised of the complaint.
- **Referral.** A referral will be made to the appropriate individual for investigation and response or take other appropriate action.
- **Acknowledgment of receipt of complaint.** The complainant will be provided with a written confirmation of the District's receipt of the complaint and contain the following information:
  - *An assurance that the complaint will be handled as confidentially as possible.*
  - *Notice that the District prohibits retaliation against anyone who files a complaint or participates in a complaint investigation.*
  - *Informs the complainant that the District will endeavor to complete the investigation or resolution process in a timely manner, typically no more than thirty (30) calendar days of receipt of the complaint.*
  - *A request that the complainant provide any and all additional information or documentation relevant to the complaint.*
  - *Informs the complainant that he/she will be provided with a written report or letter at the conclusion of the process.*
- **Investigation of complaint.** The assigned investigator will conduct an impartial and thorough investigation. The investigative process should include the following:
  - *An interview with the complainant.*
  - *Interviews with other relevant individuals.*
  - *Follow up interviews as needed.*
  - *Review of relevant records or documents.*
- **Notice of outcome of investigation.** The District will provide the complainant with written notice of the findings and conclusions of the investigation. The District will also provide notice of what, if any, action will be taken by the District in response to the investigation.
- **Maintenance of records.** The District will maintain a confidential record of each complaint made pursuant to Policy JII at the District office. The record shall include a copy of the complaint or grievance filed by a student, findings of the investigation, and the disposition of the matter.
- **Report to Superintendent.** Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will make such reports and/or referrals to the Board as may be necessary.
- **Withdrawal of complaint.** A complaint or grievance may be withdrawn at any time.
- **False reports.** A student who knowingly submits a false report may be subject to discipline in accordance with relevant District policies.

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

## 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 [www.cusd80.com](http://www.cusd80.com)

<b>Infraction</b>	<b>Definition</b>	<b>Consequence/Range</b>
Absence without permission	Absence from class without parental permission. Parent must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply.	Conference - Suspension - Contact CUSD Truancy Officer - Referral to Chandler Justice Court - Suspension
Alcohol	The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events and on school-sponsored transportation.	Suspension - Expulsion - Police Report
Arson	Knowingly and unlawfully damaging school or personal property by knowingly causing a fire or explosion.	Restitution and: Suspension - Expulsion - Police Report
Assault	A physical attack that includes actual and intentional touching or striking of another person against his or her will or intentionally causing 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	Repeated acts over time by an individual or group of students that involve a real or perceived imbalance of power. To frighten, compel or deter by actual or implied threats. This includes any act that injures, degrades or disgraces any student by means of physical, verbal, or psychological threats, intimidation, insults or other aggressive behavior.	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.	Arizona College Prep Honor Code - Suspension
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.	Suspension - Expulsion
Defiance/Disrespect of School Personnel	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference - Suspension - Expulsion
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 guns, 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
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	Violation of defined Arizona College Prep uniform and dress standards. Dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols or language relating to or promoting sex, drugs, tobacco, or alcohol on clothing are expressly prohibited.	Conference - Request change of clothes - Detention - Loss of Friday dress privileges - Suspension
Drugs (being under the influence,	The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any	Suspension - Expulsion - Police Report



distribution, possession, sale, use)	controlled drug or narcotic substance prohibited by law, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. "Drugs" shall include, but are not limited to: all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy, hallucinogenic substances and inhalants.	
Electronic Devices	Misuse, abuse or electronic devices to photograph, film, videotape or digitally record or by any other device images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person's knowledge. In addition, this includes the misuse, abuse or disregard of CUSD ETS guidelines. While it is becoming increasingly popular for students to post material on websites, 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.	Conference - Suspension - Expulsion - Police Report
Extortion	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat.	Suspension - Expulsion - Police Report
Failure to Meet Expectations	Student does not meet the expectations of the teacher or staff member. May be based on class/team/organization's rules, policies, and procedures	Conference - Suspension
False Accusations	Knowingly giving false or misleading information with intent to defame or cause harm	Suspension - Expulsion - Police Report
Fighting	Fighting includes <i>mutual participation in a fight</i> involving physical violence or harm caused to another person. There is no one main offender. Purpose is to cause harm to another person. Fighting does not include verbal confrontation, tussles, or other minor confrontations	Suspension - Expulsion - Police Report
Firearms	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 or loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior. This includes students wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership.	Suspension - Expulsion - Police Report
Harassment	Includes, but is not limited to, verbal or physical threats, words that inflict injury or incite, offensive language, physical acts of aggression or intimidation, or verbal or physical conduct relating to an individual's race, ethnicity, religion, gender, disability, or sexual orientation. This includes when a person intentionally or knowingly annoys, pesters, bothers, stalks, hassles, worries, badgers, or hounds another person. Posting material on websites or phone applications such as Facebook, YouTube, Instagram, Snapchat, KIK etc. either at home or at school, may be viewed as harassment or disruptive to the educational environment.	Conference - Expulsion - Police Report
Hate Crime	A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability, or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.	Suspension - Expulsion - Police Report
Hazing	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution and the act contributes to a	Suspension - Expulsion

	substantial risk of potential physical injury, mental harm or degradation, or causes injury, mental harm or 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
Lying	Knowingly giving false information or information intended to mislead about one's self.	Conference - Suspension
Minor Aggressive Act	Pushing, shoving, tussles and 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 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	Unwanted sexual advances, requests for sexual favors, or the verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance. Includes: sexual comments, gestures, jokes or looks, being touched, grabbed or pinched in a sexual manner, flashing or mooning, spreading sexual rumors and clothing pulled at, off or down in a sexual manner.	Conference - Expulsion - Police Report
Sexual Harassment with Contact (includes attempted)	Forcible sexual assault against the person's will, or not forcibly 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 <i>without threat, violence, or bodily harm</i> . 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	(Physical or verbal threat or intimidation): To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Ex: bomb threat, threats made over the telephone, threats to beat someone up, threats made by text messages or internet, at home or at school.	Conference - Expulsion - Police Report
Throwing Objects	Throwing objects in an unsafe/dangerous manner. This includes reckless behavior that threatens the safety and well-being of others. This includes throwing objects at school-sponsored events and while on school sponsored transportation.	Conference - Expulsion
Tobacco (distribution, possession, use)	The distribution, possession, use or sale of tobacco products on school grounds, school-sponsored events or transportation.	Conference - Suspension - Police Report
Trespassing	To enter or remain on a public school campus without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave.	Conference - Expulsion - Police Report
Unsafe Behavior/Endangerment	Acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. This may include knowingly and willingly withholding information that leads to such situations.	Conference - Expulsion

Vandalism (destruction of school or personal property)	The willful or malicious damage, destruction, injury, disfigurement, or defacement of school or personal property without consent. This includes bombing, arson, graffiti, computer hacking and other acts that cause property or personal damage.	Restitution and: Suspension - Expulsion - Police Report
Vehicle Misuse	The inappropriate use of an automobile, motorcycle or other motorized vehicle on school property or travel to or from school or school-sponsored events.	Conference - Expulsion
Verbal Altercation	Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act.	Conference - Suspension
Other Weapons (Distribution, Possession, Use)	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but not limited to: nunchakus, brass knuckles, Chinese stars, billy clubs, knives at least 2.5 inches, electrical weapons or devices. Weapons are strictly prohibited.	Suspension - Expulsion - Police Report

# Disciplinary Action

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

## Conference

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

## Parent Conference

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

## Behavioral Contract

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

## Other Disciplinary Actions

Community Service

Evening School

Lunch Detention

Saturday School

## Removal From Classes

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

## After-School Detention

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

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

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

## Suspensions

### *In-School Suspension*

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

### *Short-term Suspension (10 days or less)*

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

### *Long-term Suspension (Over ten days)*

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

## Expulsion

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

## **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 situation 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 other in an unanticipated situation.

By signing the signature page, you are acknowledging and verifying that you have read this notification.

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

# District Transportation Policy

## Safe Student Transportation: Expected Student Behavior

1. Secondary students are required to show student ID card to bus driver upon request.
2. Obey the bus driver at all times.
3. Be at bus stop 10 minutes prior to scheduled pick-up time in the morning. Be on time to the bus in the afternoon.
4. Stand a safe distance from the curb or highway.
5. Be courteous to the driver and other bus passengers.
6. When crossing street by school bus, always cross *in front* of bus.
7. Always use the steps and handrail when boarding and leaving the bus.
8. 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.
9. Always identify yourself when asked by the driver.
10. No eating, drinking (except water in plastic bottles), smoking, chewing gum or spitting inside the bus.
11. Keep hands, head, arms, and all objects inside the bus at all times.
12. Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
13. Keep the bus clean and free of damage.
14. State law prohibits the following items on school buses:

Alcoholic beverages	Weapons	Explosives
Dangerous or narcotic drugs	Glass items	Fireworks
Legally prohibited substances	Tobacco	Smoke or stink bombs
Animals, insects or reptiles		Other dangerous objects
15. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the stairwell.
16. Skateboards, scooters and roller blades are not allowed on the school bus.
17. 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.
18. 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.
19. Remain seated while bus is in motion **and until it comes to a stop.**

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

## List of School Bus Infractions

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

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

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

### Level II Disrespectful, illegal, damaging or demeaning

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

### Level III Extremely dangerous or damaging

1. Fighting
2. Lighting matches or lighters on bus
3. Setting fire on bus
4. Destroying school district property
5. Physical assault
6. Profanity or verbal abuse directed towards demeaning a person's character

7. Fireworks possession or use on bus
8. Tobacco, alcohol or drug use on bus
9. Activation or tampering with emergency or safety equipment on bus
10. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
11. Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at stop
12. Shoving student(s) in path of any on-coming vehicle
13. Throwing objects out of bus
14. Unauthorized exit from emergency door
15. Physically impeding movement of school bus
16. Verbal threat of harm or violence
17. Any action causing harm to others