

Casa Grande Union High School District

Student Handbook

Parent/Guardian 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/guardians of students in Title I School-wide and Title I Targeted Assistance Programs that parents/guardians 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 District 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

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy interests of parents/guardians and students with regard to educational records. Generally, FERPA gives parents/guardians 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/guardian to the student. FERPA requires school districts to notify parents/guardians 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 (ARS13-3620) 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.

Enrollment

If a student registers after the 10th school day of a semester and has not attended any school during that time, the student may be referred to Desert Winds Learning Center for at least the remainder of the semester.

Schedule Changes

Schedule changes are made for students enrolled in the wrong class. Students who wish to change classes after the 10th day of a semester will **not** receive credit for that course and may not receive credit for the replacement course.

Withdrawal

Students who need to withdraw from school for any reason should bring a parent/guardian to the attendance office with his/her valid State ID stating the reason for withdrawal. The withdrawal form must be signed by the parent/guardian and must verify that the student has the parent/guardian's permission to withdraw. Withdrawals are completed between the hours of 8 AM - 2 PM.

Closed Campus

Students are to remain on campus from the time of arrival until after their last class of the day. Any student wishing to leave campus during the school day MUST have verified parent/guardian approval.

Being off campus without permission from school personnel will result in disciplinary action.

For security reasons, only those officially enrolled as students are permitted on campus during the school day. Parents/Guardians 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).

Attendance Philosophy

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/Guardians and teachers must work together to ensure regular school attendance.

Academic Success Formula

Student + Regular Attendance = SUCCESS

Attendance Guidelines

Parents/Guardians 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 student's:

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

Tardies

Parents/Guardians 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, In School Suspension (ISD), or After School Detention for every tardy after the 3rd tardy in the same class each semester (Example: Saturday School will be given on the 4th tardy and then every subsequent tardy after that). **If a student is tardy, outside food or drinks will NOT be allowed.**

Absences

Parents/Guardians must notify the attendance office of student absences. Medical documentation must be provided to the attendance office within 48 hours from the date of absence for an absence to be medically excused. Failure to provide medical documentation within 48 hours will result in an unexcused absence. * We reserve the right to verify medical notes.

- Ten (10) minutes late = 1 Absence
- Four (4) tardies in the same class in the same semester = Saturday School, In School Suspension (ISD), or After School Detention
- Ten (10) absences per class period = NO CREDIT in that class (with the exception of medical, court, and bereavement with proper documentation submitted within 48 hours).

Absence Codes

A = Unexcused Absence
P = Parent/Guardian Excused
S = School Related **
C = Court Document Provided *
D = Detention
H = Homebound
I = In School Detention *
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 are do not count against perfect attendance.

Loss of Credit

Students who are absent for more than nine (9) instructional days, during a given semester, will lose credit in that class. On the 10th 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 credit recovery class, before or after school, in addition to his/her regular scheduled day. Parents/Guardians are still required to call the school or provide notes to explain absences. Such absences WILL be counted against the student's attendance record.

- Note: Students who have exceeded the allotted absence limit may appeal to a 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.

Chronic Illnesses

Students who have chronic and/or recurring illnesses much 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.

Dismissal During School Hours

Any student wishing to leave campus during the school day MUST have verified parent/guardian approval. Parents/Guardians deeming it necessary to dismiss his/her student during the school day must present a valid State ID to office staff and sign the student out. Parents/Guardians are encouraged to **CALL EARLY** in the morning so a pass may be sent to the student indicating the time of dismissal. Students may sign themselves out ONLY IF the parent/guardian requests so and is able to answer questions of identity and verification. Please make arrangements ahead of time so your student has a pass.

Passes are NOT issued during the following:

- lunch periods
- 35 minutes prior to the end of the school day
- after 2:30 PM during the Regular Bell Schedule
- after 1 PM during the Early Release Bell Schedule
- semester exams
- state/national exams
- pep assemblies

If dismissal is requested during such times, students must come to the office of their own volition and WILL NOT be notified that a parent/guardian is waiting for them. Parents/Guardians should make arrangements with their children ahead of time to minimize confusion.

Field Trips

Students will be allowed to attend school-sponsored out-of-class field trips as long as they are receiving a passing grade in all of their classes and have an acceptable attendance record. Parents/Guardians 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.

- Starting the 2018-2019 school year, students who have a bookstore balance from previous school years will not be eligible to participate in any school activities until that previous balance is paid.

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.

Early Finals Not Allowed

All students are required to take end-of-course exams. If the student is absent for final exams, they will have re-takes at a later date ONLY if the absence is for the following reasons: medical, court, or bereavement. Documentation is required.

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.

Honors & AP Courses

All students enrolling in AP classes MUST take the AP Exam. Registration and payment for AP Test is done on-line @totalregistration.net beginning in December each year.

Students enrolled in classes designated as Honors and AP will receive the same letter grades (A-F) as those enrolled in regular classes. However, grades that are earned in Honors and AP courses will have a higher weight compared to grades earned in regular classes. Students must finish an AP course in it's entirety and take the AP exam to earn weighted credit.

A student may request to be transferred from an AP class to a regular class and vice-versa with parent/guardian 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/guardian/student request.

GPA Calculation

AP, Honors, and Approved College Courses***

A = 5.0
B = 4.0
C = 3.0
D = 1.0
F = 0.0
IN = 0.0

Regular Courses

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 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.

Weighted Credit

*Weighted credit is awarded for honors and AP courses, however students must finish an AP course in its entirety and take the AP exam to earn weighted credit.

**Beginning in the 2016-17 school year, if a core course taken at a college transfers to a university as a core course non-elective, then students will receive weighted credit. Core courses are English, math, social studies, science, and foreign (world) language. Refer to www.aztransfer.com for a full list of courses and their transfer status.

Graduation Requirements

In order to graduate from CGUHS, students must complete 22 credits. With proper documentation, a student may replace a course required for graduation with a comparable college course, including online college courses. Please see your guidance counselor for specific details. Other online courses taken outside of the CGUHSD will be counted as elective credit. Each school district determines the course requirements for graduation for its schools. Seniors MUST attend BOTH days of marching practice to participate in graduation. The CGUHSD Governing Board has approved the following requirements. See your counselor for specific requirements for class rank and/or academic honors.

Courses

English
Mathematics (Algebra 1 and higher)
Science
Social Studies
Voc Ed/Fine Arts Elective
Physical Education
Electives

Credits

4
4
3
3
1
1
6

22

"Half Day" Student Requirements

ALL STUDENTS MUST BE ENROLLED FOR FOUR (4) PERIODS TO MEET THE HALF-DAY DAY REQUIREMENTS.

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

1. Have a GPA of at least 2.0
2. Have nineteen (19) credits at the beginning of Semester 1
3. Have parental/guardian permission
4. Must be enrolled for a minimum of four periods on a CGUHSD campus, which may include a zero period class. (CAVIT classes CAC English 101-102 do not count toward the four period requirement)

Credit Recovery Opportunities

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

The numbers in parentheses () indicate the number of credits a student in good standing should have at the beginning of each semester.

Grade Level	Fall	Spring
9	N/A	** (3.0)
10	< 4 credits (6)	< 7 credits (9)
11	< 10 credits (13)	< 13 credits (16)
12	< 16 credits (20)	< 19 credits (23)

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

Additional Credit Recovery Opportunities (see your guidance counselor for details)

Outside institutions: 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 (Pep Tech, Primavera, Pinnacle, etc.) will only count as elective credit.** Please see Graduation Requirements for details.

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

Competency exams: Students may request competency exams in the areas of English, math, science, and social studies subject to availability. Weighted credit will not be provided for any competency exam. Students must earn a minimum of 70% to receive credit for the course. 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.

Academic Honors and Awards

*Students must have a minimum of 24 credits and a cumulative weighted GPA of 3.5 to graduate with honors.

Beginning with the class of 2021

Honors Graduate

- The student would pass at least 5 Arizona Merit tests at the level of Proficient or higher at the end of the junior year
- The student would successfully pass (with a grade of "C" or higher), at least 5 Honors or AP classes by the end of the junior year.
- The student would have a cumulative weighted GPA of at least 3.5 at the end of 7 semesters.
- If a student did not take the Arizona Merit because their school did not require this test, the requirement in step 1 could be met with a score of at least 23 composite on the ACT or at least 1040 on the SAT.

Honors Graduate with Distinction

- In addition to the requirements above, the student would earn at least 3 AP scores at the level of 3 or above by the start of senior year.

Beginning with the class of 2020

Honors Graduate

- The student would pass at least 3 Arizona Merit tests at the level of Proficient or higher at the end of the junior year
- The student would successfully pass (with a grade of "C" or higher), at least 4 Honors or AP classes by the end of the junior year.
- The student would have a cumulative weighted GPA of at least 3.5 at the end of 7 semesters.
- If a student did not take the Arizona Merit because their school did not require this test, the requirement in step 1 could be met with a score of at least 23 composite on the ACT or at least 1040 on the SAT.

Honors Graduate with Distinction

- In addition to the requirements above, the student would earn at least 2 AP scores at the level of 3 or above by the start of senior year.

Beginning with the class of 2019

Honors Graduate

- The student would pass at least 2 Arizona Merit tests at the level of Proficient or higher at the end of the junior year
- The student would successfully pass (with a grade of "C" or higher), at least 3 Honors or AP classes at the end of the junior year.
- The student would have a cumulative weighted GPA of at least 3.5 at the end of 7 semesters.
- If a student did not take the Arizona Merit because their school did not require this test, the requirement in step 1 could be met with a score of at least 23 composite on the ACT or at least 1040 on the SAT.

Honors Graduate with Distinction

- In addition to the requirements above, the student would earn at least 2 AP scores at the level of 3 or above by the start of senior year.

Valedictorian and Salutatorian will also be recognized. Students will be selected for honors, including Valedictorian and Salutatorian using the following criteria:

1. All classes taken by the student are used to compute class rank, including all courses taken at other institutions.
 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.
- **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.

Class Ranking/GPA

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

Class rank 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 and Legacy Traditional School 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.

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/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 Durham Student Services. The bus garage phone number is (520) 316-3388.

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.

Student ID's

Students must wear their current ID's at all times. Students may not wear ID's from previous years or ID's of other students. ID's must be worn on a lanyard, visible, and readable. Failure to do so is a violation of the Dress Code Policy and may result in disciplinary action.

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, weapons, profanity or sexual connotations.
10. Clothing identified by law enforcement agencies as being popular with gangs/negative student groups such as trench coats, clothing with gang names, slang street names, or eight ball markings, or wearing all the same color.
11. Bandannas of any color, size or shape may not be carried or displayed.
12. Hats, hoods, 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 &/or shorts 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/Guardian 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/guardian 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/guardian conference, lunch detention, community service, In-School Detention, After-School Detention, Saturday School, and/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/guardian.

Electronic Devices

Electronic devices may be used in classrooms **AT THE DIRECTION OF TEACHERS FOR ACADEMIC PURPOSES ONLY.**

Electronic devices are subject to confiscation if used without teacher permission or if used in violation of the Responsible Use Agreement. Misuse of an electronic device, personal or district issued, may result in disciplinary action. Please refer to the discipline matrix for details.

Refusing to give up an electronic device, personal or district issued, will result in 3 days of In-School Detention.

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

Personal speakers are not to be used anywhere on campus without the express permission from administration.

Confiscation of Personal Devices

1st Offense: Parent/Guardian pick up of the item(s).

2nd Offense: Saturday School and parent/guardian pick-up of item(s).

3rd Offense: 1 day of In-School Detention.

4th Offense: 3 days of In-School Detention

Every infraction thereafter shall be decided by administration.

Responsible Use Agreement

During registration, students and parents/guardians sign the Responsible Use Agreement which states the following student responsibilities:

- I acknowledge that the district is not responsible for the technology that I bring with me to school including both district and personal devices. Disfigurement, damage, loss, or theft of a district device will result in the student owing a \$100 deductible for the device to be repaired or replaced. Removal of the *District Asset Tag* will result in a \$10 fee.
 - I am responsible to return district devices in acceptable condition at the end of each school year or upon withdrawal. **Failure to do so may result in the police being contacted.**
 - I am aware that my activities on the CGUHSD network (including guestnet), on personal or district devices, are not private and can be accessed by district personnel at any time. **I have no expectation of privacy when on a district device at any time or on a personal device while using the district network.**
 - I have the responsibility to use the CGUHSD network (including guestnet), whether on a personal or district device, appropriately.
 - This includes:
 - Not sharing my password with other people and not using another person's password to access the network.
 - Not sharing personal information about myself or others online.**
 - Not looking up material that contains violence, hate speech, profanity, sex, drugs, alcohol, or other inappropriate material as determined by school staff.**
 - Not engaging in cyberbullying, as defined in the CGUHSD Student Handbook.
 - Not installing or downloading any harmful, illegal, or inappropriate programs or applications on any district device.
 - Not circumventing or attempting to circumvent district security measures including, but not limited to; network security, web filters, proxy servers, virus protection, or any other security measures employed by the district.
 - Not engaging in audiotaping, videotaping or photographing others.**
 - Not stealing intellectual property from other people by plagiarizing, cheating or violating copyright rules.
- **Unless related to a school project and directed to do so by a district staff member.
- During class time, I am responsible to use my personal or district device for classwork only at the direction of my teacher.
 - I have the responsibility to report inappropriate use by others in accordance with the guidelines listed above.
 - I have the responsibility to tell a teacher or staff member immediately, if I enter an inappropriate site accidentally.

Optional Laptop Insurance Program

As part of the Casa Grande Union High School District Every Student Access 1:1 technology initiative, parents/guardians have the option to enroll in the district's Laptop Insurance Plan. Enrollment in the plan will minimize the potential repair and/or replacement costs associated with the device.

By selecting this plan, you agree to pay an annual fee of \$45 to be enrolled in the Laptop Insurance Plan. If a device becomes damaged, your student will take it to the school's Service Center for assessment and repair. If the device is stolen while at school, the incident must be reported by the student to their teacher or front office within 24 hours. If the device is stolen outside of school, the parent/guardian must file a police report within 48 hours. A copy of the report must be turned into the school principal.

Enrollment in the Laptop Insurance Plan does not begin until the annual \$45 payment has been received.

What is covered under the plan?

- Accidental damage, such as cracked screens or cases, broken keyboards, etc.
- Battery replacement (if it is determined that the battery is malfunctioning)
- Replacement of stolen device. If the device is stolen, a police report must be filed within 48 hours. A copy of the report must be sent to the school's front office.
- Hardware issues (video cable, broken ports, speakers)

Insured laptop deductible costs

Item	Cost
Device	\$100 (1st incident only)
Screen	\$75
Keyboard	\$23
Charger (malfunction)	\$0
Charger (lost or stolen replacement)	\$53

Intentional damage to the device is **NOT** covered under the plan.

Laptop Insurance Program - Opt Out

Parents/Guardians and students who choose NOT to purchase the Laptop Insurance Program are responsible for 100% of all repair and replacement costs for the device. The following prices are estimates, as exact costs for each repair will be made upon further inspection of the damaged device.

Uninsured Costs

Item	Cost
Device	\$400
Screen	\$151
Keyboard	\$55
Charger	\$53

Other items will be charged based on time and materials Parts + \$15 per hour. Half hour minimum

NOTE: All repairs must be made by CGUHSD Service Center technicians.

Food, Drink, and Gum

A free and reduced meals program is available, and the application forms are available in the cafeteria. Food and drinks are not permitted outside of designated areas. The sale of any items, food or otherwise, is prohibited on campus without administration approval. **Students and parents/guardians may not order food for delivery to the school. 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, cannot be used on campus at any time. Students must lock them up when they arrive on campus. These items will be subject to confiscation.

School 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 bookstore to purchase a replacement ID. Students without IDs, defaced IDs, in possession of another person's ID, an ID from a previous school year, 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.

Defamation or intimidation of another student or staff member through gestures, verbal, written, 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 YouTube, Twitter, or Facebook, Instagram, Snapchat, etc.), 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.

Hazing Prevention Policy

Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any athletic team, association, order, society, corps, cooperative, club or similar group. (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

Hazing, the solicitation to engage in hazing, aiding and abetting another person who is engaged in hazing is prohibited. It is not a defense to a violation of the hazing prevention policy if the victim consented to or acquiesced in the hazing activity. All students, teachers, and staff will take reasonable measures within the scope of their reasonable authority to prevent violations of the hazing prevention policy. Any incidents, complaints, are to be reported to discipline office, which will then be investigated by the administration for possible disciplinary actions described in the discipline matrix, and the police may be contacted.

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.**
6. Reckless driving is prohibited.

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 District has various organizations that offer opportunities for interested students to participate in extracurricular activities. Clubs will be organized as interest is shown. Information on recognized clubs is available in the athletic office.

- Starting the 2018-2019 school year, students who have a bookstore balance from previous school years will not be eligible to participate in any school activities until that previous balance is paid.

To participate in an extra-curricular activity:

- Must NOT have any outstanding balance(s) at the bookstore.
- Students must be passing ALL courses.
- Students MUST attend all scheduled classes the day of the activity.
- If the activity falls on a non-school day, students must attend all scheduled classes on the school day preceding the activity.
- If absent, and in order for a student athlete to participate in an activity, a medical documentation must be provided to the attendance office the day of the activity.
- An academic check will be done every Thursday.

Participation Conflicts:

In case of conflicts with other school activities, the following criteria will be followed:

- A. Whichever event is a state, division, conference or playoff takes precedence over regular practice or competition. Example: Student involved in state chorus takes precedence over basketball game.
- B. Competition always supersedes practice. Example: Student basketball game takes precedence over choir practice.
- C. Actual tryouts supersede practice. Example, tryouts for school play supersede basketball practice.
- D. In case of two competitions of equal status, the student will be able to make a choice. Example: Basketball game the same night as a choir contest. No penalty will be assessed due to student choice.

Please discuss conflicts with the sponsors and the school principal, if necessary, in advance.

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 3:30PM. 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.

- Starting the 2018-2019 school year, students who have a bookstore balance from previous school years will not be eligible to participate in any school activities until that previous balance is paid.

To participate in an athletic activity:

- Must NOT have any outstanding balance(s) at the bookstore.
- Students must be passing ALL courses.
- Students MUST attend all scheduled classes the day of the activity.
- If the activity falls on a non-school day, students must attend all scheduled classes on the school day preceding the activity.
- If absent, and in order for a student athlete to participate in an activity, a medical documentation must be provided to the attendance office the day of the activity.
- An academic check will be done every Thursday.

Sports

(Varsity, Junior Varsity, & Freshman)

Fall

Football
Boys/Girls' Cross Country
Boys/Girls' Golf
Spirit Line
Volleyball
Dance Line

Winter

Boys' Basketball
Girls' Basketball
Boys' Soccer
Girls' Soccer
Wrestling

Spring

Baseball
Softball
Boys/Girls' Tennis
Boys/Girls' Track

Effective beginning the 2017-2018 school year - A designated coach per sport will have with them at all times the emergency parent/guardian notification forms for all practices and games. It will be the responsibility of this coach to notify a parent/guardian if an injury has occurred to their child during the course of athletic play. **It is the responsibility of the parent/guardian to ensure accurate records for the team/responsible coach.** The primary purpose of the regulation is to establish better parent/guardian communication in the event of an injury.

- Starting the 2018-2019 school year, students who have a bookstore balance from previous school years will not be eligible to participate in any school activities until that previous balance is paid.

Athletics 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.

Bookstore

On a typical school day, the bookstore is open from: 7:45AM-3:30PM (CGUHS) & 7:30AM-3PM (VGHS). During these times, students can pay fees, fines, or purchase school items. Account payment plans are available at the bookstore. To participate in an extra-curricular activity, students must NOT have any outstanding balance(s).

- Starting the 2018-2019 school year, students who have a bookstore balance from previous school years will not be eligible to participate in any school activities until that previous balance is paid.

FEES ARE SUBJECT TO CHANGE. PLEASE CHECK THE BOOKSTORE FOR UP-TO-DATE COSTS.

Student Activity Pass.....	\$25	District Issued Electronic Device Fee.....	\$45
Parking Permit.....	\$25	District Electronic Device Deductible.....	\$100
		<i>(lost, stolen, or damaged devices)</i>	
Replacement Parking Permit.....	\$15	District Asset Label	\$10
		<i>(district asset label reapplied on a district electronic device)</i>	
PE/Dance Uniforms.....	\$25	Pay to Participate/Band.....	\$50
Replacement ID.....	\$5	CTE Fees.....	\$20/semester
Lanyards.....	\$1	AP Exam Deposit.....	\$20

District & Personal Property

Textbooks and district issued electronic devices are loaned to students and must be returned in acceptable condition at the end of each school year or upon withdrawal from school (i.e. free of stickers/markings, asset tag affixed, and minimal signs of wear and tear). Students are responsible for the proper care of all supplies, textbooks, electronic devices and furniture supplied by the school. **Students are held financially responsible for the cost of replacement due to disfigurement, breakage or damage to school or personal property and may face disciplinary action. Deliberate destruction or theft of a district electronic device may result in the police being contacted.**

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. Library hours are subject to change.

CGUHS

Library hours: 8 AM - 3:30 PM

VGHS

Students must swipe their student ID upon entering the library and may not exit campus through the library during school hours.
Library hours: 8 AM – 5 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/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/guardians, a message will be delivered to the student in class.

Casa Grande Union High School District Discipline Matrix

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. Consequences may include In-School Detention, After-School Detention, Lunch Detention, Saturday School, Suspension, Desert Winds Referral, and/or Expulsion.

Range of Consequences

Code of Conduct Violation	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Alcohol	The use, possession, or sale of alcoholic substance. Under the influence.	9 days Off Campus Suspension	Request for discipline hearing and DWLC referral		
Arson	Intentional burning of school and personal property.	Request for discipline hearing. Restitution and DWLC referral - expulsion. Police will be contacted.			
Assault (physical)	Physical attack by one person, or group of persons, upon another person.	9 days suspension – expulsion → → → →			
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 Reckless Driving	The inappropriate use of an automobile on school property, which may include endangerment of others. Reckless driving – a person who drives a vehicle in reckless disregard for the safety of persons or property.	Conference – Revocation of parking privileges- suspension – expulsion, depending on severity of infraction. Police may be called. → → → →			
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	Repeated and continuous Intimidation of others 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. Providing and/or allowing the work of others to be copied or plagiarized.	Conference and grade of zero on assignment or test.	Up to 3 days off campus suspension.	Up to 5 days off campus suspension and possible disciplinary hearing, or DWLC referral. → →	
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. → →	

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. Consequences may include In-School Detention, After-School Detention, Lunch Detention, Saturday School, Suspension, Desert Winds Referral, and/or Expulsion.

Code of Conduct Violation	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
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 – DWLC 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 – Expulsion →	→	→	→
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 – DWLC referral and discipline hearing.	→
Dress Code	Not wearing current, visible, readable school-issued ID in a lanyard while on campus. Wearing 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. Students should dress modestly and appropriately for school.	Conference – Parent/Guardian Contact Clothes change, In-School Detention, After-School Detention, Saturday School, and/or Suspension. →	→	→	→
Drugs	The use (including inhalation) possession or sale of marijuana, drugs, spice, narcotics or harmful substances represented as such and related paraphernalia. Under the influence. Police will be contacted.	9 days off campus suspension – request for discipline hearing and DW referral or expulsion. →	→	→	→
Electronic device misuse	Violation of the student responsibility section of the Reasonable Use Agreement on a district or personal device.	Conference - Expulsion Police may be contacted. →	→	→	→
Extortion	Asking for or demanding money or something of value from another person in return for protection on in connection with a threat.	Conference – Expulsion Police may be contacted. →	→	→	→
Failure to make reasonable academic effort	Repeated refusal to attend class and/or refusal to do expected work to the best of student's ability.	Conference – Referral to DWLC →	→	→	→
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 DWLC 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 DWLC 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 - Expulsion → Police may be contacted.	→	→	→

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. Consequences may include In-School Detention, After-School Detention, Lunch Detention, Saturday School, Suspension, Desert Winds Referral, and/or Expulsion.

Code of Conduct Violation	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Intimidation, Harassment, Threats	Intimidation of another student through verbal, written, gestures, or electronic means.	Conference - Suspension →	→	→	→
Leaving Campus without permission	Leaving school grounds without permission from school official.	Saturday School – 1 day suspension.	1 day off campus suspension.	3 days off campus suspension.	5 days off campus suspension - discipline hearing or DWLC 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/Guardian Contact and 9 days off campus suspension.	Disciplinary hearing or DWLC referral. →	→	→
Sexual Abuse	Intentionally or knowingly engaging in sexual contact with any person without consent of that person.	9 days off campus suspension - 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 – Expulsion 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/Guardian 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 IDs	Not wearing ID properly or at all. Refer to Student Handbook, “Dress Code” & “Student IDs” for full definition.				
Tardiness	Failure to be in class when the tardy bell rings.	Saturday School for the 4th tardy and every tardy thereafter. →			
Theft	Taking property or items that do not belong to you without consent.	Restitution – DW Referral or Disciplinary Hearing. Police will be contacted. →			
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.	May contact parent/guardian to pick up student. Police may be contacted. →			
Tobacco/ Electronic Cigarettes	The use, possession or sale of tobacco products or electronic smoking devices.	Saturday School Parent/Guardian contact.	1 day off campus suspension. Parent/Guardian contact.	3 days off campus suspension. Parent/Guardian contact.	5 days off campus suspension. Parent/Guardian contact.

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. Consequences may include In-School Detention, After-School Detention, Lunch Detention, Saturday School, Suspension, Desert Winds Referral, and/or Expulsion.

Code of Conduct Violation	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
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 - In-School Detention. 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/guardian or not approved by the appropriate school official.	Conference and lunch detention Parent/Guardian contact.	Saturday school Parent/Guardian contact.	1 day off campus suspension. Parent/Guardian contact.	3 days off campus suspension. Parent/Guardian contact.
Unauthorized Entry	The intentional entry by a student without authorization into any school facilities.	Conference – DWLC 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(s)/Guardian(s) Contact/Conference

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

Behavioral Contract

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

In School Detention (ISD)

In School Detention to be served in a designated classroom during school hours. Until midnight on the final day of ISD sentence, student will not have the opportunity to participate in social curriculum (after school activities, extra-curricular activities).

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 In-School Detention.

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.

Desert Winds Learning Center (DWLC) Referral

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