



CASA GRANDE UNION HIGH SCHOOL
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Administration Team

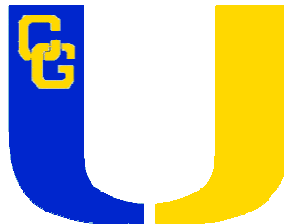
Mr. Thomas Trigalet..... Principal
Mr. Greg Anderson..... Assistant Principal

Mr. Christopher McKenna Dean of Students
Mr. Randy Robbins Athletic Director

Casa Grande Union High School District

1362 N. Casa Grande Ave
Casa Grande, AZ 85122
Phone: (520) 316-3360

Home of the Cougars



Cougar Expectations

Be on Time

Be Prepared

Be Respectful

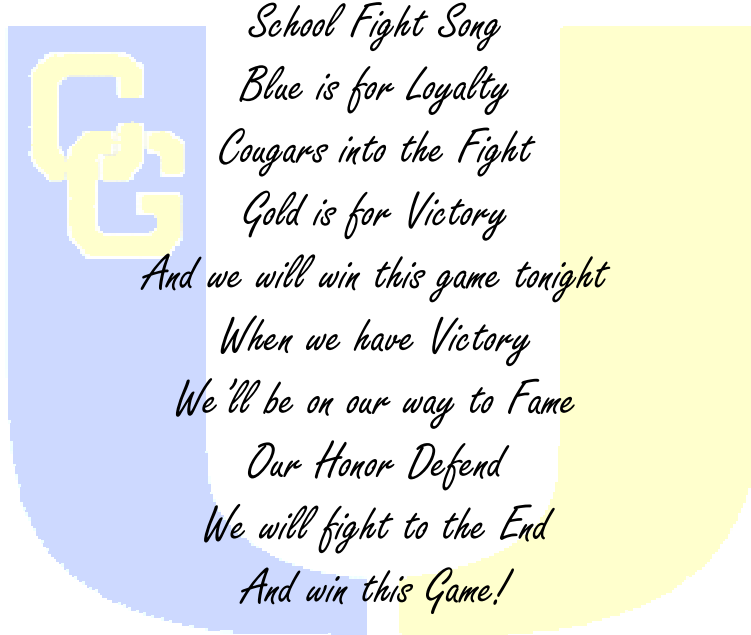
Strive for Excellence

Casa Grande Union High School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities.

Casa Grande Union High School District no discrimina contra cualquier individuo, en por razones de raza, color, religión, sexo, nacionalidad, edad, impedimento, asociación política, o creencia en programas o actividades.

HOME OF THE COUGARS

School Fight Song



*School Fight Song
Blue is for Loyalty
Cougars into the Fight
Gold is for Victory*

*And we will win this game tonight
When we have Victory
We'll be on our way to Fame
Our Honor Defend
We will fight to the End
And win this Game!*

Parent Right to Know

Title I School-wide and Title 1 Target Assistance Programs

Under NCLB Public Law 107, Section 1111.1, districts must notify parents of students in Title I School-wide and Title I Targeted Assistance Programs that parents may request information on the professional qualifications of the student's teacher. The information must state if:

- the teacher meets State Qualifications/licensure requirements,
- the teacher has a baccalaureate degree,
- the child receives services from a paraprofessional and
- the qualifications of the paraprofessional.

El Derecho de los Padres para Saber

Escuelas Título I y Programas Orientados con la Ayuda Título I

Bajo la Ley Pública NCLB 107, Sección 1111.1 los distritos deben notificar a los padres de los estudiantes asistiendo Escuelas Título I y Programas Orientados con la Ayuda Título I que los padres podrán solicitar información sobre los títulos profesionales del maestro del estudiante. La información debe declarar si:

- el maestro cumple con los requisitos Estatales de Título/licencia,
- el maestro tiene un título o una licenciatura,
- el niño recibe servicios de un "paraprofessional" (persona capacitada para asistir a un profesional) y
- las aptitudes del "paraprofessional."

Due Process

Casa Grande Union High School students have rights and the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students shall be informed of accusations against them and will have an opportunity to present his or her statement if the accusations are denied. If a student fails to fulfill his/her responsibilities regarding conduct, disciplinary action will follow. In disciplinary cases students are entitled to due process.

Students must:

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

For student concerns, complaints and grievances, a student incident form may be picked up from the discipline office.

Distribution of Materials

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

FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) is a 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 a student turns 18 years of age he/she has the right to his/her FERPA records.

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 and report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. Schools must report threats or rumors of threats against schools, students and school personnel. Schools must also report all incidents of non-accidental injury which might occur during altercations at school.

Casa Grande Union High School District

Student Handbook

ATTENDANCE

It is important that students realize the direct relationship that exists between attending school and academic success. If a student does not attend class on a daily basis, valuable information is lost. Parents and teachers must work together to ensure regular school attendance.

Tardies

Parents may NOT call the attendance office to excuse a tardy. Students arriving late to school should go directly to class. Since instructional time is priority, it is necessary that students be in class and are prepared for the lesson to begin when the tardy bell rings. Students will be considered tardy if they are not in their classroom when the tardy bell rings. Failure to be in class ten (10) minutes after the start of class will constitute an absence. **Students will be assigned to Saturday School each time they accumulate 3 tardies in the same class each semester (Example: Saturday School will be given on the 4th tardy and then subsequently on every 3rd tardy after that.)**

Absences

Students who are absent for more than 6 instructional days, during a given semester, will lose credit in that class. On the 7th absence, the computer will replace the grade with an "NC" for No Credit. Once a student has lost credit, he or she must still attend that class. Failure to do so will result in disciplinary action.

If a student loses credit in a course due to academic or attendance issues, that student may be placed in a concept recovery class, before or after school, in addition to his/her regular scheduled day.

****Students who have exceeded the allotted absence limit may be referred to an appeals committee for consideration of credit at the end of the semester. This will only occur if the student has a passing percentage in that class.

Absence Codes

- A = Unexcused Absence
- P = Parent Excused
- **S = School Related
- *C = Court Document Provided
- D = Detention
- H = Homebound
- *M = Medical
- **O = Office Excused
- *Z = Out of School Suspension
- *B = Bereavement

* Indicates absences that are not applied toward No Credit. (NC)

** Indicates absences that do not count against perfect attendance for finals.

Parents are still required to call the school or provide notes to explain absences. Such absences WILL be counted against the student's attendance record.

7 Absences per class period = NO CREDIT in that class!

Parents' Responsibilities

Parents should make every effort to schedule routine medical appointments, family functions, and vacations during school holidays or breaks. It is recommended that appointments be scheduled outside the regular school day.

Minimize your child's

- Oversleeping
- Transportation problems
- Staying home to care for younger children
- Visiting friends or relatives
- Employment conflicts

Make-up Work

The student is responsible for getting his/her own work.

Students must contact teacher upon return from absence to make arrangements for completing missing assignments. Check your teachers' syllabi for the make up work policy in each class.

Chronic Illness

Students who have chronic and/or recurring illnesses must have a 'Chronic Illness Form' completed, signed by a doctor, and on file in the Nurse's Office. The completed and signed form is good for the current school year only. A new form is required for each school year; they cannot be carried forward from one year to the next. An approved 'Chronic Illness Form' prevents the student from receiving No Credit if the absences are a result of the illness verified by the doctor to be chronic. Homework/class assignments shall be made available to students with chronic health problems to provide the

opportunity to complete coursework. Instructional arrangements shall be determined on an individual basis to ensure that continuous learning is integrated as much as possible. Having a current 'Chronic Illness Form' does not excuse the student from class work and assignments.

PERFECT ATTENDANCE

Students with PERFECT ATTENDANCE (only school related absences will be excused) and NO TARDIES who are enrolled in regular or basic classes, and have earned a B or better in that class will be exempt from final exams. Students enrolled in Advanced Placement (AP) or Pre-AP coursework will still be required to take final exams regardless of their grade or attendance record.

The only absences from class that will not count against perfect attendance are:

- S – School Related (sports, activities, and/or field trips)**
- O – Office Excused**

NO EARLY FINALS

Students will receive an Incomplete (IN) for non-attendance during final exams. Students must make arrangements prior to the exam date to make up final exams missed during the designated time. Incompletes will change to an F if not rectified in a timely manner.

GUIDANCE SERVICES

Counseling services are designed to serve the needs of individual students in preparation of academic schedules, long range school programs, vocational or college planning, course adjustments and personal matters.

WEIGHTED GRADES

Students enrolled in classes designated as Pre-AP and AP will receive the same letter grades (A-F) as those enrolled in regular classes. However, grades that are earned in Pre-AP and AP courses will have a higher weight compared to grades earned in regular classes.

A student may request to be transferred from an AP class to a regular class and vice-versa with parent permission and teacher recommendation. Movement must be made according to district policy. Placement in classes is based on standardized test scores, District Placement Assessment, teacher recommendation, and parent/student request.

GPA CALCULATION

Advanced Placement/Pre-AP	Regular
A = 5.0	A = 4.0
B = 4.0	B = 3.0
C = 3.0	C = 2.0
D = 1.0	D = 1.0
F = 0.0	F = 0.0
IN = 0.0	IN = 0.0

The grade of Incomplete (IN) may be given at the end of any marking period to students who have not submitted all required work, including final exams.

GRADUATION REQUIREMENTS

In order to graduate from CGUHS, students must complete 22 credits. Each school district determines the course requirements for graduation for its schools. The CGUHSD Board of Governors has approved the following requirements. See your counselor for specific requirements for class rank and/or academic honors.

<u>Courses</u>	<u>Credits</u>
English	4
Mathematics (Algebra 1 and higher)	4
Science	3
Social Studies	3
Health	½
Voc Ed/Fine Arts Elective	1
Physical Education	½
<u>Electives</u>	<u>6</u>
TOTAL	22

Credits gained from an outside institution must be turned in prior to the end of the CGUHSD semester.

Beginning August 2013, online courses taken outside of the Casa Grande Union High School District will only count as elective credit.

FULL TIME STUDENT REQUIREMENTS

ALL STUDENTS MUST ATTEND A CGUHSD CAMPUS FOR FOUR (4) HOURS PER DAY.

Although not recommended, seniors who are interested in a shortened schedule must fulfill the following requirements:

1. Have a GPA of at least 2.5 and
2. Have nineteen (19) credits at the beginning of Semester 1
3. Have parental permission
4. Must have Met or Exceeded on AIMS
5. Must be enrolled for a minimum of four hours on a CGUHSD campus. (CAVIT classes do not count toward the four period requirements)

CREDIT RECOVERY OPPORTUNITIES

Students who do not meet district credit guidelines at the beginning of each semester will be enrolled in an alternative district placement. Please refer to the chart below:

District Credit Guidelines

Grade Level	Fall	Spring
9	NA	**
10	< 4 credits	<7 credits
11	< 10 credits	< 13 credits
12	< 16 credits	< 19 credits

**** 9th grade students enrolling during second semester who are deficient in credits will be admitted pending administrative approval only.**

Additional credit recovery opportunities may be available. See your guidance counselor for details. Credits gained from an outside institution must be turned in prior to the end of the CGUHSD semester.

Online courses taken outside of the Casa Grande Union High School District will only count as elective credit.

COMPETENCY EXAMS

In accordance with CGUHSD Board Policies IKF-R and IKF-RB, students may request competency exams in the areas of reading, writing and math. Other course competency exams will be subject to availability. (Reference ARS 15-521). Weighted credit will not be provided for any competency exam. Students must earn a minimum of 70% to receive credit for the course.

A = 90% to 100%

B= 80% to 89%

C= 70% to 79%

Students who have failed a course may also elect to take a competency exam in lieu of repeating the course. Students will receive the grade designation of Pass or Fail. If a passing percentage ($\geq 70\%$) is obtained the student will receive credit. The initial failing grade will not be replaced.

SUMMER SCHOOL

CGUHSD will provide an opportunity for students to attend summer school at a cost to be determined by the district.

ACADEMIC HONORS AND AWARDS

A variety of awards are given each year to deserving high school students. The requirements for these awards are significant and it is a genuine honor to be recognized. Award criteria are determined by each school site.

Beginning with the class of 2015, CGUHSD will revert to traditional Valedictorian and Salutatorian honors. Students will be honored as follows:

- Valedictorian – The student with the highest rank in the graduating class based on the student's weighted Grade Point Average. (GPA)
- Salutatorian – The student with the second highest rank in the graduating class based on the student's weighted Grade Point Average.

*****Students must have a minimum of 24 credits to be eligible for the above honors.**

1. All subjects are used to compute class rank.
2. All students in a grade or class are included.
3. Students must graduate with their assigned cohort to be eligible for Valedictorian and Salutatorian Honors.

CLASS RANKINGS/GRADE POINT AVERAGES

Rank in class is required by colleges and universities on transcripts submitted for entrance evaluation.

Class rank for students scheduled to be graduated in the senior class of 2015 and the senior classes of subsequent years shall be determined as follows:

- Accumulation of total grade points for high school class rankings begins with the ninth (9th) grade. A student's cumulative grade point average is calculated by dividing the student's accrued course grade points by the number of course units the student has taken to the date of the computation.
 - CGUHSD has an articulation agreement with CGESD for specific courses taken in 7th and 8th grade. These courses will count towards a student's graduation credit requirements, but will not factor into a student's grade point average
- Class ranking will be determined each semester after the completion of one (1) semester in the district, and following each subsequent semester.
- Computation of the rankings of the graduating class will be performed following the posting of the first (1st) semester grades of the students' senior year.

WITHDRAWAL FROM SCHOOL

Students who need to withdraw from school for any reason should bring a parent or guardian to the attendance office stating the reason for withdrawal. The withdrawal form must be signed by the parent or guardian and must verify that the student has the parent/guardian's permission to withdraw.

CODE OF CONDUCT

The school is responsible for the conduct and well-being of students from the time they get on the bus in the morning until they return home in the evening (no detours or stops) under Arizona state law.

Teachers are 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 are subject to discipline if infractions occur during any of the following:**

1. Any Casa Grande Union High School District activity/athletic event (home or away, day or night).
2. To and from school or school activities.
3. On campus.

BUS TRANSPORTATION

Student transportation is a qualified right, dependent upon good behavior. Student behavior on buses must promote safety, as bus drivers are responsible for the safe operation of the bus. Students are expected to follow the bus rules.

1. Obey the bus driver at all times.
2. Be on time for the bus both AM and PM.
3. Stand a safe distance from the curb or highway.
4. Be courteous to the driver and other bus passengers.
5. When crossing the street by school bus, always cross in front of the bus.
6. Sit quickly and quietly in assigned seat.
7. 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. Keep bus clean and free of damage.
10. Students are permitted to leave the bus only at their designated stops. Any changes require a parent/legal guardian's written request, approved by a school official.
11. Remain seated while bus is in motion.
12. Wear your ID when entering the bus.

Activity buses will be available for students who participate in after school activities and tutoring.

Students who jeopardize the safety of others may **forfeit** their bus privileges.

Bus service is provided by Beeline Transportation. The bus garage phone number is (520) 316-3388.

CLOSED CAMPUS

Students are to remain on campus from the time of arrival until after their last class of the day. Being off campus without permission from school personnel will result in disciplinary action.

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 office, where an official pass will be issued. Individuals wishing to visit teachers/staff members must receive prior approval from administration. All others may be deemed as trespassers and are subject to arrest (ARS Title 13).

DANGEROUS WEAPONS AND DEADLY INSTRUMENTS

A student will be recommended for 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 others in displaying, carrying or possessing dangerous instruments or deadly weapons.

DRESS CODE

Students may not wear clothing that causes annoyance, disrupts, agitates, interrupts, or interferes with others who are on the school premises for the lawful purpose of pursuing or providing a public school education. We believe that Casa Grande Union High School District students should dress modestly and appropriately for school.

Therefore, students are NOT ALLOWED to wear the following items:

1. Shirts, blouses, and tops exposing a bare midriff. Skin should not be revealed between the bottom of the shirt/blouse and the top of the pants/skirt/shorts.
2. Bare shoulders. No spaghetti straps or halter-tops. Shirt and blouses must extend to the end of the shoulders.
3. Shirts that are deeply/narrowly cut in the front, back, or under the arms. This means no cleavage should be seen as well as basketball jerseys without the appropriate under garments.
4. Clothing not covering the buttocks, genital area or underwear. (i.e. baggy or saggy pants, shorts and short skirts)
5. Pants, shorts or skirts with holes or tears above mid-thigh.
6. Exposed underwear.
7. Clothing made of see-through fabric without proper under garments.
8. Shorts and skirts above mid-thigh.
9. Clothing, backpacks, binders, or other accessories, jewelry, or skin markings with symbols or messages regarding tobacco, alcohol, drugs, race, gambling, obscenities, nudity, profanity or sexual connotations.
10. Clothing identified by law enforcement agencies as being popular with gangs/negative student groups such as clothing with gang names, slang street names, eight ball markings, or satanic markings.
11. Bandannas of any color, size or shape may not be carried or displayed.
12. Hats, head scarves/skull caps, hairnets, do-rags, and bandannas.
13. Ribbed, white tank top underwear.
14. Pajamas, blankets, and house slippers.
15. Bare feet.
16. Items that present a hazard to the health or safety of the student or others in the school. Examples of these items are jewelry, ornamental accessories, chains, spiked collars, spiked wristbands, etc.
17. Items that could cause excessive wear or damage to school property (chains, pins, spikes, etc. attached to clothing)
18. Items that interfere with school work or disrupt the educational program. At the discretion of a staff member, students may be directed to wear school-provided shirts if the student's clothing is deemed inappropriate. Refusal to do so could result in disciplinary action. School administrators will make the final decision regarding the appropriateness of student appearance.

Student/Parent Responsibility

Students and their parents/guardians are responsible for the awareness of the school's dress code and must conform to these requirements. The school administration retains the final discretion to determine that the garment or accessory meets the dress code. If a student or parent has any questions whether specific attire or accessories are in compliance with the dress code, they must contact an administrator **prior** to wearing such attire or accessories to ensure compliance.

Consequences

Any student violating this policy is subject to disciplinary action including, but not limited to the following: a warning, confiscation of item(s), parent conference, lunch detention, community service, or Out-of-School 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.

Electronic Devices

Cell phones and other electronic devices may be used in classrooms **AT THE DIRECTION OF TEACHERS FOR ACADEMIC USE ONLY**. Cell phones and other electronic devices can be subject to confiscation if used without teacher permission for academic use. The consequence for the first offense will require parent pick up of the item(s). The second offense will result in Saturday School and parent pick-up of item. The third offense will result in one day of Out of School Suspension and three days for infractions thereafter. **Refusing to give up an electronic device will result in 3 days of Out of School Suspension.**

The school is not responsible for lost, stolen, or confiscated property.

Food/Drink/Gum

Breakfast and lunch may be purchased in the cafeteria, snack bar or carts. A free and reduced meals program is available and the application forms are available in the cafeteria. **Food and drinks are not allowed inside classrooms or hallways. The sale of any items, food or otherwise, is prohibited on campus without administration approval.**

NO GUM ALLOWED ON CAMPUS

Hall Passes

Each student is required to have a pass/handbook signed by a staff member if he/she is in the halls while classes are in session.

Skateboards

Skateboards, along with other small-wheeled transportation such as skates and scooters, are not allowed on campus at any time. These items will be subject to confiscation.

Student IDs

IDs are worn for the safety of all students on campus. All students must wear an ID that corresponds to the CGUHSD school the student is enrolled on a lanyard around the neck at all times while on campus. **IDs must be visible and readable; no stickers or defacement is allowed.** One ID and lanyard are issued at registration per student. If the card or lanyard is lost or stolen, it must be replaced at a cost of \$5.00 per student. (Students arriving on campus without an ID must report to the discipline office to get a temporary ID. **Students without IDs, defaced IDs, in possession of another person's ID, or not wearing their IDs may be subject to disciplinary action.**

Student Harassment

Verbal or physical acts of aggression will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences. If a student believes that he/she has been harassed, he/she should contact a counselor or any administrator as soon as possible.

Intimidation of another student or a staff member through verbal, written, gestures or electronic means is prohibited.

Students who use electronic information and communication devices such as email, instant messaging, cell phones, chat rooms, social networks (such as MySpace, YouTube, Twitter or Facebook), blogs or text messaging to threaten, defame or intimidate other students or staff, or for 'sexting' or recording videos of fights, may be subject to student disciplinary procedures. In addition, the police may be contacted.

Casa Grande Union High School District Discipline Matrix

Range of Consequences

Code of Conduct Violation	Definition	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Alcohol	The use, possession, or sale of alcoholic substance.	9 days off campus suspension.	Request for discipline hearing and DW referral.		
Arson	Intentional burning of school and personal property.	Request for discipline hearing. Restitution and DW referral up to expulsion. Police will be contacted.			
Assault (physical)	Physical attack by one person, or group of persons, upon another person.	Conference – 9 day suspension. Possible request for discipline hearing. Police may be contacted.	Conference - Expulsion. Police may be contacted.		
Assault (Verbal)	The use of verbal language and/or gestures such as calling names, degrading, screaming, threatening, criticizing, berating and humiliating with the intent to cause harm and/or distress.	Conference – 3 day suspension	Up to 5 day suspension	Up to 9 day suspension	Discipline hearing and DW referral – expulsion.
Automobile	The inappropriate use of an automobile on school property.	Conference – Revocation of parking privileges → → →			
Bomb Threats/Threats of violence or destruction.	Making plans or participating in an act of violence against school property that represents a potential danger to students, staff or patrons of the district.	Request for discipline hearing. DW referral - expulsion. Police will be contacted.			
Bullying/Cyber Bullying	Intimidation of another student through verbal, written, gestures, or electronic means.	Conference – Expulsion → → →			
Bus Misuse	Not following designated bus rules	Conference – bus suspension.	Lunch Detention – bus suspension.	Bus suspension	
Cheating/ Plagiarism *Additional consequences may apply according to teacher policy.	Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, or securing teacher materials or work in a dishonest or unauthorized way.	Conference – 3 days off campus suspension.	Up to 5 days off campus suspension.	Up to 9 days off campus suspension plus discipline hearing and DW referral.	

Code of Conduct Violation	Definition	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Defiance, disrespect, insubordination, and classroom disruption.	Refusal to comply with reasonable requests of school personnel; refusal to follow school or classroom rules, and disregarding the suggestions and corrective efforts by teachers/staff members.	Conference – 3 days off campus suspension.	Up to 5 days off campus suspension.	Up to 9 days off campus suspension plus discipline hearing and DW referral.	
Destruction of school property (tagging, vandalism, etc.)	Willful destruction or defacement of school property.	Restitution and up to 3 day suspension. Police may be contacted.	Restitution and up to 5 day suspension. Police may be contacted.	Restitution and 9 day off campus suspension – DW referral and discipline hearing. Police may be contacted.	
Dishonesty, lying to school official, falsification, and forgery.	Knowingly giving false information or information intended to mislead; Writing and using the signature or initials of another person.	Conference – 3 days off campus suspension.	Up to 5 days off campus suspension.	Up to 9 days off campus suspension plus discipline hearing and DW referral.	
Disruption of the educational process.	The act of being involved in behavior that inhibits the learning of other students in the classroom.	3 days off campus suspension.	5 days off campus suspension.	9 days off campus suspension – DW referral and discipline hearing.	
Drugs	The use (including inhalation) possession or sale of marijuana, drugs, spice, narcotics or harmful substances represented as such and related paraphernalia. Police will be contacted.	9 days off campus suspension – request for discipline hearing and DW referral or expulsion.			
Fighting	Engaging in physical contact for the purpose of causing harm to another person.	9 days off campus suspension. May request discipline hearing Police may be contacted.	9 days off campus suspension. Request for discipline hearing or DW referral. Police may be contacted. → → →		
Gambling	Participating in games of chance for the purpose of exchanging money or goods.	Conference - 3 days off campus suspension.	Up to 5 days off campus suspension.	Up to 9 days off campus suspension plus discipline hearing or DW referral.	
Gangs, Gang Activity	Activities, acts, and behaviors which display or imply gang affiliation or activity.	Conference – Expulsion → → →			
Hazing	Any act that injures, degrades or disgraces (or tends to injure, degrade or disgrace) any student.	Conference to Suspension → → →			
Intimidation, Harassment, Threats	Intimidation of another student through verbal, written, gestures, or electronic means.	Conference to Suspension → → →			

Code of Conduct Violation	Definition	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Leaving Campus without permission	Leaving school grounds without permission from school official.	Conference and 1 day off campus suspension.	3 days off campus suspension.	5 days off campus suspension.	9 days off campus suspension - discipline hearing or DW referral or expulsion.
Public Display of Affection (PDA)	Any close physical contact.	Conference – Saturday School	Lunch Detention – 3 days off campus suspension.	Saturday School – 5 days off campus suspension.	
School Prohibited Materials and Contraband	In possession of tagging markers, lighters, rolling papers, bandanas, wallet chains, trench coats, etc.	Conference – Saturday School	Lunch Detention – 3 days off campus suspension.	Saturday School – 5 days off campus suspension.	
Sex	Engaging in a sexual act.	Parent Contact and 9 days off campus suspension.	Disciplinary hearing or DW referral. → →		
Sexual Abuse	Intentionally or knowingly engaging in sexual contact with any person without consent of that person.	9 days off campus suspension – request for discipline hearing or DW referral or expulsion. Police will be contacted.			
Sexual Assault (Rape)	Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.	9 days off campus suspension –DW referral or request for discipline hearing Police will be contacted.			
Sexual harassment	The unwelcome advances, requests for sexual favors, and any other verbal or unwanted physical conduct of a sexual nature made by a student to another person.	Parent Contact and up to 5 days off campus suspension. Police may be contacted.	5 days off campus suspension. Police may be contacted.	9 days off campus suspension plus discipline hearing and DW referral. Police may be contacted.	
Student ID's	Not wearing ID properly or at all. Refer to handbook, "Student IDs" for full definition.				
Tardiness	Late to class.	Failure to be in class 10 minutes after the start of class.	Saturday School after fourth tardy in the same class reported by teacher	Saturday School assigned every third tardy accumulated after the first four tardies.	
Theft	Taking property or items that do not belong to you without consent.	Restitution – DW Referral or Disciplinary Hearing. Police will be contacted.			

Code of Conduct Violation	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Threat of harm to self.	The act of verbally or in written form stating a plan or intent to cause injury or death to one's self.	Contact parent to pick up student. Police will be contacted.			
Tobacco/ Electronic Cigarettes	The use, possession or sale of tobacco products or electronic smoking devices.	Conference and Lunch detention. Parent contact.	Saturday School. Parent contact.	3 days off campus suspension. Parent contact.	5 days off campus suspension. Parent contact.
Trespassing/	The unauthorized presence of any student on a campus or the entering of a student into an unapproved area. If the student refuses to leave upon request, it is a violation of state law.	Conference and Saturday school. Police may be contacted.	Up to 3 days off campus suspension. Police may be contacted.	Up to 5 days off campus suspension. Police may be contacted.	Up to 9 days off campus suspension. Police may be contacted.
Truancy, ditching, and unexcused absences.	Any absence not excused by a parent or legal guardian and approved by the appropriate school official.	Conference and lunch detention. Parent contact.	Saturday School. Parent contact.	1 day off campus suspension. Parent contact.	3 days off campus suspension. Parent contact.
Unauthorized Entry	The intentional entry by a student without authorization into any school facilities	Conference - DW referral or request for discipline hearing. Police may be contacted.			
Weapons	Possession or threatening use of any weapon, real or simulated.	9 days off campus suspension – and request for disciplinary hearing Police will be contacted.			

Disciplinary Action Definitions

Conference

A formal conference is held between the student and an administrator. During this conference, the student must agree to correct his/her behavior.

Parent Contact/Conference

Parent(s) are notified by telephone, personal contact, letter, or certified letter. A conference may be conducted between the student, his/her parent(s), appropriate school personnel, and other individuals concerned.

Behavioral Contract

A behavioral contract may be written following a parent conference to be signed by the student, parent and school administrator.

Lunch Detention

Lunch detention is detention served during a student's lunch in an assigned classroom. If a student does not attend lunch detention, he/she will receive Saturday School.

Saturday School

Saturday school is served from 8:00 a.m. to 12:00 p.m. on the Saturday after the infraction occurred. If a student misses Saturday School, he/she will receive 2 days off campus suspension.

Off Campus Suspension (OCS)

OCS is the removal from regular classes and assignment to parent/guardian for a period of time specified by school administration. While serving OCS, the student will not participate in any school activities, and will not be permitted on campus for any reason.

Casa Grande Student Success Program "CGSSP" (Formally Desert Winds High School)

Student will be referred to CGSSP for a time specified by school administration. At the end of the specified time, students may reapply to their home school for re-admittance. Re-admittance will be based on behavior, attendance, grades and credit status while attending CGSSP.

Expulsion

The student and his/her parent(s) are informed immediately that he/she is subject to expulsion. Notification of the intent to expel will include an explanation of due process. The Superintendent or his/her designee will recommend to the Board of Education that the student be expelled. The expulsion does not become effective until the due process procedure has been completed.

Administrative Discretion

The administration retains the right and privilege to issue consequences for acts of behavior not specifically stated herein and to alter any consequences, as they consider necessary. Furthermore, the administration reserves the right to amend any provisions in this handbook which they deem to be in the best interest of the educational process.

Student Parking

In order to obtain a parking permit the student must bring copies of current Arizona registration, driver's license and a current proof of insurance. Student parking is a privilege and may be revoked at any time.

Parking rules are as follows:

1. Must have an assigned parking permit to park on campus. Students must be a Senior, Junior or Sophomore in good standing.
2. Students must park only in the designated student parking lot.
3. Permit must be visible at all times.
4. Permit must be placed on rear-view mirror and cannot be transferred to another vehicle.
5. **Parking permit transactions must be made through the bookstore only. No trading, giving, selling, buying, etc. of parking permits.**

Abuse of parking rules will be subject to disciplinary action.

Extra-Curricular Activities

School activities are an integral part of the total educational program and provide experiences that may not be adequately addressed by regular classroom instruction. Casa Grande Union High School has various organizations that offer opportunities for interested students to participate in extra-curricular activities. Clubs will be organized as interest is shown. Information on recognized clubs is available in the athletic office.

Athletics

Certified birth certificates and physical forms must be on file in the athletic office. If a student becomes 19 years of age on or before September 1st, he/she is not eligible. A student must be passing all courses and an academic check will be done every Thursday at 3:30 PM. The student's attitude, conduct, and general school spirit, in and out of contests, must be of acceptable quality in order for him/her to have the privilege of representing the school.

Sports

(Varsity, J.V. & Freshman)

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Boys Basketball	Baseball
Boys/Girls Cross Country	Girls Basketball	Softball
Boys/Girls Golf	Girls Soccer	Boys/Girls Tennis
Spirit Line	Boys Soccer	Boys/Girls Track
Volleyball	Wrestling	
Danceline		

Athletes Competing In College

In addition to being admitted, NCAA regulations require 13 core classes, minimum of 820 on the SAT or 17 on the ACT, and an application for eligibility to play Division I or II college athletics.

National Honor Society

A junior who has a minimum grade point average of 3.5 and service points is eligible for screening for NHS. The four (4) qualifications for faculty screening are: scholarship, service, leadership, and character.

Field Trips

Students receiving a passing grade in each of their classes will be allowed to attend school sponsored out-of-class field trips. Parents and all teachers must sign the field trip permission form. The teacher will have the opportunity to determine the student's eligibility for the field trip based on his or her progress in the class.

Bookstore

The bookstore is open from 8:30 AM to 4:00 PM on school days. Students can pay fees, fines or purchase school items. Fees for the following items are:

Student Activity Pass	\$30.00	AP Exam Deposit	\$30.00	Band	\$50.00
Parking Permit	\$25.00	Replacement ID	\$5.00	CTE Fees	Check with CTE teacher for fees each semester
Replacement Parking Permit	\$15.00	Lanyards	\$1.00		
PE/Dance Uniforms	\$25.00	Pay to Participate	\$50.00		

Book Costs

Textbooks and/or e-readers are loaned to students and must be returned in acceptable condition. Students are responsible for the proper care of all supplies and furniture supplied by the school. **Students are held financially responsible for disfigurement, breakage or damage to school or personal property.**

Fire Procedures

When the fire alarm sounds, students will evacuate the building in an orderly, quiet manner and follow the instructions of those in charge. If the alarm sounds during a passing period, students are to report to the designated evacuation area of the class to which they are going.

Library

Students are required to have the student handbook signed by their teachers during class time and have their school IDs in order to enter the library. Students must swipe their IDs upon entering then library and may not exit campus through the library during school hours.

Typically, library hours are from 8:00 AM to 5:00 PM.

Medications

All medications (with the exception of cough drops) must be brought to the nurses' office and a release form must be signed by a parent or guardian. This includes both prescriptions and over the counter medications. Students may carry Asthma Inhalers and Epi-Pens after the nurses' office receives a consent form signed by a parent/guardian.

PE Lockers

Locks and lockers are the property of the school, supplied to students. Students are not to share lockers with other students. Administration has the legal right to inspect individual lockers when there is a good reason to do so. The district will make periodic health and safety inspections of all lockers. **STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY AS TO SCHOOL LOCKERS.**

THE SCHOOL IS NOT RESPONSIBLE FOR ARTICLES LOST OR STOLEN.

Miscellaneous

Change of Address and Telephone Number

It is very important that all students notify the guidance and attendance offices immediately of any change of address or telephone number.

Telephones

The office and teacher telephones are business phones and are **NOT AVAILABLE FOR PERSONAL CALLS**. Students may use the **OFFICE PHONE ONLY** for calls that deal with emergencies. Students will not be called out of class to answer the phone. In the case of emergency calls from parents, a message will be delivered to the student in class.

Lunch Check Out

Between the hours of **11:30 AM and 1:20 PM**, passes will not be sent out to students for check out. Students must come to the office of their own volition and **WILL NOT** be notified that a parent/guardian is waiting for them. Parents should make arrangements with their children ahead of time to minimize confusion.

PASSES WILL NOT BE SENT FOR STUDENTS AFTER 2:45 PM.