

WELCOME TO PUMA NATION



PERRY HIGH SCHOOL

EST. 2007

1919 E. Queen Creek Road
Gilbert, Arizona 85297
(480) 224-2800

Dan Serrano	Principal	224-2808
Joe Greene	Assistant Principal	224-2833
Marcus Williams	Athletic Director/ Assistant Principal	224-2822
Heather Patterson	Assistant Principal	224-2829
Attendance Office		224-2803
Office of the Registrar		224-2824

GOVERNING BOARD
Barb Mozdzen, President
Bob Rice, Vice President
Annette Auxier, Member
Karen Bredeson, Member
David Evans, Member

SUPERINTENDENT
Camille Casteel, Ed. D.

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

Colors: Cardinal Red & Navy
Mascot: Puma

Website: <http://www.mychandlerschools.org/phs/site/default.asp>

PRIDE * PROGRESS* PURPOSE

**PERRY HIGH SCHOOL
STUDENT CITIZENSHIP CONTRACT**

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

We understand that we can view the student handbook on the PHS website @ <http://www.mychangerschools.org/phs/site/default.asp>. We also understand that we can request a hard copy from the administration office.

Student Name (Please Print)

Student Signature

Parent Name (Please Print)

Parent Signature

Date

PERMISSION TO PUBLISH

_____, a Perry High School student, my parent/guardian, _____, agree to allow Perry High School to use pictures or likeness of my son and/or daughter in **school publications, yearbook, school websites, school advertisement, and/or newspaper/TV depicting Perry High School.**

Student Name (Please Print)

Student Signature

Parent Name (Please Print)

Parent Signature

Date

RETURN TO FIRST PERIOD CLASS ON AUGUST 12, 2011

**PARENT PERMISSION FORM
FOR INTERNET ACCESS**

PART A

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

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

PART B

Student User Agreement and Parent Permission Form

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

Student Name (Please Print): _____ Grade: _____

User Signature: _____ Date: _____

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

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

Parent/Guardian Name (Please Print): _____

Signature: _____ Date: _____

RETURN TO FIRST PERIOD CLASS ON AUGUST 12, 2011

2011-12 BELL SCHEDULES

Monday, Thursday and Friday - Traditional Day

0 hour	6:30 – 7:20	
Period 1	7:25 – 8:21	
Period 2	8:26 – 9:22	
Period 3	9:27 – 10:23	
Period 4		
	<i>A Lunch</i>	10:28 – 10:59 Lunch 11:04 – 12:12 Class
	<i>B Lunch</i>	10:28 – 11:04 Class 11:04 – 11:35 Lunch 11:40 – 12:12 Class
	<i>C Lunch</i>	10:28 – 11:40 Class 11:40 – 12:12 Lunch
Period 5	12:17 – 1:13	
Period 6	1:18 – 2:14	

Tuesday (1, 3, 5), Wednesday (2, 4, 6) Block Days

0 hour	6:30 – 7:20	
Period 1/2	7:25 – 9:17	
Conference	9:17 – 9:45	
Period 3/4		
	<i>A Lunch</i>	9:50 – 10:21 Lunch 10:26 – 12:18 Class
	<i>B Lunch</i>	9:50 – 10:46 Class 10:46 – 11:17 Lunch 11:22 – 12:18 Class
	<i>C Lunch</i>	9:50 – 11:42 Class 11:47 – 12:18 Lunch
Period 5/6	12:23 – 2:14	

Assembly Conduct

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

Dances

Students may invite guests to designated school dances. Prior approval must be secured from school administration. Students in grades 9-12 from other schools may be invited as guests, but are subject to the same dance and school regulations as District high school students. Guests must be 20 years of age or under and must bring a current photo ID with birth date. Junior high students are not permitted at high school dances. Guest passes must be submitted and approved by activities office prior to attending the dance. **NO APPROVALS ARE DONE AT THE DOOR.**

Attendance

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

A. Tardy To Class

Students are expected to be seated in their classrooms ready to begin class work prior to the late bell. A one-minute warning bell signals the students to get to class quickly. A tardy is defined as “not being in an assigned seat when the late bell rings”. Teachers will assign the student to After School Detention (ASD) for the following day. Teachers may also fill out a referral form, have the student sign the form, call home to notify the parents of the referral and submit the referral to the grade level administrator. The administrator will take disciplinary action. **Parents may call to excuse a tardy student up to 3 times per semester. For any further tardies, parents must sign in their student at the attendance desk to excuse the tardy.**

B. Absences

Absences can be defined as excused or unexcused.

1. Excused Absences

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

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

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

2. Unexcused Absences

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

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

C. Consequences for Absences

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

1. Seven Absences

After 7 class period absences (excluding documented illness) per semester, the student may be placed on an attendance contract, dropped from the class to an alternative program, or dropped from the class with an "F".

2. **Ten Consecutive Absences**

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

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

Sign Out Policy

Students are not permitted to leave school without permission, Perry High School is a closed campus.

We do not accept phone calls or written requests for early dismissal of a student. Parent/guardian must go to the Attendance Office and sign the student out of school. **Parent/guardian must show picture ID in order to pick up a student.** Anyone other than the parent/guardian on campus to pick up a student must be listed on emergency information.

Extra-Curricular Participation Policy

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

Bookstore

The school for the convenience of all students operates the bookstore. The store will be open on school days from 7:15 a.m. to 3:15 p.m. Students are not allowed to go to the bookstore during class time.

Change of Address and Telephone Number

It is very important that all students notify the attendance office immediately of any change of address or telephone number at (480) 224-2803.

Cheating / Plagiarism

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

First Offense: A phone call to parents, a zero on the assignment.

Second Offense: A zero on the assignment, a referral to the administration, a 3-day out-of-school suspension

Third Offense: The student will be dropped from the class with an "F".

***Additional consequences may be included in teachers' syllabi.**

Closed Campus

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

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

Counseling Services

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

Daily Announcements

Announcements are published on e-mail and posted on the web page. These are read each day over the P.A. system. All announcements must be turned in to the assistant principal's office or mailbox by 3:00 p.m. the day before that announcement is to be run.

Distribution of Materials

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

Fire Alarms / Evacuations

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

Food, Gum, Drinks

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

Hall Passes

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

Hats

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

Homework / Make-up work Policy

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

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

Lost and Found

Any found item should be taken to the Bookstore. Students should check in the Bookstore if they have lost anything.

Lunch Hours

Students are not permitted to be in the various classroom wings during any of the lunch hours without a pass and are not allowed to enter the classroom wings until the bell has signaled the end of the lunch period.

National Honor Society Membership

Sophomores, juniors and seniors with a 3.8 cumulative GPA are eligible for membership in the National Honor Society (NHS) as sophomores, juniors and seniors. To be a member in good standing, all eligible students must maintain a 3.8 GPA, attend required number of NHS yearly meetings, perform 30 hours of community service and uphold standards in character and leadership during the school year.

Returned Check Policy - CUSD

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

Health Services

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

School Nurse and Illness

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

Student Parking

In an effort to better serve the students of Perry High School, CUSD constructed a 900 space parking facility. The Parking fee is \$35.00 per semester or \$70.00 per year. \$5.00 will be charged for the replacement of a lost permit. The school's *Parking Policy (Parking Rules), Application, Registration, and Payment* can be obtained in the Perry Bookstore. Students may not give or sell their parking permit to another student. For parking questions, please contact Mr. Williams at 480-224-2822. ***(Please see page 10 for parking policies)***

Student Responsibilities

1. **Respecting the rights of others:** Students have a right to an education without interference from others.
2. **Attending school:** Students have a responsibility to attend school daily and to be on time.
3. **Completing work assignments:** Students are responsible for completing all class work and homework on time. It is the students' responsibility to get homework or make-up work for absences.

4. **Being prepared for class:** Students have a responsibility to bring to class any necessary books and materials that may be required to actively participate in class assignments and/or activities.
5. **Respecting public property:** Students have a responsibility to respect and to protect all school property, materials and equipment.
6. **Showing respect:** Students have a responsibility to demonstrate respect for other students, faculty, staff, community members and themselves.
7. **Obeying school rules:** Students have a responsibility to **know and to obey** rules and regulations in order to provide a safe and positive learning environment.
8. **Cooperate with School Staff:** Students have a responsibility to cooperate with school staff, authorities, and peers.

Telephones

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

Withdrawal from School

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

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

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

Perry Branch Library

Maricopa County Library District Web site: www.mclidaz.org

Perry Branch Library Phone: 602.652.3000

School Hours:

M-TH 7AM-7PM
FRI 7AM-4PM
SAT 10AM-4PM

Public Hours:

M-TH 10AM-7PM
FRI-SAT 10AM-4PM

Please Note:

- PHS Student ID is required to gain entry to the Perry Branch Library during school hours.
- Student Customers need a Maricopa County Library Card to use Perry Branch Library Resources.



How do I Get a Library Card?

- Parent/guardian and student need to be present to apply for a library card. Parent's/guardian's photo ID and proof of current address is required.
- **Parents/guardians are responsible for items/fines/fees on their students' cards**—*students do not lend library your card to a friend!*
 - Accumulated unpaid fines and/or fees of \$10 or more will result in the loss of borrowing privileges for the cardholder.
 - Accumulated unpaid fines and/or fees of \$25 or more will be referred to collection. If referred to the collection agency a \$15 fee will be applied to the cardholder's account.
- Library cards must be renewed every two years.
- There is a \$5.00 replacement fee for lost cards.
- **Customers should report all lost or stolen library cards promptly.**

What Can I Do With My Library Card?

- **Borrow** up to 50 items.
 - DVDS & Videos 7 days
 - New Adult Books 14 days
 - Interlibrary Loans 14 days
 - All other Materials 21 days
- **Renew** items up to five times as long as no one else is waiting for them.
 - By phone: 602.652.3080 or 602.652.3000
 - Online: use you library SmartCard and PIN (personal identification number)
- **Reserve** items at the Customer Service Desk or Online. When your item is in, we'll notify you by email or an automated phone message.
- **Print** Printing in Black/White: 25¢/page; Printing in Color \$1.25/Page; Photocopying 20¢-30¢/page
- **Interlibrary Loans**...If we don't have what you want, we'll borrow it for you from other libraries throughout Arizona & the United States. Limited to six active requests at one time plus any fee from the loaning library.



What Can I Do on the Maricopa County Library District Web site, www.mclldaz.org?

- Search our Library Catalog 24 hours a day
- Check out the MCLD Teen Oasis Web page & *Just Read It*, our new teen book blog
- See monthly Featured Events
- Find library programs on our Calendar of Events
- Reserve a computer
- Renew and reserve items online
- Access library databases for online research
- See full-text periodicals
- Download eBooks, Audio books, eMusic & Videos
- See *What Do I Read Next?* or *Novelist* for book recommendations
- Join one or more of our eMail Book Clubs and get a chapter a day of a popular book via email
- Request Interlibrary Loans
- Access Kids' Catalog
- See our library newsmagazine, *Read On...*

How Should I Act in the Public Library?

- PHS student customers are expected to follow all PHS school rules while using the Perry Branch Library.
- PHS library users exhibit the same respectful conduct that is expected of all customers of the public library:
 - Respect for community members/employees within the facility
 - Care of use with regard to materials/equipment/furniture/facility
 - Courtesy applied to personal behaviors within a public space

Can I Use the Public Library Before School or During Lunch?

- PHS students may use the library before school.
- Perry Library Passes are required during the student's scheduled lunch period.
- Students may request lunch passes before school.



Due to overlap between scheduled class visits, lunch times, and public use the number of high school customers permitted in the library at any given time is at the discretion of the library staff.

Puma Parking Policy **2011-2012**

1. Student parking on school days (6:00 AM to 2:30 PM) is only allowed by school approved student parking permits.
2. Students driving to school may only park their registered vehicle in the designated student parking space assigned to that student (Assigned parking space is listed on the Parking Permit).
3. Students must park in a designated area. Assigned parking space. ***[Between white lines]***.
 - a. Assigned parking will be assigned by *grade class* (Senior, Junior, Sophomore, Freshman)
 - b. Students may only park in their assigned parking space.
 - c. If a vehicle is parked in 'your' assigned parking space, notify the Parking Lot Security Officer and you will be advised where to park until the situation is resolved (Open Spaces).
 - i. Do not park in another assigned parking spot.
4. **Students must register their vehicle(s) with the Perry High School Bookstore by:**
 - a. Providing proof of valid Arizona Drivers license
 - b. Proof of current Auto Insurance.
 - c. Car make, model, year, etc.
 - d. *Information available in Bookstore.*
5. Students will pay a fee of \$70.00 per year to park in the student lot (Non-refundable).
6. Students must have a 2011-2012 parking permit on the vehicle they are driving. Students must register any new vehicles if there has been a change in vehicle with the PHS Bookstore.
7. Parking Permit must be visible at all times. If multiple cars are registered, the permit may be transferred to another registered car.
8. Students should not leave personal or school property in vehicles.
9. Students must obey all traffic laws and school rules to include but not limited to:
 - a. speed limit (10 miles per hour, mph)
 - b. control and/or use of vehicle
 - c. directions of school employees
 - d. no passengers in the back of an open truck bed
 - e. parking in assigned spaces only
10. Students should not loiter in parking lot; or near cars.
11. Students should not illegally park vehicles.
12. School hours: Students shall not access parking lot without written permission from security or administration.
13. Student vehicles may be searched if reasonable suspicion warrants.
14. Students must cooperate with authorities if access to vehicle is requested.
15. Students will obtain a new permit if previous permit was lost or stolen (\$5.00 replacement).
16. Students will lock (secure) vehicle at all times. All students park at their own risk. Chandler Unified School District is not responsible for any theft, vandalism, or damage to any vehicle.
17. Parking Violations will be reported to the School Security and the Administrative Staff. Repeat violators may lose their parking permit (no refund); have their car towed/booted,

and/or be subject to school discipline. Student's vehicle may be ticketed/stickered if not properly registered/parked.

18. Students will pay for towing and storage if a vehicle is towed as a result of Administrative or Law Enforcement actions.
19. Permits will not be issued to students unless all of their fees and fines due at the time of submitting an application for a parking permit have been paid in full. (Class fees, lost textbooks, fines, athletic equipment fees, etc.)
20. All accidents and vandalism should be reported immediately to the School Resource Officer or to the Gilbert Police Department.

Any questions regarding payment and/or parking rules please contact Mr. Williams at 480-224-2822.

STUDENT I.D. CARDS

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

STUDENT ACTIVITY PASS

A student activity pass is available at the beginning of each school year. The cost is \$35.00. This pass entitles students to free admission to all home athletic contests except A.I.A. tournaments. With the card, some social activities on campus will have reduced costs. The pass will double as a student I.D. for school activities. Replacement cost is \$5.00.

GUESTS FOR DANCES AND SCHOOL-SPONSORED ACTIVITIES

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

PARENT CONNECT

Parents can access their child's grades and assignments by going to the school's website and clicking on Parent Connect. Student information is only accessible by using an individualized password assigned by the school. For further information, check with school administration.

REPORT CARDS

Report cards are issued at the end of each nine-week grading period. The semester report cards are mailed home one week after the end of each semester.

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

PROGRESS REPORTS

Progress reports are given to students to take home midway through each nine-week period. Parents are encouraged to contact teachers for any clarification. Progress reports reflect the grade the student is earning at the time the Progress Report was issued.

FINAL EXAMS

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

NATIONAL HONOR SOCIETY MEMBERSHIP

Sophomores, juniors and seniors with a 3.8 cumulative (weighted) GPA are eligible for membership in the National Honor Society (NHS). To be a member in good standing, all eligible students must maintain the 3.8 gpa, attend required nhs monthly meetings, perform 30 hours of community service and uphold standards in character and leadership during the school year.

HONOR ROLL

All students who have a 3.5 GPA with no grade lower than a C shall be classified as honor students.

DISTINGUISHED SCHOLAR

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

GRADUATING WITH HIGH HONORS

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

GRADUATING WITH HONORS

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

AIA ELIGIBILITY

To participate in extracurricular activities that involve interscholastic competitions or A.I.A. approved adjudication, students must pass all the classes on their schedules. Grades are reported every 4-1/2 weeks either through progress reports or report cards. If a student receives a failing grade, he or she will be declared ineligible on the day following issuance of report cards or progress reports. If a student is ineligible, the student must attend study hall every school day within one week, usually five (Monday through Friday). The student must pass the class(es) on

the Friday of the week study hall is served. The student will gain eligibility on the following Monday only.

INELIGIBILITY/REMEDICATION

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

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

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

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

Special Provisions

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

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

RANDOM STUDENT DRUG TESTING

All students in grades nine through twelve who participate in AIA sports or activities will be part of the 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.

PHYSICALS

All athletes and members of marching band are required to have an annual physical prior to participation. Please contact the coach or band instructor for further information.

INSURANCE

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

LETTERING

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

LOCK DOWN PROCEDURES

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

NONDISCRIMINATION NOTIFICATION

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

Notificación de Non Discriminación

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

FERPA RIGHTS

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

ADA/TITLE IX

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

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.

NO CHILD LEFT BEHIND RIGHTS

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

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

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

RETURNED CHECK POLICY

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

DRESS CODE

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

Brief and Revealing Clothing

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

Students shall not wear:

- Appropriate Tank tops
- Halter-tops
- Garments with spaghetti straps
- Strapless garments

Garments that are "see-through," cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Clothing should have adequate coverage to allow a full range of movement without skin or undergarments showing. Undergarments must not be visible. Clothing must cover the entire buttocks and extend a reasonable length to ensure modesty.

Vulgar, Offensive Messages

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

Sagging Pants

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

Gang-Related Attire

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

Footwear/Jewelry/Accessories

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

Student/Parent Responsibility

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

Administrator Discretion

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

Consequences

Any student violating this policy is subject to disciplinary action including, but not limited to; warning, parent conference, after-school detention, community service, in-school suspension, or off-campus suspension. In addition, the student will remove

the garment or accessory and replace it with an appropriate alternative provided by the school, student, or parent.

DUE PROCESS

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

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

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

STUDENT GRIEVANCES

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

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies unless said denial is related to the student's individual capabilities,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person,
- Concern for the student's personal safety,
- Intimidation by another student
- Bullying by another student

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this district, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to an administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school

administrator or next higher administrative supervisor or as otherwise required by law.

- Any question concerning whether or not the complaint/grievance falls within this policy shall be determined by the Superintendent.
- Complaints by junior high or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. Parent or guardian would complete forms following Policy KE.
- *A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.*
- **Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.**
- **Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed.**

ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL

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

ALTERNATIVE SCHOOL ASSIGNMENT

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

MANDATORY REPORTING OF CRIMINAL ACTIVITY TO LAW ENFORCEMENT

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

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

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

CHANDLER UNIFIED SCHOOL DISTRICT STUDENT CONDUCT POLICY

Arizona state law makes the school responsible for the conduct and well being of

students from the time they leave home in the morning until they reach home in the evening.

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

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

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

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

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

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a

deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools. (Policy JIC - Student Conduct)

Students are subject to discipline if infractions occur:

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

DANGEROUS ITEMS AND DEADLY WEAPONS

BOARD POLICY JIC I

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

For the purposes of this policy:

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

STUDENT HARASSMENT

Verbal, physical, or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences.

Students who believe that they have been harassed, should contact their counselor or any administrator as soon as possible.

CELL PHONES AND ELECTRONIC DEVICES

CD players, ipods, and MP3s are not permitted on campus. Electronic devices are not to be used at the high schools. **Misuse, abuse of electronic devices to photograph, film, videotape or digitally record or by any other device images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person’s knowledge is subject to disciplinary action.**

Cell phones and other electronic devices may not be used in the classroom or in any school buildings and may be confiscated. Students bring these devices to school at their own risk. If a student has a cell phone or other electronic device on campus or on the bus and it is damaged or stolen, schools will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone charges or for any other electronic device. **Cell phones and electronic devices confiscated by school personnel can be retrieved from administration.**

CUSD DISCIPLINE PROCEDURES

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

<u>INFRACTIONS</u>	<u>DEFINITION</u>	<u>CONSEQUENCE/ RANGE</u>
Absence without permission	Absence from class without parental permission. Parent must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply.	Conference – Contact CUSD Truancy Officer – Referral to Chandler Justice Court – Alternative Placement – Suspension
Alcohol (Possession, Use, Distribution)	(Liquor Law violations; possession, use, distribution and sale) The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events and on school-sponsored transportation.	Suspension – Expulsion Police Report
Arson	Knowingly and unlawfully damaging	Restitution and:

	school or personal property by fire or explosion.	Suspension – Expulsion Police Report
Assault	A physical attack or fight includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of physical injury to an individual. This includes situations in which one person or group of persons physically attacks or “beats up on” another person who does not wish to engage in the conflict.	Suspension – Expulsion Police Report
Bullying	To frighten, compel or deter by actual or implied threats. These actions, by an individual or a group of students, are repeated over time. This includes any act that injures, degrades or disgraces (or intends to injure, degrade or disgrace) 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. Schools may have more restrictive guidelines.	Conference – Removal from Class Refer to School Policy
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 Police Rpt
Defiance/Disrespect of Authority	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference – Suspension
Destructive devices (other than firearms)	Possession, use or distribution of any device that is designed to (or may readily be converted to) expel a projectile by the action of an	Suspension- Expulsion Police Rpt.

	expl osive. This incl udes starter gun, bombs, grenades, mines, rockets, missil es, pipe bombs, combustibl e or poisonous gases or simil ar devices that expl ode and are capabl e of causing bodil y harm or property damage.	
Disruptive Behavior –	The act of being invol ved 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 incl udes swearing and vul gar l language/behavior.	Conference – Suspension
Dress Code Viol ation	Dressing in a manner that may resul t in a distraction or disruption of a safe environment. Attire that suggests invol vement in gang activity or any apparel that is suggestive, obscene, l ewd, shows vul gar l language or symbol s, or shows symbol s or l language rel ating to or promoting sex, drugs, tobacco, or al cohol on cl othing are expressl y prohibited. School s may have more restrictive guidel ines.	Conference requesting change of cl othes – Suspension
Drugs (Possession, Use, Distribution)	(incl udes il legal drug possession, sal e, use, distribution, being under the infl uence) The unl awful use, cul tivation, manufacture, distribution, sal e, purchase, possession, transportation, or importation of any control led drug or narcotic substance prohibited by l aw, or equipment and devices used for preparing or taking drugs or narcotics. Incl udes being under the infl uence of drugs at school , school -sponsored events and on school -sponsored transportation. "Drugs" shal l incl ude but are not l imited to: all dangerous control led substances prohibited by l aw, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy, hal lucinogenic substances and inhal ants. Category does not incl ude tobacco and al cohol .	Suspension – Expul sion Police Report
El ectronic Devices	Misuse, abuse of el ectronic devices to	Conference – Expul sion

photograph, film, videotape or digital record or by any other device images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person's knowledge. In addition, this includes the misuse, abuse, or blatant disregard of CUSD ETS guidelines and procedures.

While it is becoming increasingly popular for students to post material on Web sites such as MySpace. Com, 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.

Extortion	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat to inflict harm.	Suspension – Expulsion Police Report
Failure to Meet Expectations	Student does not meet the expectations of the teacher or staff member. May be based on class/team/organization's rules, policies, and procedures.	Conference – Suspension
Fighting	Fighting includes mutual participation in a fight involving physical violence or harm caused to another person. There is no one main offender. Purpose is to cause harm to another person. Fighting does not include verbal confrontation, tussles, or other minor confrontations.	Conference – Expulsion Police Report
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 Rpt
Forgery	Falsely and fraudulently making or altering a document.	Conference – Suspension
Gambling	Participating in games of chance for the purpose of exchanging money or goods.	Conference – Suspension

Gangs (negative group affiliation)	An ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior.	Conference – Expulsion Police Report
Harassment	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 annoying, pestering, bothering, stalking, badgering.	Conference – Expulsion Police Report
Hate Crime	A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.	Suspension – Expulsion Police Report
Hazing	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution and the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.	Suspension – Expulsion
Intimidating Act	To frighten, compel, or deter by actual or implied threats. Deliberately intimidating students or staff members by threat of violence, verbal or physical.	Conference – Expulsion
Knives (Possession, Use, Distribution)	Any instrument or object possessed or used to inflict harm on another	Suspension – Expulsion

	person to intimidate any person. All types of knives are included: pocket or penknife. May be real or simulated. May be operable or inoperable.	Police Report
Lying	Knowingly giving false information or information intended to mislead about one's self.	Conference – Suspension
Minor aggressive act	Pushing, shoving, tussles, minor confrontations. Does not rise to the level of fighting or assault.	Conference – Suspension
Physical Presence in Unauthorized Areas	Knowingly and willfully being in an area that is prohibited or not authorized by a staff member.	Suspension – Expulsion
Profanity	Swearing and/or use of vulgar language either directed to an individual or non-directed.	Conference – Suspension
Provoking Students	Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written or physical cues.	Conference – Expulsion Police Report
Public Display of Affection	Any intimate physical contact.	Conference – Suspension
Reckless Driving	Inappropriate or reckless use of a motorized vehicle on school property or to school sponsored events.	Conference – Suspension
Robbery	Taking or attempting to take anything of value that is owned by another person or organization, by force, or threat of force, or by putting the victim in fear.	Restitution and: Suspension – Expulsion Police Report
Sexual Harassment	Unwelcome sexual advances, requests for sexual 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.	Conference – Expulsion Police Report
Sexual Harassment with contact	(includes attempted) Forcible sexual assault against the person's will, or not forcibly or against a person's will where the victim is incapable of giving consent. Includes fondling/touching private body parts of another person and indecent	Suspension – Expulsion Police Report

	liberties or acts.	
Simulated firearm	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile or toy version of a firearm.	Suspension – Expulsion Police Report
Tardiness	Arriving late to class. Truancy laws apply.	Conference – Suspension
Theft (Personal or School Property)	The unlawful taking, carrying, leading or riding away with property of another person without threat, violence, or bodily harm. This also includes possession or sale or attempted sale of another's property.	Restitution and: Suspension – Expulsion Police Report
Theft – Motor Vehicle	The theft or attempted theft of a motor vehicle. Examples include: car, truck, motorcycle, dune buggy, RV, golf cart or anything that is self-propelled.	Restitution and: Suspension – Expulsion Police Report
Threatening Act	(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 or internet, threats to beat someone up.	Conference – Expulsion Police Report
Tobacco (Possession, Use, Distribution)	The possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on school-sponsored transportation.	Conference – Suspension Police Report
Trespassing	To enter or remain on a public school campus without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave.	Conference-Expulsion Police Report
Unsafe 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 willfully withholding information that leads to such situations.	Conference – Expulsion

Vandalism (Destruction of school or personal property)	Willfully destroying or damaging school or personnel property.	Restitution and: Suspension – Expulsion Police Report
Vehicle Misuse	The inappropriate use of an automobile, motorcycle or other motorized vehicle on school property or travel to or from school or school-sponsored events.	Conference – Expulsion Police Report
Verbal Altercation	Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act.	Conference – Suspension
Weapons Other than Guns and Knives (Possession, Use, Distribution)	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but not limited to: nunchakus, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices. Weapons are strictly prohibited.	Suspension – Expulsion Police Report

DISCIPLINARY ACTION

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

Conference

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

Parent Conference

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

Behavioral Contract

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

Other Disciplinary Actions

**Community Service
Evening School
Lunch Detention
Saturday School**

Removal From Classes

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

After-School Detention

Teachers may assign after-school detention and are responsible for monitoring students in the after-school detention. Teachers will follow the procedures listed below before referring a student for not attending after-school 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. 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, 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 District Director of Secondary Education. Students who receive a long-term suspension will not be permitted to make up class work while on suspension.

Expulsion

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

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

I. General Terms and Conditions

Each user will be required to sign an EIS user's agreement. When the signed agreement is returned to the school, the user may be permitted use of the

electronic information services (EIS) resources. Electronic information services include anything attached to, or delivered through our network (Local Access, Wide Area, Internet), any computer accessible sources of information (hard drives, tapes, CDs, floppy disks, or other electronic sources), and the School District phone system. Each user must:

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

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

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

II. Communications

Each user must:

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

remember that they represent the School District in their communications.

III. Hardware

Each user must:

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

IV. Software and Electronic Content

Each user must:

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

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

V. Personal Devices

USB drives (flash memory devices) may be used to store or transport documents containing original user work, such as PowerPoint presentations, brochures, newsletters, and videos created by students or staff. Inappropriate uses for USB drives include storing or downloading copyrighted music, photos, video, or other creative works, such as commercial software programs. Consequences of inappropriate use of USB drives include cancellation of permission to use the drives, and appropriate disciplinary action, up to and including dismissal or expulsion. Copyright infringement is illegal, and is subject to prosecution and severe fines.

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

VI. Additional Requirements for District Employees

District employees must:

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

- Prohibit unauthorized technology resources in the classroom.

CUSD SCHOOL BUS POLICIES AND PROCEDURES

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

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

Alcoholic beverages	Weapons
Explosives	Glass items
Dangerous or narcotic drugs	Fireworks
Legally prohibited substances	Smoke or stink bombs
Tobacco	Other dangerous objects
	Animals, insects or reptiles
14. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats, or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the stepwell.
15. Skateboards, scooters and roller blades are not allowed on the school bus.
16. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's *written* request, countersigned by a school official.
17. Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student's parent or legal guardian and approved by a school official.
18. Remain seated while bus is in motion ***and until it comes to a stop.***
19. Secondary students are required to show student ID card to bus driver upon request.

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

List of School Bus Infractions

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

Level I Infractions which cause delay, inconvenience or irritation

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

Level II Disrespectful, illegal, damaging or demeaning

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

Level III Extremely dangerous or damaging

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

Minimum Consequences for School Bus Infractions

Level I Infractions:

First offense

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

Second offense

1 - 3 day bus suspension (Elementary)

3 day bus suspension (Secondary)

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

Third offense

3 -10 day bus suspension (Elementary)

10 - 30 day bus suspension (Secondary)

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

Fourth offense

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

Level II Infractions:

First offense

1- 3 day bus suspension (Elementary)

3 -10 day suspension (Secondary)

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

Second offense

3 -10 day bus suspension (Elementary)

10 - 30 day bus suspension (Secondary)

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

Third offense

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

Level III Infractions:

First offense

Bus privileges to be suspended from 60 school days to the remainder of school year, whichever is longer.

Remaining suspension to carry-over to next school year. Parent to sign and return bus ticket. Other district/legal action as deemed necessary.

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

Health Services

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

School Nurse and Illness

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