



## VISION STATEMENT

*“To focus instruction for increased student achievement”*

## AJHS ADMINISTRATIVE TEAM

<i>Dr. Angela Chomokos</i>	<i>Principal</i>	<i>Main Office</i>
<i>Ms. Sue Campbell</i>	<i>Assistant Principal, Juniors/Seniors</i>	<i>11/12 Building</i>
<i>Ms. Tayna Loftis</i>	<i>Assistant Principal, Freshmen/Sophomores</i>	<i>Main Office</i>
<i>Ms. Dawn Schwenkert</i>	<i>Athletic Director/Teacher</i>	<i>9/10 Building</i>
<i>Mr. Tim Vanda</i>	<i>Special Services Facilitator</i>	<i>Office 241</i>

### Certified Staff Hours

Monday - Thursday	7:00 am - 2:30 pm
Friday	6:30am- 2:00 pm

### Student Handbook 2018-2019

2525 S. Ironwood Drive

Apache Junction, AZ 85120

480-982-1110 ext. 2300

[www.kzccib.ajusd.org/ajhs](http://www.kzccib.ajusd.org/ajhs)

[www.facebook.com/ajhsprospectors](https://www.facebook.com/ajhsprospectors)

[www.instagram.com/ajhsprospectors](https://www.instagram.com/ajhsprospectors)



**2018 - 2019 Bell Schedules**  
**Regular Schedule**  
**Instructional Day 7:15am-2:00pm**

Zero Hour	6:09 am	7:09 am	
1st Hour	7:15 am	8:20 am	Announcements
2nd Hour	8:26 am	9:19 am	
3rd Hour	9:25 am	10:18 am	
4th Hour Lunch	10:18 am	11:03 am	
5th Hour	11:09 am	12:02 pm	
6th Hour	12:08 pm	1:01 pm	
7th Hour	1:07 pm	2:00 pm	

\*\* EVIT pm bus departs at 11:20 pm.\*\*

**Early Release Schedule**  
**Instructional Day 7:15-11:40am**

Zero Hour	6:15 am	7:15 am	
1st Hour	7:15 am	7:50 am	Announcements
2nd Hour	7:56 am	8:27 am	
3rd Hour	8:33 am	9:04 am	
4th Hour Lunch	9:04 am	9:49 am	
5th Hour	9:55 am	10:26 am	
6th Hour	10:32 am	11:03 am	
7th Hour	11:09 am	11:40 am	

**Assembly Schedule**

Zero Hour	6:15 am	7:15 am	
1st Hour	7:15 am	8:49 am	Assembly
2nd Hour	8:55 am	9:42 am	
3rd Hour	9:48 am	10:35 am	
4th Hour Lunch	10:35 am	11:21 am	
5th Hour	11:27 am	12:14 pm	
6th Hour	12:20 pm	1:07 pm	
7th Hour	1:13 pm	2:00 pm	

\*\* EVIT pm bus departs at 11:20 pm.\*\*

## ACADEMIC ASSISTANCE

Teachers are in their classrooms Monday-Thursday until 2:30. Communicate with staff members to make arrangements for after school tutoring and assistance .

## ACADEMIC INTEGRITY

Students of AJHS are expected to act with honesty and integrity when completing school assignments, projects, tests, or other work assigned by the teacher for a grade or credit. Cheating and/or plagiarism will not be tolerated and will result in disciplinary consequences including, but not limited to “zero” on assigned work.

### Plagiarism: What Is It?

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information or knowingly representing the words or ideas of another as your own.

To avoid plagiarizing, you must give proper citation under the following circumstances:

- use another person's opinion or theory
- use any facts, statistics, graphs, drawings – any pieces of information that are not common knowledge
- quoting another person's actual written words
- paraphrasing another person's spoken or written words with citations

Note: *Simply changing around a few words and phrases from the original, or changing the order of the original's sentences is still considered plagiarism.*

### Cheating includes but is not limited to:

<ul style="list-style-type: none"><li>● Obtaining or giving unfair advantage</li><li>● Copying work</li><li>● Photographing an assessment or any portion of it</li><li>● Attempting to use unauthorized aids for self or others (cheat sheets etc)</li><li>● Attempting to receive or give assistance during an assessment</li><li>● Sharing homework, quizzes, or test content (questions and/or answers) with others</li></ul>	<ul style="list-style-type: none"><li>● Misuse or unauthorized use of technology during an assessment</li><li>● Fabrication/lying/misrepresentation/deceit</li><li>● Aiding and abetting dishonesty</li><li>● Falsification of records and official documents</li><li>● Unauthorized access to academic/administrative records or systems</li></ul>
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Consequences will include:

- Teacher conference with student
- Referral to grade-level administrator

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- Teacher conference with student
- Referral to grade-level administrator
  - **First offense:** “0” on the assignment/assessment, parent notification, discipline notation, all the student’s teachers notified
  - **Second offense:** 1-Day suspension, removal from Honors/AP class, and the same consequences for the first offense
  - **Third offense:** 3-Day suspension and the same consequences for the first offense
  - **Fourth offense:** 5-Day suspension and behavior contract
  - **Fifth offense:** 9-Day suspension and district due process hearing

## ACADEMIC LETTER CRITERIA

This honor is awarded to students demonstrating academic excellence and a commitment to education throughout their high school career. Students meeting the following criteria will be awarded as follows:

Freshman	4.01 cum. GPA	Academic Letter
Sophomore	4.01 cum. GPA	Academic Letter or Service Bar
Juniors	4.01 cum. GPA	Academic Letter or Service Bar
Seniors	4.01 cum. GPA	Academic Letter or Service Bar

For more details, please see the 9/10 or 11/12 counselor.

## ATTENDANCE/TARDY PROCEDURES

Regular class attendance and punctuality are essential to success and are ultimately the responsibility of the student and his/her parent. The experience of what goes on in the classroom cannot be duplicated. Class information and participation are lost forever to the student who is absent. Students should only be absent from school when absolutely unavoidable.

Reporting Absences: If you are absent, your parent must contact the school to excuse your absence, **call 480-474-3981**. In addition, written documentation excusing absences must be submitted to the attendance office. ***You will only be afforded 14 “excused” absences. Any absences after 14 will be considered “unexcused.” (Pursuant to A.R.S. 15-901(A))*** All absences must be excused within 24 hours. Failure to do so will result in an unexcused absence and ineligibility for make-up work. The “school dialer” will call the home of those students who have not been excused by a parent or guardian. The calls will be made throughout the school day. It is important to notify the school immediately if there is any change of address or telephone number for notification purposes or in case of an emergency.

**If a parent/student request an off campus pass or if a parent signs their student out, the student may return that day when the parent signs the student back into school at the front office.**

Attendance will be addressed as follows per semester:

1. 5th Unexcused: ISS 1 Day
  - a. 10 Tardies: ISS 1 Day
2. 10th Unexcused: 1 Day Suspension + Behavior Contract
  - a. 20 Tardies: 1 Day Suspension
3. 14th Unexcused: ISS Pending Referral to District Superintendent for Recommendation District Due Process Hearing
  - a. 40 Tardies: 5 Days Suspension

Administration will conduct attendance reviews with student and parent/guardian.

Review may result in remaining in class, removal from class and loss of credit, and/or other action deemed appropriate.

According to Arizona State Statute 15-803, students are expected to attend at least 90 percent of class time in order to receive credit. Withholding of grades or credit can/may occur if a student is absent (excused and unexcused) more than ten (10) days in a semester.

The school nurse and administration will handle students with a chronic, long-term illness that exceeds the ten (10) day absence limit, and homebound instruction on an individual basis. Chronic illness forms are available in the nurse's office and must be submitted each school year by a parent/guardian with appropriate medical documentation. Failure to follow chronic illness procedures may result in loss of credit.

**Tardy Procedures:** If the student arrives late for their scheduled school day they must check in at the front office or community building. Students who are tardy due to a scheduled appointment (doctor, dentist, court) must provide documentation to the community building secretary in order to be sent to class with an excused tardy. One minute prior to the start of each class, a warning bell will ring to assist students in avoiding being tardy to class.

### **Make up Work**

- Procedure for makeup work for excused absences: All makeup work must be completed within the same number of days the student was absent (a day for a day).
- Excused absences do not automatically extend deadlines for assignments given or tests scheduled prior to the absence; students may speak with teachers about possible extensions.
- The student is responsible for initiating requests for make-up work.
- Students with pre-arranged absences should check teacher websites and contact the teachers directly.
- Students may not be allowed to make up work for credit when an absence is unexcused.
- Students under suspension are allowed to make up assignments for credit. All makeup work must be completed within the same number of days the student was suspended (a day for a day).
- Students missing class for an approved school activity, such as a field trip or competition will be considered an excused absences.

*Missing/Incomplete assignments will **not** be graded after quarterly grades are posted.  
However, will still adhere to excused absence policy (a day for a day).*

## Cellular Phones

### CLASS STATUS/ENROLLMENT

Freshmen, sophomores, and juniors must carry a minimum of seven classes. Seniors must carry a minimum of five consecutive classes.

### 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 will result in disciplinary action. **If a parent/student request an off campus pass or if a parent signs their student out, the student may not return that day without proper verification. (ie court, dentist, doctor, etc.)**

Non-students: For security reasons, only those officially enrolled as students are permitted on campus during the school day. Parent/Guardian wishing to conduct official business must report first to the administrative office. Parent/Guardian request to observe classrooms must be made at least 24 hours in advance. All others may be deemed as trespassers and are subject to arrest (ARS Title 13).

### COURSE CHANGES (“DROP/ADD”)

Students may apply for a change in classes by completing an online course change form. This online form must be submitted within the first eight (10) days of the semester. It is important to understand that after the first eight (10) days at the beginning of the semester, students cannot change to another class or drop a class. Acceptable reasons for schedule change request:

- Successful completed course during summer.
- Missing a course required for graduation.
- Missing a class period in schedule (hole).
- Failure in a course.
- Medical reason (doctor/medical documentation required).

Schedule changes will not be permitted due to teacher preference, interest level, volume of work, or any reason except those stated above.

Please allow counselors 48 hours to address schedule change needs. Status of your Course Request Change will be emailed to your goaj.org account.

Should difficulties arise with a particular class/teacher, students and/or parents are advised to meet with the teacher outside of class time to discuss the concern(s). If student/parent does not feel the concern has been remedied after talking with the teacher, please contact the appropriate assistant principal to request a formal conference.

### CELL PHONE/ELECTRONIC DEVICES (Off and Away)

Possession or use of personal electronic communication devices by students is permitted provided that: a) such devices do not disrupt the education program or school activity; b) such devices are kept in the “off” position in the classroom unless the teacher has expressly permitted their use; and c) the devices are permitted by the school administration and are used in accordance with school guidelines.

AJHS is not responsible for the loss of any of these devices. Parents may be required to collect the device at school. Students will not be excused from classes to make or answer telephone calls. Students are to leave their phones with the teacher when excused during class time to use restroom or fountain, visit nurse, etc. Students may not take unwanted pictures of other students or staff members with their cell phones or any other device as it is a violation of the privacy rights of individuals.

Students will face these consequences if the electronic device being used is a disruption to the educational environment:

- Step One: warning
- Step Two: device may be confiscated for the remainder of the class, and parents notified
- Step Three: device will be confiscated and delivered to grade-level administrator, parents notified, note made in discipline record
- Step Four/More: student assigned ISS or OSS, note made in the discipline record, parents contacted for pick of device.

## **DANCES**

The school and various student groups sponsor dances each year. All but two - the Junior/Senior Prom and NJROTC Military Ball are held on-campus. Students must show their school student ID cards to enter all school dances. All school rules apply to dances whether they are held on or off-campus. No one may leave a dance and return later that evening. There will be no loitering at the doors or on the school grounds. A person who has not reached his/her 21<sup>st</sup> birthday may be invited as a guest with administrative approval. All guests must present a photo ID and a signed guest pass to attend a dance. AJHS students may pick up guest pass forms from their assistant principal or community secretary.

- Additional school dance rules are:
- AJHS students are responsible for the behavior and demeanor of their guests.
- AJHS students are responsible for informing their guests of all AJHS behavior and dress code rules. Each guest pass is verified for accuracy.
- Any forged signatures will result in forfeit of dance attendance by AJHS student and guest, and may result in disciplinary action.
- The following are specifically prohibited at AJHS school sponsored dances: Sexually explicit dancing (freaking, grinding, or dirty dancing) and any dancing, which may result in disruption or injury (slamming, moshing, etc.)
- Any person removed from the dance or denied entry by AJHS staff is not entitled to a refund.

Dance attire must follow AJHS Dress Code policy with the exception of strapless/spaghetti strap dresses and/or gown for formal attire events.



## **AJHS DRESS CODE POLICY**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

Guidelines include, but are not limited to:

- All shirts/tops must be long enough to completely cover a person's midriff at all times and modestly cover underarm, back, cleavage and chest area.
- Shorts, skirts, and dresses must be modest in length and fully cover undergarments and buttocks at all times.
- Shirts and tops must have a straps that sit on the shoulders. No halter tops, No strapless tops, No sheer/see-through garments, low cut arm holes, or tube tops are permitted.
- Jeans, pants, or shorts must be worn at waist and not sag or drag excessively.
- Pajamas, other sleepwear such as slippers, and pillows/blankets are prohibited.
- Spikes, excessive chains, straps, and/or other accessories that may be deemed inappropriate or dangerous may not be worn.
- Clothing that displays the following is not permitted:
  - Tobacco
  - racial symbols
  - alcohol and drugs
  - sexually suggestive images/words
  - gang affiliations
- Sunglasses are not to be worn inside the classrooms.
- Shoes must be worn at all times.

Exceptions for special activities or health considerations may be pre-approved by the administrator.

***Any clothing or accessories, in the judgment of the school administrators, which potentially presents a risk to the health, safety or general welfare of the student, other students or staff, or is disruptive to the educational process, will be prohibited.***

Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

## **EARLY FINAL EXAMS**

AJHS does not offer early final exams. Students who do not take the final exam(s) will receive a zero on the exam(s). In medical circumstances involving a student, (i.e. if a student is hospitalized) arrangements can be made for the student to receive an “I” (Incomplete) on his/her report card, and will have 10 days from the last day of the semester to take the exam(s) and remove the “I”. If the exam is not taken prior to the 10<sup>th</sup> day, the student will receive a zero for the exam, which will be factored into the semester grade.

## **EXTRACURRICULAR ACTIVITIES**

### **Athletics**

Students are also encouraged to participate in athletics sponsored by the high school. To be eligible for participation in Arizona Interscholastic Association (AIA) sanctioned sports, students must complete and submit the necessary paperwork to the athletic office prior to trying out. Team tryout information and necessary paperwork is available through the Athletic Department and all students must pass a certified physical to be eligible to tryout. For more information, please see the Athletic Director, Dawn Schwenckertand/or the Athletic Secretary, Mrs. Belinda Buhrig.

### **FIELD TRIPS**

Teachers and student clubs may schedule field trips as part of their regular activities. Students are expected to follow all school rules described in the AJUSD Code of Conduct booklet and in this handbook while on field trips. Failure to follow school rules may result in disciplinary action. For overnight field trips, failure to follow school rules may result in the student being sent home immediately at the parent’s expense. In addition, students who are wishing to attend a field trip must complete ALL required permission slips and/or required participation documentation noted in AJUSD Field Trip Procedure Manual five school days prior to the trip.

Please note, *Administration reserve the right to deny/grant permission for a student to miss his or her class to attend a field trip in extenuating circumstances* (a project is due, the student has missed a significant number of class periods, the student has not shown academic improvement, etc.) Students who do not meet the above criteria will not be allowed to attend the field trip.

### **GANG-RELATED BEHAVIORS**

Apache Junction High School, in an effort to “enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others,” will not tolerate gangs or gang-related behavior. Apache Junction High School feels the presence of any gang or gang activities can cause a substantial disruption of the education process. Therefore, the policy prohibits not only gang membership, but also any gang-related involvement or activities at school, during school-related functions, or on any school district property.

## **COMMENCEMENT (GRADUATION) EXERCISES**

Graduation exercises will be held for students who have met state and local requirements for graduation from high school. Participation in high school commencement is encouraged, but is not compulsory. However, since the exercise requires planning and rehearsals, the following rules apply (I-7450):

- Students may not participate in commencement unless they have successfully completed the academic requirements for graduation.
- All student fees must be paid in full to participate in commencement.
- Students who wish to participate must be present at the rehearsal. Failure to do so, may be cause for excluding students from participating in the exercise.

## **HEALTH SERVICES**

In the event of an accident or illness, students should report to the school nurse, who is located in the administration building. Except for emergencies, students should always report to the classroom teacher and obtain a pass prior to visiting the health/nurse's office. If a student needs to take medications (prescription or over-the-counter) at school, the medications are to be provided to the school nurse by the parent or guardian. If a prescription medication is to be dispensed, signed permission of the parent/guardian must be given to the school nurse. All medication must be in an original prescription bottle with the student's name, name of the medication, and full directions for giving the medication. If it is not a prescription medication, it must be provided in the original bottle along with signed permission from the parent/guardian. If ill, do not leave campus without checking out through the nurse's office.

## **CHRONIC HEALTH CONDITIONS (POLICY JHD)**

The District will provide appropriate educational opportunities for any student identified by an appropriately certified health professional in the fields of podiatry, chiropractic, medicine, naturopathic medicine, osteopathy, physician assistant, or registered nurse practitioner as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school. The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions.

## **IDENTIFICATION CARDS**

Students will be required to show their ID cards when requested by a staff member and to attend dances, school activities, athletic events, check out library materials, counseling/administrative services, and to leave campus. The photo ID's can be obtained in the AJHS Front Office located

in the administrative building. If a student loses their ID card, a fee (\$5.00) will be charged for a replacement card.

### **OUTSIDE FOOD AND DRINK**

No outside food or drink will be allowed on campus except for water. Administration has the right to inspect any container. Packed lunches are permitted. **Outside food deliveries, such as fast food or pizza will be turned away**

### **CLUBS / ORGANIZATIONS**

*Club is defined.* For purposes of this policy and procedure, a club is a group of District students, with one (1) or more staff sponsors, voluntarily organized for a common purpose, such as Mathematics Club, Nature Club, etc. It does not include elective subjects during regular class time. The student council is not a club. *Activities of clubs are important.* It is recognized that what a club does is of paramount importance. The activity must be such as to bring credit on the school, the community, and the students. **(JJA)**

The following steps must be completed when forming a new club or organization:

- Find a faculty sponsor to take responsibility for the club. There must be at least five members.
- A letter of intent submitted to administration, which includes the purpose/objective of the club, name of sponsor, initial five member names, meeting schedule, and membership requirements.
- No club activities may be held until approval from administration

### **PARKING & DRIVING ON CAMPUS**

Student parking on AJHS campus is a privilege not a right. Students must show an Arizona Driver's License, register all vehicles driven on campus and obtain a \$50 parking sticker from the bookstore. Student vehicles without a valid student parking sticker are not allowed on campus. Students parking in unauthorized areas will be subject to having their car "booted" and parking privileges removed. (Please see Appendix) Student vehicles are not to be used during the school day. Cars may not drive on sidewalks, playing fields or any areas except paved driveways and parking areas. Parking is at your own risk. The school assumes no liability for vehicle damage, theft, or loss of property while driving or parking on the campus. Speed limit on campus is not to exceed 10 mph. Students who violate parking or traffic rules will be subject to disciplinary action and loss of vehicle privileges. Bicycles are subject to the same traffic rules

as cars and may not be ridden on campus per school and city ordinance. Bicycles must be parked/locked at the bike racks located south of the administrative building. Skateboards may not to be used on campus at any time per school and city ordinance. Skateboards must be checked into their community building.

### **PERSONAL PROPERTY/LOST & FOUND**

AJHS and AJUSD cannot be held responsible or liable for loss or damage to student's personal property or possessions while at school. Vehicles, bicycles, all electronic devices, clothing items, books and supplies are the sole responsibility of the owner, and neither the school nor the district accepts any responsibility for the repair, replacement, or loss of use of any item of your property. A student must exercise care and caution with their personal belongings, and it is recommended that they not bring valuable items, expensive jewelry, or significant amounts of cash to school. The school maintains a "lost and found" area in the administrative office. The school is not responsible for notifying students of items found. All unclaimed items will be donated to a charitable organization at the end of each semester.

### **POLICIES ON NON-DISCRIMINATION & SEXUAL HARASSMENT**

AJHS is very serious in making sure that staff and students are free from discrimination, harassment, and sexual harassment. Students and staff are protected from discrimination on the basis of race, color, national origin, sex, handicap or age by District policy and state and federal laws. Students and staff are also protected from sexual harassment, such as unwelcome sexual advances, verbal comments, or physical contact by other students or staff. If you believe you have been the victim of discrimination, harassment, or sexual harassment, you should inform a school employee whom you trust and ask that person to take action according to District policies.

### **PROSPECTOR HONOR CORD CRITERIA**

If interested in the Prospector Honor Cord program, please contact the 11/12 counselor.

### **REPORT CARDS & PROGRESS REPORTS**

Grades are to be posted in Synergy a **minimum** of twice monthly (1<sup>st</sup> & 15<sup>th</sup>). *Missing/Incomplete assignments will not be graded after quarterly grades are posted.* The administrative/counseling office will provide login and password information to Synergy Parent Portal. Students and parents are responsible for tracking grades.

**When any student receives an "F" on a major test, parents will be notified directly by the teacher, via email or phone contact.**

END OF QUARTER COMMUNICATION

Students with 60% or less in a class at the quarter; parent will receive email and/or phone contact from the teacher.

Quarter 1 - September 28th

Quarter 2 - December 21st

Quarter 3 - March 8th

Quarter 4 - May 23rd

A final report card is mailed at the end of each semester with the cumulative semester grades. These are final grades and become part of your permanent school record/transcript. Grades are reported in percentages, except for aides and student tutor, which are Pass/Fail. Grades represent the following quality of work:

<i>Percent</i>	<i>Letter Grade</i>	<i>Value</i>	<i>Honors &amp; AP Value</i>
90 - 100	A-Excellent	4.0	5.0
80 - 89	B-Above Average	3.0	4.0
70 - 79	C-Average	2.0	3.0
60 - 69	D-Below Average	1.0	1.0
0 - 59	F-Failing	0.0	0.0

### STUDENT SERVICES

**Counseling and Guidance:** Our counselors are experienced, certified educators who are available to assist students in selecting classes, making social adjustments, assisting with personal problems, providing information about college and/or vocational opportunities, and scholarship information. Please visit the counseling website for more information.

**Library:** The library is available for students to check out books, complete research/assignments, and use school software every day from 7:00am - 2:30pm. A pass from a teacher is required in order to use the library during class time or during lunch. Students must have an ID card to check out materials. Books can be checked out for three (3) weeks and renewed for an additional three (3) weeks. Books not returned on time will be charged a 5-cent per day fee. Accumulated fees exceeding \$10 will result in loss of book check-out privileges. Fees will have to be paid in full in order to regain privileges.

**Project HELP:** Project HELP is a community assistance program sponsored by the school district. It provides clothing, food and other help to local families in need. The telephone number is 480-288-2955.

**Special Needs Services:** Students who have a special need may qualify for additional support services through federal or state laws. If you would like to find out about these services, talk to a school counselor or school administration.

### **TEXTBOOKS/LIBRARY BOOKS**

Textbooks and library books are provided to students at no cost and are the property of Apache Junction High School. Students are responsible for the proper care and treatment of schoolbooks, and they must be returned to the library or course instructor in the same condition in which they were received, with normal wear and tear excepted. Students and/or their parents will be charged replacement costs for any textbooks or library books not returned or returned in damaged condition. **Students will not be able to participate in commencement until all book fees are paid.**

### **VISITORS AT SCHOOL**

Parents or guardians are always welcome at AJHS. All visitors must sign in and obtain a visitor's badge from the front office prior to entering campus. No student or young adult visitors are allowed on campus during the regular school day unless receiving prior administrative approval.

### **WITHDRAWAL FROM SCHOOL**

In order for a student to withdraw from Apache Junction High School, he/she must return all books, district assigned Chromebook and accessories, uniforms and pay all outstanding fees. A parent or guardian must meet with the registrar to sign official withdrawal forms and provide a reason for the withdrawal. *No records will be transferred until all fees are paid.*

## **Apache Junction High School**

### **Code of Conduct**

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each behavior. 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), and on any district property.

**Due Process:** Students are always given the opportunity to discuss disciplinary problems with an administrator and to present information that may help to explain the problem. Students have the right to appeal any disciplinary action with the principal within 48 hours of receiving a consequence for the referral. Appeal forms may be picked up from the Community Secretary. In cases of suspension for more than nine days, students will have the opportunity for a due process hearing with the district hearing officer to discuss the disciplinary referral.

<b>Aggression</b>	<b>Consequence/Range</b>
Verbal Provocation Minor Aggressive Act Recklessness	1. Parent Notification and/or ISS 1 Day 2. Off Campus 3 Days 3. Off Campus 5 Days + Contract 4. Off Campus 9 Days + District Due Process Hearing
Disorderly Conduct	1. Parent Notification 2. Off Campus 3 Days 3. Off Campus 5 Days + Contract 4. Off Campus 9 Days + District Due Process Hearing
Endangerment*	1. Off Campus 5 Days + Contract 2. Off Campus 9 Days + District Due Process Hearing
Fighting*	1. Off Campus 5 Days + Contract 2. Off Campus 9 Days + District Due Process Hearing
Assault*	1.. Off Campus 9 Days + District Due Process Hearing
Aggravated Assault**	1. Off Campus 9 Days + District Due Process Hearing
<b>Alcohol, Tobacco and Other Drugs</b>	<b>Consequence/Range</b>
Alcohol Violation* Drug Violation Inhalants* Prescription Drugs(Inappropriate Use)** Over Counter Drugs (Inappropriate Use)* Illicit Drugs** Drug Paraphernalia Substance Represented as Illicit Drug	<u>Sale/Distribution:</u> 1. Off Campus 9 Days + District Due Process Hearing  <u>Use/Possession Alcohol and Drug:</u> 1. Off Campus 9 Days + Contract 2. Off Campus 9 Days + District Due Process Hearing



Substance or Device	<u>Share Alcohol or Drugs:</u> 1. Off Campus 9 Days + District Due Process Hearing
Tobacco Violation* Use on school property Possession on school property Represented as Tobacco Use (vaporizer device & liquids)	1. Off Campus 5 Days + Contract 2. Off Campus 9 Days + District Due Process Hearing
Non-Prescription Drugs	1. Off Campus 3 Days 2. Off Campus 5 Days + Contract 3. Off Campus 9 Days + District Due Process Hearing
<b>Arson</b>	<b>Consequence/Range</b>
Of a Structure or Property* Of an Occupied Structure**	1. Off Campus 9 Days + District Due Process Hearing
<b>Attendance Policy Violation</b>	<b>Consequence/Range</b>
Leaving School Grounds	1. Parent Notification + Off Campus 1 Day 2. Off Campus 3 Days 3. Off Campus 5 Days + Contract 4. Off Campus 9 Days + District Due Process Hearing
Unexcused Absence Truancy (Per Semester)	1. 5th Unexcused: ISS 1 Day 10 Tardies: ISS 1 Day 2. 10th Unexcused: 1 Day Suspension + Behavioral Contract 20 Tardies: 1 Day Suspension 3. 14th Unexcused: ISS Pending Referral To District Superintendent for Recommendation Of District Due Process Hearing 40 Tardies: 5 Days Suspension +

	Behavioral Contract
<b>Harassment, Threat and Intimidation</b>	<b>Consequence/Range</b>
Bullying* Harassment, Nonsexual* Hazing* Threat or Intimidation*	1. ISS 1 Day 2. Off Campus 1 Days 3. Off Campus 3 Days 4. Off Campus 5 Days + Student Contract 5. Off Campus 9 Days + District Due Process Hearing
<b>Cheating, Forgery or Plagiarism</b>	<b>Consequence/Range</b>
Cheating or Plagiarism	1. Zero on Assignment + Parent Notification 2. Off Campus 1 Day (Removal from Honors/AP Class) 3. Off Campus 3 Days 4. Off Campus 5 Days + Contract 5. Off Campus 9 Days + District Due Process Hearing
Forgery	1. Zero on Assignment + Parent Notification 2. Off Campus 1 Day (Removal from Honors/AP Class) 3. Off Campus 3 Days 4. Off Campus 5 Days + Contract 5. Off Campus 9 Days + District Due Process Hearing
<b>School Policies, Other Violations</b>	<b>Consequence/Range</b>
Defiance, Disrespect Authority, and Non-Compliance	<u>Mild:</u> 1. ISS 1 Day 2. Off Campus 1 Day <u>Extreme:</u> 1. Off Campus 3 Days 2. Off Campus 5 Days + Contract 3. Off Campus 9 Days + District

	Due Process Hearing
Disruption	<ol style="list-style-type: none"> <li>1. ISS 1 Day</li> <li>2. Off Campus 1 Day</li> <li>3. Off Campus 3 Days</li> <li>4. Off Campus 5 Days + Contract</li> <li>5. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Dress Code	<ol style="list-style-type: none"> <li>1. Warning: Change of Clothes</li> <li>2. ISS 1 Day</li> <li>3. Off Campus 1 Day</li> <li>4. Off Campus 3 Days</li> <li>5. Off Campus 5 Days + Contract</li> <li>6. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Gambling Negative Group Affiliation Profanity	<ol style="list-style-type: none"> <li>1. ISS 1 Day</li> <li>2. Off Campus 1 Day</li> <li>3. Off Campus 3 Days</li> <li>4. Off Campus 5 Days + Contract</li> <li>5. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Racial Slurs	<ol style="list-style-type: none"> <li>1. Off Campus 1 Day</li> <li>2. Off Campus 3 Days</li> <li>3. Off Campus 5 Days + Contract</li> <li>4. Off Campus 10 Days + District Due Process Hearing</li> </ol>
Parking Lot Violation	<ol style="list-style-type: none"> <li>1. Refer to Parking Lot Contract</li> </ol>
Public Display of Affection (PDA)	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. ISS 1 Day</li> <li>3. Off Campus 1 Day</li> <li>4. Off Campus 3 Days</li> <li>5. Off Campus 5 Days + Contract</li> <li>6. Off Campus 9 Days + District Due Process Hearing</li> </ol>

<b>School Threat</b>	<b>Consequence/Range</b>
Bomb Threat** Chemical Threat Biological Threat**	1. Off Campus 9 Days + District Due Process Hearing
Fire Alarm Misuse**	1. Off Campus 9 Days + Contract 2. Off Campus 9 Days + District Due Process Hearing
Other School Threat	1. Off Campus 9 Days + District Due Process Hearing
<b>Sexual Offenses</b>	<b>Consequence/Range</b>
Indecent Exposure Pornography Pornographic Paraphernalia	1. Off Campus 3 Day 2. Off Campus 5 Days 3. Off Campus 9 Days + Contract 4. Off Campus 9 Days + District Due Process
Public Sexual Indecency*	1. Off Campus 5 Days+ Contract 2. Off Campus 9 Days + Distict Due Process Hearing
Sexual Assault**	1. Off Campus 9 Days + District Due Process Hearing
Sexual Harassment*	1. Parent Notification 2. Off Campus 3 Days 3. Off Campus 5 Days + Contract 4. Off Campus 9 Days + District Due Process Hearing
Sexual Harassment with Contact*	1. Off Campus 5 Days + Contract 2. Off Campus 9 Days + District Due Process Hearing
<b>Technology, Improper Use</b>	<b>Consequence/Range</b>
Computer: On entertainment site or non-educational web site	1. Parent Notification 2. ISS 1 Day

	<ul style="list-style-type: none"> <li>3. Off Campus 1 Day</li> <li>4. Off Campus 3 Days</li> <li>5. Off Campus 5 Days + Contract</li> <li>6. Off Campus 9 Days + District Due Process Hearing</li> </ul>
Equipment Abuse/Mishandling	<ul style="list-style-type: none"> <li>1. Parent Notification</li> <li>2. ISS 1 Day</li> <li>3. Off Campus 1 Day</li> <li>4. Off Campus 3 Days</li> <li>5. Off Campus 5 Days + Contract</li> <li>6. Off Campus 9 Days + District Due Process Hearing</li> </ul>
Network Infraction/Alerting of Network Use of Proxy Gaggle	<ul style="list-style-type: none"> <li>1. Parent Notification</li> <li>2. ISS 1 Day</li> <li>3. Off Campus 1 Day</li> <li>4. Off Campus 3 Days</li> <li>5. Off Campus 5 Days + Contract</li> <li>6. Off Campus 9 Days + District Due Process Hearing</li> </ul>
<b>Theft: School or Non School Property</b>	<b>Consequence/Range</b>
Burglary Breaking and Entering*	1. Off Campus 9 Days + Restitution + District Due Process Hearing + Police Notification
Extortion Petty Theft: Under \$100 Robbery	<ul style="list-style-type: none"> <li>1. Off Campus 3 Days</li> <li>2. Off Campus 5 Days + Contract</li> <li>3. Off Campus 9 Days + District Due Process Hearing</li> </ul>
<b>Trespassing</b>	<b>Consequence/Range</b>
Trespassing	<ul style="list-style-type: none"> <li>1. Conference + Police Notification</li> <li>2. Off Campus 3 Days + Police Notification</li> <li>3. Off Campus 5 Days + Police</li> </ul>

	Notification
<b>Vandalism or Criminal Damage</b>	<b>Consequence/Range</b>
Graffiti/Tagging Personal Property* School Property*	1. Off Campus 3 Days + Restitution 2. Off Campus 5 Days + Restitution + District Due Process Hearing
<b>Weapons and Dangerous Items</b>	<b>Consequence/Range</b>
<u>Dangerous Items</u> :* Air Soft Gun, BB Gun, Pellet Gun, Knife with blade 2.5 inches or Less, Laser Pointer, Mace, Stun Gun, Simulated Knife, Box Cutter <u>Firearms</u> :** Handgun, Pistol, Shotgun, Rifle, Starter Gun, Other Destructive Items (Including Bombs) <u>Other Weapons</u> :** Billy Club, Brass Knuckles, Knife with blade 2.5 inches or Bigger, Nunchakus	1. Off Campus 9 Days + District Due Process Hearing

**\* Required Report to Arizona Department of Education**

**\*\* Mandated Report to Local Law Enforcement, also Arizona Department of Education**

### **Apache Junction High School**

#### **Student Behavioral Contract**

This document shall constitute an agreement between \_\_\_\_\_ and high school administration. The contract should be regarded as a positive step on the part of the student, the faculty, and the administration, which will enable the student to become successful in his/her desire to remain at AJHS. In order to remain in school, the student must meet the conditions as set forth in this agreement.

STUDENT AGREES TO ABIDE BY THE FOLLOWING CRITERIA IN ORDER TO BE SUCCESSFUL AND REMAIN ENROLLED IN CLASSES ON THE MAIN CAMPUS AT APACHE JUNCTION HIGH SCHOOL.

- A. I will exhibit appropriate classroom behavior and attitude daily

- B. I will be on time to class and attend all classes.
- C. I will be respectful to teachers, staff, and other students at all times.
- D. I will work on and turn in classroom assignments and homework
- E. I will refrain from making statements that intimidate or frighten others.
- F. I will conduct myself in an appropriate manner at all times, and I will refrain from fighting, involvement with drugs or alcohol, showing negative group or gang affiliation, possession of a dangerous/deadly weapon, and abide by all other student conduct policies.

Student will comply with the conditions listed above and below in order to remain on the main campus.

- He/She may not receive a referral for the next 90 calendar days. Contract will be reviewed the week of: \_\_\_\_\_. Upon review, administration shall consider the removal or continuation of a behavior contract.
- He/She may not receive a referral for a MAJOR INFRACTION (drugs or inhalants, fighting, ditching, inappropriate behavior toward staff, etc.) Major infraction with result in immediate District Due Process Hearing and recommendation of long term suspension.

Violations of these terms and conditions will result in the student being sent to a District Due Process Hearing for further disciplinary action.

Student Signature	Administrator Signature
Date of Contract	Parent/Notification Date

**Apache Junction High School  
Parking Contract**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Make/Model/License Plate: \_\_\_\_\_

In consideration for the privilege of driving and parking a motor vehicle on the campus of Apache Junction High School, the student and parent hereby acknowledge and agree to abide by the rules and regulations of the Apache Junction School District. The penalties for violation of the below rules and regulations could result in towing or loss of parking privilege.

1. Student must provide proof of an Arizona Driver's License.

2. All vehicles parked on the AJHS campus must have a valid permit. The first car registered to a student is \$50 and each additional car is \$10. No refunds will be given for any reason.
3. The AJHS parking permit must be affixed to front window.
4. Students must park in their assigned numbered spot.
5. Students can only register a car(s) that is legally registered in AZ
6. Parking permits ARE NOT transferable from one car to another.
7. Students may have their parking privileges suspended/revoked as a result of any of the following:
  - a) **An accumulation of 7 or more unexcused absences or tardies in 1 or more class.**
  - b) Failure to observe any established parking or traffic safety regulations at school
  - c) Any student who illegally leaves, or attempts to leave campus.
  - d) Parking in any other parking spot other than their assigned number spot could lead to possible “booting” on the wheel. A fine of \$10 will be assessed to remove the boot.
  - e) Any vehicle found to contain illegal drugs, alcohol or weapons
8. It shall be the responsibility of the student to keep track of the number of absences, and tardies.
9. Revocation of parking privileges may range in length from a minimum of the remainder of the semester or permanent revocation.
10. Any vehicle entering the AJHS campus is subject to a complete search. (Policy JLIE-R)

I have read, understand, and agree to abide by the rules and regulations specified in the Apache Junction High School Parking Application.

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Student Signature

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Parent Signature

**Apache Junction High School  
1:1 Chromebook Procedures and Information**

The 1:1 Chromebook program in the Apache Junction Unified School District (AJUSD) helps create a collaborative learning environment for all students in support of our district mission of college readiness for all. This environment will enable and support students and teachers by enhancing students’ engagement with the content and promoting the development of self-directed, responsible lifelong learners and technology users.

Apache Junction High School is supplying all students with a Google Chromebook, which is the property of the Apache Junction Unified School District. The Chromebook is to provide each student access to required educational materials and research capabilities to enhance the



educational experience. The supplied device is an educational tool and is not intended for personal gaming, social networking, or other non-school related activities.

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### **1. RECEIVING THE CHROMEBOOK**

Chromebooks will be distributed during the first two weeks of the school year. Parents/Guardians and students **MUST** sign and return the AJUSD Chromebook Agreement before the Chromebook will be issued to the student. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the property of the AJUSD. Chromebooks **may** be collected for Winter Break, and **will** be collected at the end of each school year.

### **2. RETURNING THE CHROMEBOOK**

Students graduating or withdrawing must return the district owned Chromebook to the Main Office at Apache Junction High School. Any Chromebook not returned will be considered stolen property and Apache Junction Police will be notified.

### **3. TAKING CARE OF THE CHROMEBOOK**

#### **General Precautions**

- No food or drink allowed next to Chromebook
- Cords, cables, and removable storage devices must be inserted and removed correctly from Chromebooks
- Never store or carry Chromebook with the power cord plugged in

- Never carry Chromebook while the screen is open
- Never close Chromebook with paper or folders (or any object) in between the screen and keyboard
- Chromebooks and cases must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable.
- Vents cannot be covered
- District owned Chromebooks are tagged with an AJUSD asset tag and a product serial number tag which **should not** be removed at any time.
- Chromebooks should never be left in a car or unsupervised area
- Students are responsible for bringing a **completely** charged Chromebook to school each day
- Always carry Chromebook with two hands, with the screen closed, and supported from the bottom; never carry it by the screen.
- Do not lean or put pressure on the Chromebook while it is closed
- Take care that the Chromebook is not exposed to pressure while it is stored in the case or a backpack
- Chromebook Cases are to be used at all times. Chromebooks should never be transported without being in their district issued case.
- Chromebook cases should only store a Chromebook. Do not store papers, pencils, earbuds, or other objects inside a Chromebook case.
- Students may put an address label on their chargers for identification purposes.
- When charging a chromebook at home, please find a safe spot away from pets, food and drink, falling hazards, and the possibility of someone tripping over the charging cable. A fully drained Chromebook battery takes approximately 2 ½ hours to recharge.

#### 4. USING CHROMEBOOK AT SCHOOL

Chromebooks are required to be brought to each class on a daily basis. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules can be accessed using the Chromebook.

##### 4a: Chromebook left at home

- Repeat violations of this policy may result in disciplinary action.

##### 4b: Chromebook under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in AJHS Tech depending on availability.
- Students using loaner Chromebooks will need to return the loaner Chromebook to AJHS Tech when repairs are completed on their Chromebook, and will be responsible for any damages incurred while in the student's care.

#### **4c: Charging your Chromebook**

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebook each evening.

#### **4d: Backgrounds and Password**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, racial or gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

### **5. ACCEPTABLE USE POLICY AND GUIDELINES**

*Technology* is defined under this policy as including, but not limited to, audio and video equipment, computer hardware and software, email, fax and copy machines, telecommunications devices, and the network and infrastructure that support end devices.

**Purpose:** The AJUSD provides access to technology for the purpose of supporting the educational goals of the district.. Access to technology is designed to create engaging teaching and learning environments, and to provide staff with 21st Century educational tools. Access to technology is a privilege, not a right and can be restricted or revoked at any time.

**5a: Privacy:** Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

**5b: Responsibilities:** To the extent possible, and in compliance with the Children’s Internet Protection Act (CIPA), AJUSD filters and monitors Internet access on all devices capable of accessing AJUSD resources. No technology measure can block 100% of the undesirable content; therefore, it is also the responsibility of all staff to:

- Guide students in the selection and evaluation of educational materials.
- Help students develop informational literacy skills including conformity to copyright laws and the concept of intellectual property.
- Help students develop safe practices while learning in an online world, particularly when the educational experience involves social networking, chat rooms, email, and other forms of direct electronic communications.

- Provide instruction on the topics of Internet safety and cyberbullying.
- Report inappropriate uses to administration.
- General school rules for behavior and communications apply to the use of technology, including those regarding sexual harassment. Technology should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
- The use of technology to perform acts of bullying or cyberbullying are strictly prohibited.
- The use of technology to record, upload, or broadcast images or video without proper authorization is prohibited.
- Students should not disclose personal information without authorization.
- The use of technology to access and/or distribute objectionable material is prohibited. Prohibited material includes, but is not limited to that which is pornographic, material harmful to minors, and/or obscene.
- The use of technology for illegal activity is prohibited.
- Students will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks.
- Technology is not to be not be used in any manner that disrupts the use of systems by others. Hardware or software is not to be destroyed, modified, or abused in any way.
- Students are not to use technology for business or commercial purposes that are not specifically authorized by the AJUSD.
- Students shall not use technology to gain or attempt to gain unauthorized access to internal or external systems.
- Student will maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.
- Students shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
- Students shall not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by the AJUSD.
- Students shall not install unauthorized software or connect unauthorized hardware to AJUSD systems.
- Students should not use school email to create any social media accounts.
- Student shall not attempt to subvert the firewall established by AJUSD

In addition to the unacceptable uses listed above, the following policy statements apply regarding personally-owned devices:

- AJUSD will not be held liable for any damage that may occur as a result of the use of technology.
- AJUSD will not be held responsible for any physical damage, loss, or theft of any personal device.
- AJUSD is not obligated to supply electrical power access for any personal device.

## **6. GENERAL GUIDELINES**

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the AJUSD. Students are responsible for their ethical and educational use of the technology resources of the AJUSD.
- Access to AJUSD technology resources is a privilege and not a right. Each employee, student and/or parent is required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with applicable District policies.

## **7. PRIVACY AND SAFETY**

- Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not use school email address to create any social media accounts.
- Do not open, use, or change files that do not belong to you. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or those of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the AJUSD.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site and notify Mr. LaPrise immediately.

## **8. LEGAL PROPERTY**

- Comply with trademark and copyright laws and all license agreements.
- Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. (Reference Academic Integrity)
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.
- Do not transmit language or material that may be considered profane, obscene, racist, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email and communications sent and/or received should be related to educational needs.
- Email and communications are subject to inspection by school administration at anytime.

## 9. CHROMEBOOK TECHNICAL SUPPORT

Students are strongly encouraged to purchase Chromebook insurance to cover accidental damage. The cost of the insurance policy is \$25 per year and needs to be paid within the first 10 days of school. The insurance plan will have a deductible for each repair of the Chromebook itself that is not covered by the manufacturer's warranty:

Premium	\$25
Deductible Claim (first two claims)	\$25
Deductible Claim (claims three and four)	\$50
Deductible Claim after 4 Claims	\$100
Removal of Stickers	\$5
Charger	\$25
Bag	\$35
Stolen/lost Chromebook with insurance	\$100
Stolen/lost Chromebook without insurance	\$250

## **TECHNICAL SUPPORT PROCEDURES**

All AJUSD Technical Support Personnel are certified by Samsung to work on Chromebooks, without this certification any individual attempting to repair or disassemble a Chromebook will void the manufacturer's warranty. At no time are students, parents/guardians, or other staff at AJUSD permitted to do any repairs on AJUSD Chromebooks.

- Students should always report any issue with their Chromebooks to Technical Support within 24 hours (or the next school day), failure to report an issue could lead to Multiple Claims or Claim not being covered.
- Student checks with current teacher (if applicable) and asks to be sent to AJHS Tech to help resolve the problem.
- The teacher will decide if the student will be released from class to go to AJHS Tech or if the student needs to report to Technical Support outside of class time.
- AJHS Tech staff will analyze the issue with the Chromebook and if possible, fix it immediately. If the task to fix the machine will take more than 5 minutes, the student will be issued a loaner Chromebook to use until their Chromebook is fully operational.
- AJHS Tech whenever possible shows the student what is wrong and informs them what parts will be replaced prior to doing so. This is not always possible if an internal component is damaged or if something else is discovered damaged while disassembling the machine.
- AJHS Tech will contact the student via email letting them know what parts (if any) were replaced and at what cost, and they will be asked to come and pick up their Chromebook.
- Repair cost are then logged.
- Emails are sent out to students and parents weekly to let them know how much is owed for the repairs of the Chromebook.
- Physical letters are mailed quarterly to notify parents of any outstanding Chromebook fees.

## **10. CHROMEBOOK FAQ'S**

*What is AJUSD 1:1 Program?*

AJUSD 1:1 is an initiative to bring 21<sup>st</sup> century tools into the hands of our students to give them the skills they need for year thirteen and beyond.

*What if my child already has their own computer? Can they bring their own from home?* No, AJUSD will not support any personally owned computers on our network. There are many reasons for this such as virus protection and online/internet content filtering. In addition, with the

District owned Chromebooks, we are ensuring that each student has the same tools and resources to complete school assignments.

*What will it cost parents?*

The yearly insurance cost will be \$25.00. AJUSD has payment plans if needed. No refunds will be issued after the second week of policy issue date.

*What is AJUSD Chromebook Self Insurance?*

This is an insurance policy purchased and paid for by the student to cover any damage to the Chromebook. The policy is in effect on a yearly basis.

*Will my child be able to take the Chromebook home on weekends, breaks, and during the summer?*

Students will be able to take home on weekends. AJUSD may collect Chromebooks for the Winter Break and will collect Chromebooks at the end of each school year.

*Will my child have the same Chromebook each year?*

Students will keep the same Chromebook throughout their time at AJHS as long as they are enrolled in the Apache Junction Unified School District.

*Can we connect the Chromebook to our own internet connection at home?*

Yes, you may connect the Chromebook to your internet connection. You may need to purchase additional equipment and do additional configuration which will be your responsibility, i.e. wireless router.

*How will my child be protected while online?*

Every Chromebook has had restrictive software installed in order to protect students while using online tools. Parents are expected to help monitor their child's activities and reinforce the appropriate behaviors and procedures.

*What if my child's Chromebook needs to be repaired? What will be used in class?*

The students will be issued a "loaner" Chromebook to use while their Chromebook is being repaired. Once their Chromebook is repaired, they will return the "loaner" and continue using their original Chromebook.



*If the Chromebook needs repair, can we take to our own computer repair store?*

Absolutely not. Please bring to the AJHS Tech on campus.

*Will my child be assigned a carrying case for the Chromebook?*

Yes, AJUSD will provide every student with a padded carrying case.

Student Name (Print Name) \_\_\_\_\_

### Chromebook Self-Insurance Form

**I Accept** to purchase Apache Junction Unified School District's Self-Insurance Chromebook Policy for my child. **The insurance premium of \$25 is paid each school year.** I understand that I am purchasing only one (1) school year's premium at this time.

I understand that should there be a claim; the deductible amount will be based on the claim structure in the self-insurance policy. *I have received a copy of the Apache Junction Unified School District's Self-Insurance Policy.*

- A Chromebook protection bag will be provided by AJUSD. I understand that if my child decides to purchase a laptop sleeve or padded laptop bag the bag must be approved by AJHS Tech.
- Damage caused by failure to provide adequate protection for the device may result in the policy being **null and void** and I agree to be billed for the full repair.

Parent initial \_\_\_\_\_

Circle:      Cash      Credit

**I Decline** to purchase Apache Junction Unified School District's Self-Insurance Chromebook Policy for my child.

**I understand I am responsible** for all replacement, breakage, damage, and theft costs required to renew the Chromebook to its original condition, as determined by the technology department and Apache Junction High School Administration.

- The **minimum** cost to repair any damage to the device will be \$50.
- Chromebook total replacement cost is \$250.

---

Parent Signature

Date

**Apache Junction Unified School District  
Self-Insurance Policy**

Apache Junction School District is self-insured; so please help us keep premiums and deductibles low by taking very good care of the Chromebook. The provisions in this policy restrict coverage. Please read this policy to understand your family's rights and responsibilities and what is covered.

**A. Costs**

1. Yearly premium of \$25. This premium is good for one school year. Claim deductibles apply in any case regardless of whether the insurance premium is charged or not.
2. If there is a claim for insurance coverage, there is a standard per-breakage deductible of \$25 for the first two claims.
3. Students, who have insurance claims on their Chromebook more than two times during a school year, for their regular, loaner, or replacement Chromebook, will face higher per-breakage deductibles. The deductible for the third insurance claim, and any claims thereafter, will be \$50 per claim.
4. The school administration has the final say in determining insurance and repair situations.
5. After the second week of school, no refunds will be issued.
6. Insurance premium is due 10 school days following student enrollment date.

### **B. Covered Equipment**

1. The insurance provided applies to any Chromebook issued to your child by the Apache Junction Unified School District, whether it is the originally issued Chromebook, a loaner, or a replacement.
2. The deductible is the same, whether the machine is the original, a loaner, or a replacement Chromebook.
3. There will not be an additional premium for the use of a Chromebook loaner. Your child's yearly \$25 premium covers their original Chromebook and any other Chromebook issued to your child for the current school year.
4. Chargers: Chromebook chargers that are damaged or broken are not included in the insurance coverage and will be replaced at a cost of \$40 for each occurrence. If a charger tip breaks off inside the Chromebook and cannot be removed, there will be a \$40 replacement charger fee as well as the deductible fee, if applicable.

### **C. Exclusions**

Apache Junction Unified School District will not pay for loss or damage caused by or resulting from the following:

1. Not informing the Technology Department immediately of damage to the device may void the insurance coverage for that incident. Examples being: damage from a liquid spill, dropping of the device that may expose internal parts.
2. Damage caused by your failure to provide adequate protection for the device. An example would be placing the device in a non-approved carrying case and/or no protective case in use.
3. Loss caused by inappropriate electrical use by using an inappropriate charger.
4. Dishonest, fraudulent, or criminal acts.
5. Theft not accompanied by a police report.

#### **D. Claim Procedures**

1. Go directly to your school's technology room.
2. The Technology Department will examine the Chromebook to determine if there is a qualified insurance claim.
3. If there is a claim, the computer technician will fill out the appropriate paperwork and inform the office staff. You will receive a telephone call, letter, and/or email from office staff when a claim is filed on your child's Chromebook.
4. Once the claim is in process, a loaner will be issued to the student.
5. In cases of theft or disappearance, a copy of a police report must accompany the student before a loaner Chromebook is issued. The police report must also directly mention the theft of the Chromebook and the circumstances surrounding the theft. The cost to replace a stolen Chromebook is on the following table.

#### **STUDENT STATEMENT OF AWARENESS**

The 2017-18 Student Handbook will be posted to the AJHS Homepage ([www.ajusd.org/ajhs](http://www.ajusd.org/ajhs)) and can be accessed via the "Student Handbook" link.

The principal will email a PDF file of the 2018 - 2019 Student Handbook quarterly to the AJHS Student Body.