



**CASA GRANDE UNION  
HIGH SCHOOL DISTRICT #82  
STUDENT HANDBOOK  
GRADES 9-12**

*Casa Grande Union High School District  
Governing Board*

**Nancy Hawkins, President  
Jack Hennes, Member  
Joe Lopez, Member  
Chuck Wright, Member**

*Dr. Steve Bebee, Superintendent*

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## Introduction

### District Office

#### Casa Grande Union High School District

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Casa Grande, AZ 85122

P: (520) 316-3360

F: (520) 316-3352

www.cguhsd.org

Dr. Steve Bebee, Superintendent x1102

Mrs. Mary Ann Amerson, Human Resources Director x1104

Mr. Sean Casey, Student Services Director x1111

Ms. Melani Edwards, Curriculum & Instruction Director x1117

Mr. David Griffis, Technology Director x1701

Mr. Tim Mace, Facilities Director x3148

Ms. Gina Salazar, Business Services Director x1107

Ms. Marilyn Gardner, Federal & State Programs Director x1127

Mr. Steven Sipes, CTE Director x1122

### High Schools

#### Casa Grande Union High School

2730 N. Trekell Rd

Casa Grande, AZ 85122

P: (520) 836-8500

F: (520) 316-3353

Mr. Brian Mabb, Principal

Mr. Greg Anderson, Assistant Principal

Mr. Kevin Voit, Assistant Principal

Ms. Andrea Teran, Assistant Principal Edgenuity

Mr. Randy Robbins, Athletic Director

CGUHS

Grades 9-12

Cougars

Blue & Gold

#### Vista Grande High School

1556 N Arizola Rd

Casa Grande, AZ 85122

P: (520) 876-9400

P: (520) 876-5348

Mrs. Glenda Cole, Principal

Mr. Vance Danzy, Assistant Principal

Ms. Andrea Teran, Assistant Principal Edgenuity

Mr. Robert Pierce, Athletic Director

Ms. Jeanette Beechum, Dean of Students

VGHS

Grades 9-12

Spartans

Black & Gold

## Superintendent Welcome Letter



*“All Living the Pursuit of Excellence for Lifetime Achievement”*

The Casa Grande community is made up of approximately 57,000 residents consisting of approximately 22,500 households and 6,600 families. The Casa Grande Union High School District (CGUHSD) was founded in 1920 and presently encompasses 1,250 square miles. Currently, there are approximately 3,650 students enrolled in our two comprehensive high schools. The Casa Grande Union High School District receives students from the Casa Grande Elementary School District, Stanfield Elementary School District, Toltec Elementary School District, and Sacaton Public Schools.

As a district, we are very proud of the rich traditions that have been established at both of our schools and the opportunities living in a small-town community provides to all our students. In CGUHSD, we are focused on preparing our students for both college and career as they graduate high school and move on into our community, our state, and our nation. CGUHSD has a variety of academic offerings that will prepare our students for whichever path they choose beyond their high school career. In our core classes of Math, English, Science, and Social Studies, we also offer Honors, Advanced Placement, and Dual Enrollment courses that provide the appropriate level of rigor they may desire to prepare for their careers beyond high school. We offer a variety of elective classes from Career and Technical Education, Fine Arts, JROTC, Physical Education, and World Languages that offer our students a well-rounded education. We are also very proud of the partnership we have with CAVIT and the opportunities we have for our students to both receive and become certified in industry-level standards and skills in a variety of courses that provide students real-world experiences.

In CGUHSD, we understand the importance of the information age and 21st century skills for our students. We are a 1:1 district and all students are issued a laptop device for their personal use for the school year. We also understand the importance of educating the whole child and we encourage all students to plug in and find a way to get more involved in their school. Our schools offer a variety of both athletic and extracurricular opportunities for our students' interests and desires. Athletically, both schools are members of the Arizona Athletic Association. Casa Grande Union is member of the 5A Sonoran Region for all sports except Football, who is a member of the 4A Kino Region. Vista Grande is a member of the 4A Black Canyon Region in all sports except Football, who is a member of the 4A Copper Sky Region. We believe it is those extracurricular opportunities that complete the high school experience for our students and become the memories they have for the rest of their lifetime.

It is the mission of CGUHSD to inspire excellence by providing globally competitive educational and career opportunities for all students. We look forward to the relationships we will forge together with you during your time at CGUHSD. While these are unprecedented times in our Country and State, as a district, we will endure and continue to provide the best possible education for our students. I hope you have a great 2020-21 school year.

Sincerely,

Dr. Steve Bebee  
CGUHSD Superintendent

### **Vision**

All Living the Pursuit of Excellence for Lifetime Achievement

### **Mission**

The Mission of CGUHSD is to inspire excellence by providing globally competitive educational and career opportunities for all students.

### **Priorities and Goals**

#### **Competitive Educational and Workforce Development**

- Provide rigorous and relevant curriculum that engages all students
- Develop our capability to engage our community to support students' educational and career goals through business and industry partnerships
- Expand learning and career opportunities to support all students in their post high school desires

#### **Viable Curriculum that Promotes High Student Achievement**

- Encourage creative and critical thinking that promotes collaboration in solving relevant real-world situations
- Provide relevant, current, focused methodology and resources for all course offerings to meet the needs of the diverse student population of the district
- Develop personalized student learning that encourages creative and critical thinking strategies

#### **Positive, Safe, and Healthy Learning Environment**

- Provide physical, mental, and emotional supports that encourage mutual respect and acceptance
- Develop a positive school culture where students, staff, and administration value building genuine relationships that create a positive school environment
- Prioritize and ensure safe physical and structural environments where the safety and well-being of all students and staff is demonstrated

#### **Effective and Efficient Communication**

- Promote timely, accurate, and open exchange of district information with students, parents/guardians, staff, and the community
- Promote positive publicity of the district resources that communicates district news and events to the Casa Grande Union High School District community
- Embrace community involvement in our schools and promote community and district opportunities that benefit our students and local business and industry

#### **Effective and Efficient Use of Resources**

- Maintain and sustain an environment where all stakeholder interests are valued and welcomed
- Maximize efficiency of the district's financial resources and human resources to meet the diverse needs of all students and ensure on-time graduation
- Expand and ensure the use of relevant technology to enhance the educational process and student learning

### **Philosophies**

#### **Fiscal Stewardship Philosophy**

CGUHSD commits to inspiring excellence in all aspects of education, while acting in a financially responsible manner by maximizing all resources possible to enhance student education (i.e., grants, education, community, business partners, and foundation).

#### **Tax Philosophy**

CGUHSD commits to providing its students with the most comprehensive, high-quality education available, while maintaining the lowest voter approved secondary tax rate possible.

#### **Attraction and Retention of Student Philosophy**

CGUHSD commits to creating an educational environment that attracts, expects, and inspires excellence for staff, students, parents/guardians, and community members through a variety of program offerings.

## Alcohol Detection Device

Students may be required to submit a test for alcohol detection (either for consumption or possession). An alcohol detection device may be used at the school or at any school-related activity such as dances, athletic events, graduation, prom, field trips, and the like.

## Athletics/Activities

(REF: BOARD POLICY - JJJ © EXTRACURRICULAR ACTIVITY ELIGIBILITY)

### Athletics

In the CGUHSD athletic program, the health and welfare of the student-athlete is the most important concern. We know athletic participation enhances the learning environment of the campus. Every effort is made to assure a healthy environment and safe training conditions for student-athletes. Our athletics include Varsity, Junior Varsity, and Freshman teams.

#### Fall

Cross Country (Boys/Girls)  
Dance Line  
Football  
Golf (Boys/Girls)  
Spirit Line  
Swimming  
Volleyball

#### Winter

Basketball (Boys)  
Basketball (Girls)  
Soccer (Boys)  
Soccer (Girls)  
Wrestling

#### Spring

Baseball  
Softball  
Tennis (Boys/Girls)  
Track (Boys/Girls)

### Eligibility

If a student becomes 19 years of age on or before September 1st, the student is not eligible. The student-athlete's attitude, conduct, and general school spirit, in and out of contests, must be of acceptable quality in order for the student-athlete to have the privilege of representing the school. To participate in an athletic activity, the student must:

- have a current Annual Physical Exam Form on file in the Athletic Office,
- have a Certified Birth Certificate on file in the Athletic Office,
- have a signed Insurance Form on file in the Athletic Office,
- have all outstanding balances at the Bookstore paid in full,
- be passing all courses,
- attend all scheduled classes on the school day preceding the activity, if the activity falls on a non-school day,
- provide medical documentation to the Attendance Office on the day of the activity, if the student-athlete was absent from any class on the day of the activity, and
- pass the academic check completed every Thursday at 3:30 PM.

### Emergency Notification Forms

A designated coach, per sport, will have in possession at all times, the emergency parent/guardian notification forms for all practices and games. It will be the responsibility of this designated coach to notify a parent/guardian if an injury has occurred to their student during the course of athletic play. It is the responsibility of the parent/guardian to ensure records are accurate for the team/responsible coach. The primary purpose of the regulation is to establish better parent/guardian communication in the event of an injury.

### Athletes Intending to Compete in College (NCAA Regulations)

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

## 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. CGUHSD has various organizations that offer opportunities for interested students to participate in extracurricular activities. Clubs are organized as interest is shown. Information on recognized clubs is available in the Athletic Office.

### Eligibility

To participate in an extracurricular activity, the student must:

- have all outstanding balances at the Bookstore paid in full,
- be passing all courses,
- attend all scheduled classes the day of the activity,
- attend all scheduled classes on the school day preceding the activity, if the activity falls on a non-school day,
- provide medical documentation to the Attendance Office on the day of the activity, if the student-athlete was absent from any class on the day of the activity, and
- pass the academic check completed every Thursday at 3:30 PM.

### Participation Guidelines

Please discuss participation in multiple athletics/activities with the sponsors/coaches and the school principal, if necessary, in advance. If multiple athletic and/or activity participation exists, the following criteria will be followed:

- State, Division, Conference, or Playoff events take precedence over regular practice or competition. Example: A student involved in State Chorus takes precedence over a basketball game.
- Competition always supersedes practice. Example: A student basketball game takes precedence over choir practice.
- Tryouts supersede practice. Example: A tryout for the school play supersedes basketball practice.
- If two competitions are of equal status, the student makes the choice. Example: No penalty is assessed due to a student choice between a basketball game the same night as a choir contest.

## Attendance

(REF: BOARD POLICY - JE-RB, JH © STUDENT ABSENCES AND EXCUSES; A.R.S. 15-901)

### Philosophy

CGUHSD encourages regular attendance at school. There is a direct relationship that exists between attending school and academic success. As educators, we know regular school attendance is a necessary part of the learning process and is key to getting a good education. Students who are frequently absent may be putting their future in jeopardy. Studies have shown that chronic absenteeism, especially truancy, is highly associated with dropping out of school. Please be sure your student is in attendance every school day unless sick.

### Legal Requirements

Arizona law requires students to attend school through the completion of the 10th Grade or to 16 years of age. The Board believes that the attainment of academic excellence requires attendance on a regular basis. Attendance is the responsibility of the student and parent/guardian; students may fail classes or promotion may be withheld if this requirement is not met.

### Attendance is Essential

Regular attendance is the key to much of the success a student may gain from one's school program. Students should remain out of school only when necessary, as much of the classroom activity cannot be made up. The benefit of lectures, discussions, and participation is lost forever to those who are absent. A doctor's verification may be requested for excessive illness-related absences. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported to the Arizona Department of Education as unexcused.

### Parent/Guardian Responsibility

A parent/guardian 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. In order for absences relating to illness, medical appointments, bereavement, family emergencies, religious/cultural days, or district-approved family vacations to be counted as excused absences, a parent/guardian must notify the Attendance Office within 48 hours of the absence. Failure to provide documentation within 48 hours will result in an unexcused absence. We reserve the right to verify documentation.



## Chronic Illnesses

(REF: BOARD POLICY - JHD @EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE; A.R.S. 15-346)

Students with a chronic and/or recurring illness must provide documentation, signed by a doctor, and on file in the Health Office. A new form is required for each school year. In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition, a parent/guardian should be in contact with the school regarding the chronic health problem. A parent/guardian should contact a site administrator to develop an academic plan. Absences due to a chronic illness are exempt from the cumulative 10% rule if they meet A.R.S. guidelines.

## Definitions

(REF: BOARD POLICY - JE-RB)

### Absence

An absence is defined as any time a student is not in class one or more periods. This includes excused, unexcused, or suspension.

### Excused Absence

For purposes of these regulations, excused absences are documented absences from any class caused by illness or medical appointments, a death in the immediate family, as per policy, mandated court appearances, approved religious holidays, school-related absences, or an emergency outside the control of the student or the student's family. Documentation includes parent/guardian note, phone call, medical statement, court document, funeral card or announcement, and parent/guardian request. Such excuses are subject to approval by an administrator. However, a parent/guardian must notify the school concerning any absence.

### Unexcused Absence

Absences that do not conform to the above will be unexcused. Because students are expected to attend all classes for which they have registered, unexcused absences from school or classes are considered truancy (ditching).

## Tardy Policy

(REF: BOARD POLICY - JE-RB)

Tardies are viewed as a disruption to the classroom environment. Arriving late not only deprives the tardy student of full learning time, but also disrupts the education of other students. Students are expected to arrive on campus in time for the start of the school day. Any student who is late for the first scheduled class shall go directly to the Attendance Office for a pass for admittance to class. Students who are habitually late in arriving at school are subject to disciplinary action. A tardy becomes an absence when a student who arrives late has missed the majority of instruction.

## Dismissal During School Hours

A parent/guardian should make arrangements with their student ahead of time to minimize confusion. A parent/guardian is encouraged to give written and/or verbal approval early in the morning to the Attendance Office so a pass may be sent to the student indicating the time of dismissal. Students must check out through the Attendance Office **prior** to leaving school during school hours. Failure to do so is a violation of the Closed Campus Policy. A person picking up a student must show a valid state-issued ID, be a parent/guardian or listed on the emergency list and sign the student out. Students may sign themselves out only if a parent/guardian requests so and is able to answer questions of identity and verification. Because our schools are closed campuses and for the safety and well-being of our students, a parent/guardian must physically sign their student in/out during the lunch period. If dismissal is requested during the following times, the school is unable to notify a student that a parent/guardian is waiting:

- lunch periods,
- 35 minutes prior to the end of the school day,
- semester/state/national exams, or
- pep assemblies.

## Administrative Procedures

- A parent/guardian will be contacted by the auto-dialer system for all daily absences.

- CGUHSD expects a parent/guardian to call the Attendance Office each day a student is absent from school. Reasonable attempts will be made by the school, through phone calls or letters, to inform a parent/guardian of a student's absence. This is a sincere attempt by the local school to work with the family in resolving a student's attendance problem.
- When a student transfers from one school to another within the CGUHSD, the student's attendance record will transfer to the new school.
- Copies of the correspondence to a parent/guardian will be distributed to appropriate school personnel.
- Excused absences due to school activities (athletics, field trips, performing groups, student government, etc.) are excluded from the attendance/tardy policy.
- Absences from scheduled classes as a result of suspensions will be included in the total number of absences for the semester in which the suspension occurs.

## PowerSchool

- 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
- Q = Religious/Cultural
- Z = Out-of-School Suspension
- B = Bereavement

## Students with Disabilities

Whenever nonattendance interferes with the delivery of special education services or interferes with the attainment of goals and objectives identified in the Individual Education Program (IEP), a review of placement and review/revision of the IEP must be conducted.

## Excessive Absences/Tardy Procedures

- To prevent a student from unknowingly losing credit, the Attendance Office will correspond with the student and parent/guardian concerning the district attendance policy only on the first occurrence of the fifth (5th) absence and/or tardy in any class period during the semester.
- Students who reach eight (8) absences and/or tardies in one or more classes during any semester will be automatically placed on ACADEMIC PROBATION. Students will be removed from ACADEMIC PROBATION at the end of the current semester if they have twelve or fewer absences for the current semester with NO TRUANCIES, SUSPENSIONS, OR TARDIES AFTER ACADEMIC PROBATION BEGINS.
- Students will be notified that they have been placed on ACADEMIC PROBATION and the student will be given the written conditions of probation and a due process affidavit.
- If the student remains in the class and has no further unapproved absences, and is not involved in disciplinary or disruptive behavior, and is passing the class in all respects, he/she may petition for credit.
- In the case of prolonged absences (90 days) of a student from school, the principal will advise the student's parent/guardian concerning the availability of teaching services for homebound students. The principal will determine, in each instance, whether provisions for such services are appropriate.

## Loss of Credit

(REF: BOARD POLICY – JE-RB)

Students may lose credit for any class in which they accumulate 13 absences and/or tardies during a semester. This accumulation of tardies includes excused and unexcused. The only exception to this rule is when the administration decides that adequate evidence has been presented indicating an unusual circumstance, such as prolonged illness, requiring an accumulation beyond the maximum of 13 absences and/or tardies.

## Truancy

### (REF: BOARD POLICY - JHB © TRUANCY)

Truancy is any intentional, unjustified, unauthorized, or illegal absence from compulsory education. It is excessive absences caused by students of their own free will, and usually does not refer to legitimate excused absences such as ones related to medical conditions. A student or parent/guardian whose student is truant may be issued a citation by the principal or assistant principal. The principal or assistant principal shall notify the student's parent/guardian that the citation was issued and that the parent/guardian is required to appear in court with the student.

## Bookstore

During Bookstore hours, students may pay fees, fines, or purchase school items. Account payment plans are available at the Bookstore. To participate in an extracurricular activity, students must NOT have any outstanding balance(s). Note: 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.

Activity Pass (Student).....	\$25
AP Exam Fee (*).....	\$98
AP Exam Cancellation Fee .....	\$40
CTE Fees.....	\$20/Semester
District Asset Label (District Asset Label Reapplied on a District-Issued Electronic Device) .....	\$10
Electronic Device Deductible (District-Issued Lost, Stolen, or Damaged Devices) .....	\$100
Electronic Device Fee (District-Issued) .....	\$45
ID Replacement .....	\$5
Lanyards .....	\$1
Parking Permit .....	\$25
Parking Permit Replacement .....	\$15
Pay to Participate   Athletics/Band.....	\$50
PE/Dance Uniforms .....	\$20

Fees are subject to change. Please check the Bookstore for up-to-date costs.

(\*) The College Board, creators of Advanced Placement, recently announced significant changes to the AP exam ordering process, deadlines, late fees, and cancellation fees that will be mandated for all schools and all students in the 2020/21 school year. All students will decide whether to take exams and order their exams is **to be determined**. The ordering deadline for 2nd semester only courses is **to be determined**. For more information, visit the College Board at <https://apcentral.collegeboard.org/about-ap/news-changes/ap-2019/for-apcoordinators>.

## Class Ranking

A student's rank in class is required by colleges and universities on transcripts submitted for entrance evaluation. In order to be considered in the class rank process, a student must be enrolled in CGUHSD for one (1) full academic school year. 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 (GPA) 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 a math articulation agreement with Casa Grande Elementary School District (CGESD) for specific courses taken in 7th and 8th grade. These courses will count toward a student's graduation credit requirements but will not factor into a student's Grade Point Average (GPA).
- 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 student's senior year.

## Closed Campus

Students are to remain on campus from their 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.

## Code of Conduct

Schools are responsible for the conduct and well-being of students from portal to portal under Arizona State law. Teachers and administrators have the responsibility for maintaining and facilitating an educational environment suitable for learning. The administration is authorized to consequence students for cause when discipline infractions occur.

## Communicable Diseases

For the well-being of all students, a parent/guardian is expected to contact the Health Office when their student has contracted a communicable disease.

## Credit Recovery Opportunities

### Edgenuity Online

Students who do not meet the MINIMUM district credit requirements based on their current grade level will be enrolled in an online alternative, credit recovery placement on their school campus.

### Outside Institutions – Transfer Credits

Students who plan to graduate from a Casa Grande Union High School District School will be held responsible for CGUHSD graduation credits. All coursework completed outside of CGUHSD will be evaluated to determine if credit will be awarded. Credits gained from an outside institution must be turned in prior to the end of the CGUHSD semester. Online courses taken outside of the CGUHSD (PPEP 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.

## Custody

The most recent custody papers are to be kept on file in the school office. This would be the latest dated court decree. It is the parent/guardian's responsibility to provide to the school the official court documents that have been filed and served to all parties involved.

### Order of Protection

If there is an Order of Protection due to custody (or any other issues), the student file is flagged in the school office. **Orders of Protection are only valid for one (1) year.** When the Order of Protection expires, it is the custodial parent/guardian's responsibility to give a copy of the renewed Order of Protection to the school office.

### Guardianship

Legal guardianship and temporary legal guardianship can only be established by Court Order. The school should request letters of guardianship, issued by a court, before enrolling a student. Temporary legal guardianship can only be granted for six (6) months, per court order.

### Debts and Outstanding Balances

Students with debts and outstanding balances are required to pay them as soon as possible. CGUHSD may hold transcripts and/or records of any student owing debts and outstanding balances. Report cards will not be withheld. Students will not be allowed to participate in athletics/activities and/or go on school-sponsored trips until their current debts and outstanding balances are paid in full.

### Deliveries/Balloons/Flowers/Gifts/Packages/Personal Items

Special deliveries are a significant disruption to the learning environment and interrupt the regular flow of the school day. Therefore, under no circumstance, will deliveries be accepted/allowed. All books, materials, money, cell phones, computers, etc., should be brought when the student comes to school. If an emergency occurs and a parent/guardian has made arrangements with the front office prior to the beginning of the school day, a parent/guardian may leave an item. However, the office staff assumes no responsibility in assuring that the delivery is made or that the student is notified.

### Distribution of Materials

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

### District 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.

### Dress, Appearance, and Conduct Code

**(REF: BOARD POLICY - JIC © STUDENT CONDUCT, JICA © STUDENT DRESS, JICA-R)**

CGUHSD schools' pride themselves on providing a safe, orderly, and respectful environment in which students are challenged to achieve at high academic levels and demonstrate the essence of good character and good citizenship. The expectation is that every student and staff member will take pride in our schools and our community. A student shall not prevent a teacher from teaching or prevent another student from learning and shall not engage in any type of inappropriate behavior that disrupts one's own education or the education of others.

The faculty and administration of CGUHSD recognize the rights of students to express their individuality through attire. They also recognize the rights and responsibilities of a parent/guardian to determine the standards of dress for their student. However, Arizona law and district policy provide a safe, positive school campus that is conducive to learning. Appropriate dress is critical to this effort. School pride, morale, and image are influenced by the general appearance of students.

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

As part of the dress code, students must wear their current ID on campus (see ID Cards for more information). 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 education. CGUHSD students should dress modestly and appropriately for school. Students are NOT allowed to wear:

- items that interfere with schoolwork or disrupt the educational program,
- strapless tops, spaghetti strap tops, and halter-tops; bare shoulders are not allowed; shirts and blouses must extend to the end of the shoulders,
- 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,
- shirts that are deeply/narrowly cut in the front, back, or under the arms including basketball jerseys without the appropriate undergarments; this means no cleavage should be seen,
- clothing made of see-through fabric without proper undergarments,
- exposed and/or visible undergarments and/or underwear,
- tank top underwear,
- pants that, when fastened, sag or fit below the waist that do not cover the buttocks, genital area, or underwear (i.e. baggy or saggy pants, shorts, and short skirts); all pants must fit around the waist and be properly fastened,
- pants, shorts, or skirts with holes or tears above mid-thigh,
- shorts or skirts above mid-thigh,
- clothing, backpacks, binders, accessories, jewelry, or skin markings with symbols or messages regarding tobacco, alcohol, drugs, race, gambling, obscenities, nudity, weapons, profanity, or sexual connotations,
- 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, eight ball markings, or wearing all the same color,
- clothing that displays messages that are vulgar, offensive, obscene, or libelous; that demean others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promotes alcohol or drug use or violence; or that is otherwise contrary to the school's educational mission,
- items that present a hazard to the health or safety of the student or others in the school and/or hinders performance in a classroom; examples of these items are body piercing, jewelry, ornamental accessories, chains, spiked collars, spiked wristbands, etc.,
- items that could cause excessive wear or damage to school property (chains, pins, spikes, etc. attached to clothing),
- bandanas of any color, size, or shape may not be carried or displayed,
- hats, hoods, head scarves, skull caps, hairnets, do-rags, or bandanas,
- pajamas,
- blankets,
- slippers, or
- bare feet (shoes or sandals must be worn at all times on campus according to state law and for student safety).

At the discretion of a staff member, students may be directed to wear school-provided shirts and/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.

## Drug-Free Zone

Drug-Free Zone includes off-campus consumption prior to being on district property (REF: A.R.S. 15-341 A13), at a district function, or at a school-sponsored activity. It also includes use, possession, or distribution of drug paraphernalia, imitations of non-prescribed drugs, narcotics, and other noxious substances. The sale and/or distribution of any unauthorized controlled substances to other students at school, school activities, or even on district property or within the defined bounds of the drug-free school zone shall result in a recommendation for an expulsion hearing. This includes use, possession, distribution, or sale of tobacco, simulated tobacco products, (i.e. hookah pens, electronic cigarettes, etc.) alcohol, drugs, controlled substances, narcotics, paraphernalia, any non-prescribed drug (i.e. steroids, creatine, supplements, designer drugs, synthetic drugs, or simulated drugs, etc.) or any other illegal contraband on district property and/or at school-sponsored activities and field trips.

## Due Process

**(REF: BOARD POLICY - JKD © STUDENT SUSPENSION, JKE © EXPULSION OF STUDENTS)**

The purpose of this statement is to assure due process rights for students involved in disciplinary action in the CGUHSD, as dictated by the United States Constitution as interpreted by the court. Every student is entitled to due process before he/she may be suspended or expelled. In disciplinary cases, students are entitled to:

- be informed of the accusations against them,
- have an opportunity to accept or deny the accusations,
- have the factual basis for accusations explained to them, and
- have a chance to present an alternative factual position if the accusations are denied.

Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the local school administration. In every incident, a written report of the alleged violation must be prepared by the person initiating the referral. The report must include the time, place, observed behavior, names of witnesses, description of violation, etc., and be delivered to an administrator within five (5) school days of the referring person's first knowledge of the alleged violation.

The student may be permanently removed from a teacher's class, per teacher's request and approval from a Site Placement Review Committee. The student will then be reassigned to another teacher's classroom (REF: A.R.S. 15-841 J). The Board, at its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

For student concerns, complaints, and grievances, a Student Incident Form may be picked up from the Discipline Office.

## Electronic Devices & Network Resources

**(REF: BOARD POLICY - IJND © TECHNOLOGY RESOURCES, IJND-R ©, IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION, IJNDB-RA ©, IJNDB-RB, IJNDB-E ©, IJNDB-EB, IJNDBA © WEBSITE ACCESSIBILITY)**

### General

The following guidelines apply to students who use computers belonging to CGUHSD, access network resources available through CGUHSD, and/or bring personal electronic devices to CGUHSD schools/events. These include, but are not limited to, cell phones, iPods, electronic games, audio devices, or any other electronic devices.

Network access, including the internet, is available to students. Our goal in providing this service is to promote instruction and learning. CGUHSD has taken technical and organizational precautions to restrict access to controversial materials. However, on a shared network, it is impossible to control all controversial materials. CGUHSD believes the valuable information and interaction available on our network and the internet far outweigh the possibility that users may experience material inconsistent with the educational goals of CGUHSD.

Students, Faculty, Staff, and Parents/Guardians may bring their own technology devices to school for academic/instructional purposes, if allowed by the teacher/administrator. All non-district devices (laptops, iPads, etc.) will be provided access to CGUHSD's network as necessary to support instructional program standards. All students will access district network resources through a password authentication system.

Electronic devices or toys often cause disturbances or interfere with learning. Therefore, inappropriate use of the devices will result in consequences ranging from the student losing privileges, to suspension/expulsion, in accordance to the

disciplinary section of this handbook. Inappropriate use includes: any inappropriate filming, distributing, or publishing any derogatory, defamatory, abusive, profane material; use when directed not to by the teacher/administrator; use for reasons other than educational purposes. Personal speakers are not to be used anywhere on campus without the express permission from administration. Phones that disrupt the learning environment may be held for parent/guardian pickup. Misuse of an electronic device, personal or district-issued, may result in disciplinary action. Please refer to the discipline matrix for details. CGUHSD is not responsible for any lost, stolen, damaged, or confiscated property.

## Responsible Use Agreement

CGUHSD is not responsible for the technology brought 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. 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. There is no expectation of privacy when on a district device at any time or on a personal device while using the district network. Failure to follow the rules specified in this policy may result in disciplinary actions. Students are 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.
- use the CGUHSD network (including guestnet), whether on a personal or district device, appropriately. This includes:
  - ✓ not sharing one's password with other people and not using another person's password to access the network,
  - ✓ not sharing personal information about oneself 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, 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.
- use one's personal or district device during class time for classwork only at the direction of the teacher,
- report inappropriate use by others in accordance with the guidelines listed above, and
- tell a teacher or staff member, immediately, if they enter an inappropriate site accidentally.

## Optional Laptop Insurance Plan

As part of the CGUHSD Every Student Access 1:1 Technology Initiative, a parent/guardian has the option to enroll in CGUHSD'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, a 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.

## Coverage

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 and a copy of the report must be sent to the school's front office), and
- hardware issues (video cable, broken ports, speakers).

## Insured Laptop Deductible Costs

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

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

## Laptop Insurance Plan Opt-Out

Parents/Guardians and students who choose NOT to purchase the Laptop Insurance Plan 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 Device Costs

Items not listed will be charged based on time and materials (parts + \$15 per hour with half hour minimum). All repairs must be made by CGUHSD Service Center technicians.

<u>Item</u>	<u>Cost</u>
Device	\$400
Screen	\$151
Keyboard	\$55
Charger	\$53

## Emergency Medical Information

Emergency medical information is required each year for every student. The emergency information is vital to ensure the health and safety of your student while at school. Accurate phone numbers or emergency contact numbers are critical. The emergency information assures that the school has the most current information. Please notify the school office if immediate contact information changes during the school year. Sharing your student's allergies, chronic illnesses, and medications with us ensures they will receive emergency care that is appropriate for them.

## English Language Learners

CGUHSD provides English Language Learner services for qualified students at all schools. Students with a primary home language other than English who do not demonstrate grade-level competency in oral English, Reading, and writing are eligible for services. CGUHSD does not offer a self-contained SEI program. Instead, students receive instruction in the mainstream classrooms, with a focus on standards that assist in student acquisition of English. For further information, please contact the ELL Coordinator at (520) 836-8500 ext. 3545.

## Equal Opportunity

CGUHSD prohibits discrimination in employment and educational programs based on race, color, religion, sex, age, disability, national origin, military status, genetic test information, sexual orientation or gender identity or expression and provides equal access to the Boy Scouts and other designated youth groups. Questions, complaints, or requests for

additional information regarding these laws may be forwarded to the designated compliance coordinator(s), Mary Ann Amerson, Human Resources Director at (520) 316-3360 ext. 1104 or [mamerson@cguhsd.org](mailto:mamerson@cguhsd.org).

## Evacuation, Emergency, and Crisis Plans

### Emergency/Crisis

Each school in the CGUHSD has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures.

### Fire

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.

## FERPA (Family Educational Rights & Privacy Act)

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 student'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 the student as an "eligible student" and transfers the rights under FERPA from the parent/guardian to the student. FERPA requires school districts to notify parents/guardians and eligible students annually of their rights under FERPA. When a student turns 18 years of age, the student has the right to his/her FERPA records.

## Field Trips

Students are allowed to attend school-sponsored out-of-class field trips as long as they are receiving a passing grade in all of their classes, have an acceptable attendance record, and have all balances paid in full at the Bookstore. A parent/guardian and teacher 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 the student's progress in the class. All school rules apply while students are on a field trip.

## Final Exams

All students are required to take end-of-course exams. Early final exams are not allowed. If the student is absent for final exams, the student 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 must make arrangements prior to the exam date to make up final exams missed during the designated time. Students will receive a grade of zero on their final exam for non-attendance during final exams. Once the final exam has been taken and graded, that grade will replace the zero and the student's overall grade will be recalculated. All re-takes must be taken within two (2) weeks of the student absence.

## Food, Drink, and Gum

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. Gum is NOT allowed on campus.

## Food in Classrooms

According to the Pinal County Department of Environmental Services, food brought into the classroom for snacks and parties must come from a commercial source and cannot be homemade. Items should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing non-latex gloves, must serve the food. Students are not allowed to share homemade food items.

## Food Services

CGUHSD schools are part of the National School Lunch and Breakfast Program. We offer breakfast and lunch at our schools. All menu items are carefully analyzed to meet USDA nutritional guidelines and follow compliance with the Arizona Nutrition Standards mandated by the Arizona Department of Education. This institution is an equal opportunity provider.

Breakfast	\$2.00 (\$0.30 Reduced)	entrée, fruit, vegetable, and milk or juice.
Lunch	\$3.00 (\$0.40 Reduced)	entrée, fruit, vegetable, and milk or juice.

## Accounts

### (Regulation EFDA-R)

CGUHSD strives to ensure all students receive breakfast and lunch if they choose. If a student cannot pay, the following collection procedures will be followed:

1. A student may charge up to three (3) meals.
2. If a student charges three (3) meals, a letter will be sent to the parent/guardian for collection.
3. The student will not be allowed to charge any further meals until the balance is paid in full.
4. Students with three (3) charges, will receive an alternative meal until the balance is paid in full.
5. If the parent/guardian does not pay the balance in full, the balance will be sent to the Bookstore and added to the student's account as an unpaid fine until paid in full.

Parents/Guardians are encouraged to complete the Food Service Application for Free and Reduced Meals annually.

## Free & Reduced-Price Meals

Applications for free and reduced meals are available in the cafeteria, the school front office, or at [www.cguhsd.org](http://www.cguhsd.org).

### Free Meals

Students qualified for free meals are allowed one (1) free breakfast and one (1) free lunch each day.

### Reduced-Price Meals

Students qualified for reduced-price meals are allowed one (1) \$0.30 breakfast and one (1) \$0.40 lunch each day. Any second meals, entrees, chips, bottles of water, Gatorade, extra items, etc. are to be paid in full.

## MySchoolBucks.com

Families with students at schools across the United States trust [MySchoolBucks](http://www.myschoolbucks.com) with their payments for school meals. With [MySchoolBucks](http://www.myschoolbucks.com), money can be added to a student's account, account balances and recent purchases viewed, and notifications created for upcoming payments - all from the convenience of home, office, or on-the-go. Create a free account today at [www.myschoolbucks.com](http://www.myschoolbucks.com).

## Wellness Policy

### (REF: BOARD POLICY - JL © STUDENT WELLNESS)

CGUHSD has a wellness policy in place and follows the Arizona Nutrition and Wellness Standards. For more information regarding nutrition and wellness, including the Arizona Nutrition Standards, please visit their website at <http://www.ade.az.gov/health-safety/cnp/HB2544/quickguide7301standard-1-25-08.pdf>.

## GPA (Grade Point Average)

A student's cumulative Grade Point Average (GPA) 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.

<u>AP (*), Honors, and Approved College Courses(**)</u>	<u>Regular Courses</u>
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

(\*) 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.

(\*\*) 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 World Language. Please refer to [www.aztransfer.com](http://www.aztransfer.com) for a full list of courses and their transfer status.

## Graduation Requirements

Each school district determines the course requirements for graduation for its schools. In order to graduate from CGUHSD, 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. Seniors MUST attend BOTH days of marching practice to participate in graduation. The CGUHSD Board has approved the following requirements. See your counselor for specific requirements for class rank and/or academic honors.

<u>Curriculum</u>	<u>Current Requirements</u>	<u>Cohort 2023 Requirements</u>
English	4.0	4.0
Math	4.0	4.0
Science	3.0	3.0
Social Studies	3.5	3.0
Physical Education (PE) (*)	0.5	0.5
Health *	0.0	0.5
World Language (+)	0.0	0.0
Freshman Success (*)	1.0	1.0
Fine Arts/CTE	1.0	1.0
Electives	5.0	5.0
TOTAL	22.0	22.0

(+) The recommendation for students planning post-high-school education is two (2) years of a World Language.

(\*) PE, Health, and Freshman Success are required elective courses.

Note: Seniors must complete the last semester of their senior year to be eligible for a CGUHSD diploma. Seniors must take at least four (4) classes on the CGUHSD campus. Two (2) of the four (4) classes must be core classes.

## Guidance/Counseling Services

Guidance/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. Our school counselors are certified and hold at least a master's degree. They provide a myriad of services to students and are often the best initial contact to resolve issues and concerns. Their services are related to academic, vocational, and personal issues, and may include:

- counseling students individually or in groups,
- consulting with teachers, parents/guardians, and administrators,
- moderating parent-teacher conferences,
- helping teachers with classroom concerns,
- providing classroom guidance activities,
- providing crisis intervention services,
- assisting in the development of positive self-concept,
- helping students learn to make good decisions,
- connecting parents/guardians and students with school and community resources,
- developing career awareness,
- facilitating transitions between middle/high school levels,
- communicating with parents/guardians about program opportunities for their students,
- identifying academic remediation or acceleration needs,

- assisting with parenting issues,
- setting up homebound instruction,
- referring students for special education eligibility determination, and
- recognizing students for academic accomplishment.

### **Confidentiality**

There are four instances in which a counselor and/or teacher is legally bound to inform a parent/guardian and/or authority with information given during a “confidential” counseling session when a student indicates he/she:

- is going to physically harm himself/herself or jeopardize his/her life;
- is going to physically harm or jeopardize another’s life or has knowledge that another’s well-being is threatened;
- is being physically, sexually, and/or emotionally abused; and/or
- has committed a felony (i.e. selling drugs, stealing a car, etc.).

## **Half-Day Student Requirements**

Students must be enrolled for four (4) periods to meet the half-day requirements. Although it is 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, and
4. must be enrolled for a minimum of four (4) periods on a CGUHSD campus, which may include a zero (0) period class.

Note: CAVIT classes and CAC English 101-102 do not count toward the four (4) period requirement.

## **Harassment**

**(REF: BOARD POLICY - JICK @STUDENT BULLYING / HARASSMENT / INTIMIDATION)**

CGUHSD is committed to providing all students and staff the right to learn in a safe and orderly school environment in which all members of the school community are treated with respect. This is your campus. Campus safety is a shared responsibility. If you become aware of a situation of someone who wants to cause harm to themselves or others there is an obligation to tell.

Threatening or intimidating with the intent to verbally or physically terrify, threaten, or intimidate another person will not be tolerated in our schools. Substantive threats will be referred to a threat assessment team. Students have the right and responsibility to report harassment, bullying, cyberbullying, hazing, or threat experiences, and to have that report processed by a knowledgeable staff member such as a counselor or administrator. All reported incidents of bullying or harassment need to be reported to an adult and will promptly be addressed by the principal or the principal’s designee. Students found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension, or expulsion from school, depending on the severity of the incidences and/or frequency of offenses. Counseling, mediation, community service, and other programs where the student takes responsibility for the action may be used as alternative consequences.

Harassment or bullying is conduct that interferes with or limits the ability of an individual to participate or benefit from the CGUHSD’s programs or activities. The conduct includes, but is not limited to, offenses that are oral, written, graphic, electronic, or physical in nature. 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, 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.

Bullying is any behavior that subjects a student to insults, taunts, or challenges that are likely to intimidate or provoke a violent or disorderly response from a student being treated in this manner. Harassment categories include, but are not limited to, gender, race, religion, handicapping conditions, or sexual orientation.

Harassment or discrimination against individuals who are immigrants, who speak another language, or speak with a foreign accent is also a violation of this policy.

## Hazing

(REF: BOARD POLICY - JICFA © HAZING; A.R.S. 15-2301)

Hazing is defined as 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:

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

Organizations who violate the hazing policy may forfeit their right to conduct operations on the campus.

Threats include any form of verbal or written statements or any other behavior that suggests that a person may do harm to another person or property.

Students who threaten persons or property may be referred for expulsion or long-term suspension unless the responsible administrator and parent/guardian agree that the student will participate in programs such as mediation, community service, restitution, alternative education, or other programs in which the student takes responsibility for the consequences of the threat.

Threats against the life or health of another person are serious offenses and are subject to immediate removal from the school environment and investigation into the potential seriousness of the threat. Students who threaten the life of another student or adult are subject to expulsion from school. In cases of threats perceived to be serious by the Threat Management Team, the parent/guardian has the option of a psychological evaluation conducted by a trained school psychologist to evaluate and explore possible contributing factors in a student's aggressive behavior.

Any staff member who gets directly involved in, knowingly permits, authorizes, or condones any form of harassment, bullying, hazing, or threats of harm is subject to disciplinary action by the administration or Board and reported to law enforcement.

Any incidents or complaints are to be reported to the 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.

## Health Services

CGUHSD is committed to the health and safety of our students. A registered nurse is located at each school site and a nurse's assistant rotates shifts between both schools. The Health Office provides first aid, health screenings, and education for our students. It is not an urgent care or primary care facility. Health Office staff are not allowed to prescribe, treat, or diagnose. Parents/Guardians must provide all medications for their students. All medications must be brought to the Health Office and a consent form signed. When an illness or accident occurs during school hours, basic first aid and/or emergency care is provided, and a parent/guardian is notified as soon as possible. A parent/guardian is expected to arrange for their student to leave school within one (1) hour of being notified. Further care and follow-up are the responsibility of the parent/guardian. If you think your student may be ill, check with your doctor before sending them back to school. Students who have been sent home by the Health Office due to illness should be fever and symptom free for at least 24 hours without the aid of prescribed or over-the-counter medications before returning to school.

## Homework/Make-Up Work

CGUHSD encourages a school-student-parent/guardian partnership to help teach student responsibility and raise student achievement. The students must contact the teacher upon return from an absence to make arrangements for completing missing assignments. Check your teacher's syllabi for the make-up work policy in each class. The student is responsible for getting his/her own work. For all excused absences and cases of suspension, students have two (2) days for every one (1) day of absence to make up their missed work.

### Student Responsibility

1. Be prepared for class. Bring completed assignments and tools needed to complete daily class work.
2. Plan time at home to read, review, and study each day.
3. Organize your work.
4. Establish a schedule for homework completion.
5. Seek assistance from teachers or a parent/guardian when you need help.
6. Check grades online.

### Family Responsibility

1. Be sure your student is prepared for school each day.
2. Check your student's homework and planner folder until the student's study habits are established.
3. Arrange an appropriate quiet study area for your student and plan a schedule for daily/weekly homework, study, and review.
4. Seek assistance or advice from your student's teacher as needed.
5. Check grades online.

### Honors & Advanced Placement (AP) Courses

Students enrolled in AP classes MUST take the AP Exam. Registration and payment for the AP Exam is completed at [www.totalregistration.net](http://www.totalregistration.net) beginning in December each year. Students enrolled in classes designated as AP and Honors will receive the same letter grades (A-F) as those enrolled in regular classes. However, grades earned in AP and Honors courses will have a higher weight compared to grades earned in regular classes. Students must complete an AP course in its 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.

### Honors and Awards

Students must have a minimum of 24 credits and a cumulative weighted GPA of 3.5 to graduate with honors. In order to be considered for honors and awards, a student must be enrolled in CGUHSD for one (1) full academic school year.

### Class of 2021 and Beyond

#### Honors Graduate

1. The student must pass the Arizona Merit ELA and Math tests at the level of Proficient or higher at the end of the sophomore year,
2. The student must successfully pass (with a grade of "C" or higher), at least five (5) Honors or AP classes by the end of the junior year,
3. The student must have a cumulative weighted GPA of at least 3.5 at the end of seven (7) semesters, and
4. If the 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 a 23 composite on the ACT or at least 1040 on the SAT.

#### Honors Graduate with Distinction

In addition to the requirements above, the student must earn at least three (3) AP scores at the level of three (3) or above by the start of the senior year.

### Class of 2020

### Honors Graduate

1. The student must pass at least three (3) Arizona Merit tests at the level of Proficient or higher at the end of the junior year,
2. The student must successfully pass (with a grade of “C” or higher), at least four (4) Honors or AP classes by the end of the junior year,
3. The student must have a cumulative weighted GPA of at least 3.5 at the end of seven (7) semesters, and
4. 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 a 23 composite on the ACT or at least 1040 on the SAT.

### Honors Graduate with Distinction

In addition to the requirements above, the student must earn at least two (2) AP scores at the level of three (3) or above by the start of senior year.

## Valedictorian & Salutatorian

Students are 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, and
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 (GPA).

## ID Cards

IDs are worn for the safety of all students on campus. Students are required to wear their current ID on a lanyard around their neck while on campus, visible and readable to the public, without stickers or defacement. The first ID card and lanyard are issued at registration and provided by the school. If lost, stolen, or destroyed, the student is responsible for replacement of the ID card with a fee assessed. Students not wearing an ID, wearing IDs from previous years, with defaced IDs, or in possession of another person’s ID, may be subject to disciplinary action and must be escorted by Security to purchase a replacement ID in the Bookstore.

## Immunization

### (REF: BOARD POLICY - JLCB © IMMUNIZATIONS OF STUDENTS; A.R.S. 15-871)

Arizona law requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time. With some exceptions, students subject to this requirement who lack documentary proof may enroll, but not attend class until proof is provided. Proof of immunization is defined as written documentation that includes the type of vaccine administered, the month and year of each immunization (except MMR immunization, for which the month, day, and year is required), and the name of the physician or health agency administering the vaccine, or laboratory evidence of immunity.

## Inspiring Excellence

CGUHSD recognizes the importance of the professional staff, parents/guardians, students, and other adults working together as a team to ensure that each student has the opportunity to learn in an educational environment that promotes excellence in learning. In maintaining an appropriate environment, all persons connected with the school have a dual commitment to: promote the school mission and recognize and protect the rights of others.

## Professional Staff



The professional staff, in teaching the district curriculum, is expected to:

- cooperate and collaborate with students and parents/guardians to maximize student learning,
- ensure that student conduct is conducive to a quality educational program,
- maintain an effective learning atmosphere, and
- help students realize their full potential.

## Parents/Guardians

A parent/guardian is expected to cooperate and work collaboratively with the school, support its policies, and notify the school of any special circumstances which may affect their student's learning.

## Students

The students are expected to:

- cooperate and work collaboratively with staff and other students in the pursuit of learning,
- abide by the policies of the school and district,
- come prepared with all materials and homework necessary for participation in class, and
- behave in a way that enhances the learning process.

## Team

The team approach affords many opportunities for community involvement. CGUHSD encourages parent/guardian participation on:

- district committees involving policies and procedures,
- curriculum revision and redevelopment,
- personnel interview committees,
- parent/guardian advisory councils, and
- school councils.

Each school has an invaluable community of students, staff, parents/guardians, and other adults. Participation by the community is encouraged; for it takes a whole community to educate a student. When the community members are committed to a team approach, excellence in education is achieved. This is your campus. Campus safety is a shared responsibility. If you become aware of a situation of someone who wants to cause harm to themselves or others, there is an obligation to tell.

## Insurance

CGUHSD does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents/Guardians are responsible for their student's insurance. An optional accident and sickness insurance program for students is available at school through a private agency. Like most insurance policies, there are some coverage limitations and exclusions. Information on the policy is available from each school's office. The schools use these forms as a service to students and parents/guardians; CGUHSD has no other connection with the insurance company. Parents/Guardians may pick up additional forms and purchase insurance at any time throughout the school year. In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are paid for by the parent/guardian.

## Interviews, Interrogations, Searches, Arrests

### Department of Child Safety

Interviews by the Department of Child Safety who are investigating abuse/neglect may be conducted at district schools. The parent/guardian of a student who is the subject of an investigation or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

### Law Enforcement Officers

In cases where students are interviewed for criminal investigations by law enforcement officers, the building administrator shall make reasonable efforts to notify the student's parent/guardian of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation. If the law enforcement officer refuses to allow notification prior to the student interview, the officer or a representative of the district will notify the student's parent/guardian within a reasonable time after the interview. A school official may be present during the interview, unless directed otherwise by the law enforcement officer. If a school representative was denied the right to be present during the interview, this fact shall be made known to the student's parent/guardian. If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. The building administrator will notify the parent/guardian of the arrest or will make reasonable effort to notify the parent/guardian when a student is arrested or when a student is taken into temporary custody and identify the law enforcement agency involved.

### School Administration

**(REF: BOARD POLICY - JIH © STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS)**

#### Interviews

School officials may question students regarding matters incident to school without limitation.

#### Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from school district counsel. Items provided by the district for storage (i.e. lockers, desks, etc.) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.

#### Automobile Searches

**(REF: BOARD POLICY - JLIIE © STUDENT AUTOMOBILE USE AND PARKING, JLIIE-R ©)**

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

#### Property Searches

**(REF: BOARD POLICY - JIH © STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS)**

Student lockers, desks, school textbooks, and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, desks, books, and other property and equipment. Inspections of lockers and desks may be conducted by school authorities at any time without a search warrant or student consent. This may include the use of canine searches of lockers.

Personal items that are not considered necessary for the student's educational experience should be left at home, as the school cannot assume responsibility for these items.

CGUHSD is not responsible for the safekeeping of items nor does the district assume responsibility for lost or stolen property. **Any personal item (i.e. electronic devices) which causes a disturbance or interferes with learning will be taken and only returned to a parent/guardian.** When there is reasonable suspicion to believe that some material or matter may be detrimental to the health, safety, and welfare of others, a search may be conducted of personal property (including backpacks and cell phones), clothing pockets, and vehicles parked on CGUHSD property.

The use of school property after hours for skateboarding, rollerblading, bicycling, or any other unsanctioned activity is prohibited.

School personnel reserve the right to use canines when appropriate. CGUHSD reserves the right to search vehicles on school property.

### **Seizure of Illegal Materials**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition if applicable or destroyed through district process.

## **Library**

Students are required to have a pass signed by their teachers during class time and have their school IDs in order to enter the library. CGUHS Library hours are Monday-Friday, 8 AM -3:30 PM. VGHS Library hours are Monday-Friday, 7:35 AM (for students and staff)-6 PM. Library hours are subject to change. Note: VGHS students may not use the computer lab or exit campus through the library during school hours. Students may not enter the VGHS Library through the school after school hours.

## **Lice Infestation (Pediculosis)**

**(REF: BOARD POLICY - JLCC © COMMUNICABLE / INFECTIOUS DISEASES)**

Students with pediculosis (lice infestation) shall be excluded from school until treated with a lice treatment shampoo and are lice free.

## **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.

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

**(REF: A.R.S. 13-3620)**

Arizona state statutes 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 the Department of Child Safety. 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.

## **Medications**

All medications (except for cough drops) must be brought to the Health Office and a release form signed by a parent/guardian. This includes both prescriptions and over-the-counter medications. Students may carry asthma inhalers, diabetic supplies/insulin, and epinephrine injectors after the Health Office receives a consent form signed by a parent/guardian. All prescription medications must be in the original pharmacy container, labeled with the student's name, prescription number, name of medication, dosage, and number of times a day to be administered. Non-prescription medications, including dietary supplements, must also be in the original labeled container with information from the parent/guardian as to the date(s), time(s), and amount(s) to be given. School personnel have the authority to administer medications, prescription and non-prescription, to minor students only with written permission from the parent/guardian. Other school-designated personnel may only administer daily medications and emergency medications (asthma inhalers, diabetic supplies/insulin, or epinephrine injectors). Expired medication cannot be administered.

## **National Honor Society (NHS)**

A junior who has a minimum Grade Point Average (GPA) of 3.5 and service points is eligible for faculty screening for NHS. The four (4) qualifications are: Scholarship, Service, Leadership, and Character.

## Non-Discrimination

CGUHSD prohibits discrimination in employment and educational programs based on race, color, religion, sex, age, disability, national origin, military status, genetic test information, sexual orientation or gender identity or expression, and provides equal access to the Boy Scouts and other designated youth groups.

## Open Enrollment

**(REF: BOARD POLICY - JFB © OPEN ENROLLMENT; A.R.S. 15-816, 15-816.01, 15-816.07)**

CGUHSD has an open enrollment policy consistent with Arizona state law. Open enrollment is the term that is used for out-of-district students applying for CGUHSD schools. Variance is the term used for in-district student applying for another CGUHSD school for which they do not live in the attendance zone. Parents/Guardians may pick up open enrollment applications or download them from our website at [www.cguhsd.org](http://www.cguhsd.org).

## Parking

Students who drive to school shall be required to park in areas designated for their parking, insofar as these are available. CGUHSD high schools will assess a parking permit fee. The fee is non-refundable. In order to obtain a parking permit, the student must provide proof of Arizona registration, driver's license, and insurance. Student parking is a privilege and may be revoked at any time. Abuse of parking rules is subject to disciplinary action. Parking rules are as follows:

1. Students must be a senior, junior, or sophomore in good standing,
2. Students must have an assigned parking permit to park on campus,
3. Students must park only in the designated student parking lot,
4. The parking permit must be visible at all times,
5. The parking permit must be placed on the rear-view mirror and cannot be transferred to another vehicle,
6. Parking permit transactions must be made through the Bookstore only,
7. Trading, giving, selling, buying, etc. of parking permits is prohibited, and
8. Reckless driving is prohibited.

## Pest Control

The facility services division will notify any school 72 hours before using any pesticide or herbicide. Notifications will include the school office, front door postings, school newsletters, and public address announcements.

## Publishing

**(REF: BOARD POLICY - JICE © STUDENT PUBLICATIONS)**

Students may distribute or post such materials in the building or on school grounds subject to administrative approval and rules published by the site administrator.

## Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for a parent/guardian's right to inspect, review, and seek correction of a student's educational records. Upon reaching the age of 18, a student has all of the legal rights and responsibilities previously given to a parent/guardian. A parent/guardian who claims a student 18 years or older as a dependent may still have access to the records. Copies of this policy are on file in each school office and at the district office. If you wish to review your student's record, you may request that the school principal set up a convenient time for such a review. The district will comply with your request as soon as possible. If, when reviewing the records, you think the information on your student is inaccurate, misleading, or otherwise in violation of the privacy rights of your student, you may request the deletion or modification of the records or enter into the records your own statements of clarification or explanation.

All student records may be released to authorized district personnel or another school that the student wishes to attend. Student records will be released to others only with the signed, written, and dated request of the person legally responsible for the student. Directory information will be gathered and issued for each student. This information includes, but is not limited to, the student's name, address, telephone number, date, and place of birth; yearbook information such

as a major field of study, dates of attendance, school organizations, and awards received; and sports information such as height and weight. If there is personal information a parent/guardian does not wish to have included in directory information, please notify the school. To protect the privacy of our students, a parent/guardian who takes photos that include students other than their own, at any school event, must not post them for public view. The releasing of directory information to any agency with a profit motive is prohibited unless specific approval of the Board is granted.

## Reporting Child Abuse

(REF: A.R.S. 13-3620)

### Mandatory Reporting Law

A.R.S. 13-3620 requires school personnel and other persons having responsibility for the care or treatment of children, whose observation or examination of any child discloses reasonable grounds to believe that a child has been neglected or abused, are mandated to report the matter immediately. The statute also states that anyone who reports a case of suspected child abuse is immune from liability in any civil or criminal proceeding resulting from the report unless the reporter has been charged with or is suspected of committing the abuse or is acting with malice. If school personnel fail to report known or suspected child abuse or neglect, then they have committed a misdemeanor that is punishable under Arizona state law.

## Right to Know

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, and
- the student receives services from a paraprofessional and the qualifications of the paraprofessional.

## Schedule Changes

Schedule changes are made for students enrolled in the incorrect 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.

## Site Council

(REF: A.R.S. 15-351)

Site Councils were enacted in 1994 by the Arizona legislature to "ensure that individuals who are affected by the outcome of a decision at the school site share in the decision-making process." Site Council members work together to provide input regarding decisions that are implemented and effective for the site. These decisions focus on helping students and the organization as a whole. In order to help the Site Council work effectively and ensure that all voices are heard, the district provides training in team building, reaching consensus, and establishing meaningful and authentic issues. Reaching consensus means that all members of the council give general agreement or approval on an issue. If consensus cannot be reached, the principal is responsible for making the decision.

## Special Education

Federal and state law requires school districts, charter schools, and other public education agencies to provide a free, appropriate public education to eligible students with disabilities. This free, appropriate public education refers to special education and related services, described in an Individualized Education Program (IEP) and provided to the student in the least restrictive environment. Students with disabilities and their parents/guardians are guaranteed certain educational rights known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help assure you that your input is considered.

If you want a copy of the procedural safeguards, please call the district's Special Education Department. If your student is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your student succeed. If the interventions are unsuccessful, a referral for a special education evaluation may be necessary. You may contact the school administrator or school psychologist if you wish to make a referral personally.

If your student is suspected of having a disability, we are required to evaluate your student to identify and document whether your student has a disability that may affect his/her learning and if so, to determine what special education and related services are required, if any. The evaluation will be done only after a team has explained what they plan to do during the evaluation. The team will use tests and procedures selected specifically for your student. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade, or school. This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, we will provide you with the complete results within 60 calendar days of your written consent.

If your student is found to be eligible for special education services, you will serve as part of the team to help us develop an Individualized Education Plan (IEP) and identify the special education and related services your student needs. You may ask others to be present at the IEP meeting if you wish.

### **Student Education Records**

A parent/guardian has the right to inspect and review all educational records and all other rights guaranteed by the Family Educational Rights and Privacy Act (FERPA).

### **Destruction of Educational Records**

The district destroys all psychological and special education records on students five (5) years after those students have been removed from special education, have been withdrawn from the district, or have graduated.

### **Notifying District Prior to Unilateral Placement in Private Special Education School**

If you disagree with the district and consider enrolling your student in a private special education school, you must provide the district with written notice ten (10) business days before you enroll your student. The notice shall include a statement that you are rejecting the placement offered by the district, what your concerns are about the offered placement, and your intent to enroll your student in a private school at public expense.

### **More Information**

If you do not understand special education services and what those services may offer your student, you should speak with the student's teacher, school psychologist or school administrator where your student receives educational services, or the Director of Special Education.

## 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 an emergency call from a parent/guardian, a message will be delivered to the student in class.

## Transportation

(REF: Board Policy - EEAA © WALKERS AND RIDERS)

### Bus Information

Bus services are provided by Durham School Services. The Board authorizes the administration to provide regular school bus transportation to and from school for students:

- with disabilities who require transportation, as indicated in their respective IEP,
- living within a one (1) mile radius of the school where hazardous or difficult routes exist and where arrangements cannot be provided, and
- who live more than a mile and a half (1.5) from the school.

### **Activity Buses**

Activity buses are available for students who participate in after-school activities and tutoring.

### **Bus Conduct**

The school bus is an extension of the school day and the same rules apply regarding discipline and general conduct. Additionally, students must remain properly seated, keep the aisle clear, and ensure that all parts of their body (i.e., hands, heads, etc.) remain inside the bus. Specific rules regarding school bus conduct are posted on each bus and available from each school. Violations of the rules or safety are grounds for denial of bus transportation privileges and/or discipline.

### Bus Rules

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 shall observe district policies, regulations, and rules while being transported. Students who jeopardize the safety of others may forfeit their bus privileges. Students are expected to:

- be on time for the bus,
- stand a safe distance from the curb or highway,
- maintain orderly conduct at designated bus stops,
- when crossing the street by a school bus, always cross in front of the bus,
- wear their Student ID when entering the bus,
- follow all instructions,
- obey the bus driver at all times,
- always identify themselves when asked by the driver,
- be courteous to the driver and other bus passengers,
- talk quietly using respectful language,
- sit quickly and quietly in assigned seat,
- remain seated facing forward in their assigned seat while the bus is in motion,
- keep the aisle clear,
- keep all body parts inside the vehicle,
- not throw anything inside the vehicle or from the vehicle,
- not eat or drink (plastic water bottles are acceptable),
- keep the bus clean and free of damage,
- follow state law that prohibits the transportation of animals, insects, weapons, glass containers, dangerous instruments, alcohol, and drugs (including medications) on a school bus,
- not bring helium balloons, skateboards, roller blades, or scooters on the bus, and
- to leave the bus only at their designated stops; any changes require a parent/guardian's written request, approved by a school official.

### Personal Transportation Rules

The following rules are to be observed by users of bikes, hoverboards, scooters, skateboards, skates, and similar devices entering and leaving school and are subject to confiscation.

- Students may not cut/ride through the bus loop or parking lot.
- Once students are on campus, they must walk and lock them up.
- These devices cannot be used on campus at any time.
- When travelling to and from school, all ordinances concerning the above must be observed. Students who violate city and school transportation guidelines may jeopardize the privilege of bringing them to campus. A serious injury to oneself and others can be prevented through observation of these rules.
- It is strongly recommended that all students wear safety helmets.

### Visitors

Access to our campuses is limited to the main offices. For those visiting beyond the main offices, we have a monitoring program in which visitors are asked to provide the receptionist a state-issued ID that will be scanned through a monitoring system. Visitors are then issued a visitor's badge to be visibly worn throughout their visit. Persons failing to comply with this policy may be deemed as trespassers and are subject to arrest (A.R.S. Title 13). Note: Individuals wishing to visit teachers/staff members must receive prior approval and the main office notified.

### Weapons/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.

## Withdrawals

The parent/guardian must present a valid state-issued ID stating the reason for the student's withdrawal then complete and sign a withdrawal form. Withdrawals are completed between the hours of 8 AM - 2 PM.

## Discipline

### Philosophy & Jurisdiction

CGUHSD places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning and interfere with the orderly conduct of our public schools. Furthermore, the Board charges the faculty/staff with the responsibility for enforcing and maintaining an appropriate learning and behavioral environment. According to Arizona law, the Board also has the authority to discipline students for disorderly conduct on their way to and from school (A.R.S. 15-341 A13). The Board gives this responsibility to the local school administration and also gives the school administration the authority to discipline students for disorderly conduct and other offenses at school-sponsored activities.

### Off-Campus Misconduct

The Student Disciplinary Code and all penalties may apply to conduct off school grounds (A.R.S. 15-341 A13) that may endanger the health or safety of students within the school setting or substantially interfere with the educative process. Examples of off-campus misconduct which may be subject to discipline include, but are not limited to: illegal activity, threats of violence, alcohol possession/use, fighting, hazing, drug possession/use or sales, firearm possession, violent offenses, robbery, burglary, arson, and sexual assaults. Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including but not limited to: suspensions, expulsions, detentions, and reassignment of a class schedule, as well as removal from participation in extracurricular activities such as interscholastic sports teams, club sports, student government positions, class trips, class proms, senior farewell activities, and graduation.

### Jurisdiction During After-School Hours

CGUHSD may pursue disciplinary action against students for trespassing violations and acts of vandalism to district/school facilities and property when occurring during after-school hours, weekends, holiday breaks, and summer break. Restitution will be sought for property damage and loss.

### COVID-19

- Maintain 6' spacing (as much as possible)
- No intentional coughing on or near anyone
- Face masks must be worn at all times (Board Policy JICA-RB-Student Dress)
- Face masks must be disposable or cloth (at least two layers if possible)
- No bandanas
- No mesh masks
- Mask must be deemed appropriate by administration and staff and conform to all regulations
- No spraying of cleaning products on another student or wasting cleaning spray

Documentation from a physician is required for any student who is not able to wear a face mask due to medical reasons.

Please see the Center for Disease Control's website for further guidance for mask recommendations:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Any violation of these and or a combination will result in an immediate removal from the class and parents/guardian will be called immediately to pick the student up. Students will be subject to all disciplinary actions if these rules are violated from conference to suspension.



### Definition of Offenses

This list is NOT all-inclusive. A student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the school administrator or superintendent.

#### Alcohol Violation (Possession/Use)

Using, under the influence of, in possession of alcoholic beverages or any substance being represented as alcohol.

#### Alcohol Violation (Providing/Selling)

Giving, selling, offering, providing, or intending to provide alcoholic beverages or any substance being represented as alcohol.

#### Arson (Structure/Property)

Intentional burning of property belonging to the school, school personnel, or another person on campus.

#### Assault (Aggravated)

Causing serious physical injury to another; using a deadly weapon or dangerous instrument; person eighteen years of age or older committing the assault upon a child fifteen years of age or under; and/or knowing that the victim is a peace officer, teacher, or other district employee.

#### Assault (Physical)

Intentionally, knowingly or recklessly causing any physical injury to another person; placing another person in reasonable apprehension of imminent physical injury; or touching another person with the intent to injure, insult, or provoke such person.

#### 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.

#### Bomb Threat/Threats of Violence or Destruction

Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. Threatening, making plans, or participating in an act of violence against school property that represents a potential danger to students, faculty/staff, or patrons of the district.

#### Bullying/Cyberbullying

Repeated acts, over time, that involve a real or perceived imbalance of power. Bullying can be physical in form (i.e., pushing, hitting, kicking, spitting, stealing, etc.); verbal (i.e., making threats, taunting, teasing, cyberbullying, etc.); and/or psychological (i.e., social exclusion, name calling, spreading rumors, manipulating social relationships, etc.). Repeated and continuous intimidation of others through verbal, written, gestures, or electronic means.

#### Burglary or Breaking & Entering

Entering or remaining unlawfully in or on a school district/facility or district motor vehicle with the intent to commit theft.

#### Bus Misconduct

Not following district bus rules and regulations.

#### Cheating or Plagiarism

Taking someone else's work for one's own, practicing fraud or deception with relation to schoolwork or responsibilities, and/or using electronic devices to inappropriately retrieve or disseminate classroom information. 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.

### **Combustibles/Fireworks/Explosive Devices**

Possessing a substance or object that is readily capable of causing bodily harm or property damage (i.e., matches, lighters, firecrackers, snap caps, poppers, stink/smoke bombs, lighter fluid, etc.).

### **Computer, Telecommunication, or Network Infraction**

Inappropriate use of computers, telecommunications, and network resources.

### **Dangerous Instrument/Item**

Any object that is used, attempted to be used, or threatened to be used and is capable of causing serious physical injury.

### **Defiance, Disrespect, Insubordination, Inappropriate Language, Classroom Disruption**

Refusing to comply with a reasonable request of school officials, including refusal to follow directions, talking back, gestures, and/or showing disrespect. Refusal to comply with reasonable requests of school personnel, refusal to follow school or classroom rules, and disregarding the suggestions and corrective efforts by faculty/staff members.

### **Disruptive or Prohibited Material/Contraband**

Materials that are inappropriate for a school environment or might disrupt the educational process. This includes laser pointers, laser pens, and shocking devices.

### **Disorderly Conduct**

Use of profanity, obscene behavior, or any conduct which is in any way disruptive to the educational process of the school.

### **Disruption of the Educational Process**

The act of being involved in behavior that inhibits the learning of other students in the classroom.

### **Dress Code Violation/Student IDs**

Wearing clothing/apparel that does not fit within the dress code guidelines stated by the school or district policy. 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 education. Not dressing modestly and appropriately for school. Not wearing current, visible, and readable school-issued ID on a lanyard while on campus.

### **Drug Violation (Possession/Use)**

The unlawful use, possession, or intent to possess any controlled drug or narcotic substance or substances represented as synthetic drugs, simulated drugs, or designer drugs or equipment used for preparing or taking drugs or narcotics. Includes being under the influence of drugs and/or the inappropriate possession/use of over-the-counter medications. The category does not include tobacco or alcohol; however, it could include vapor-releasing devices. Police will be contacted.

### **Drug Violation (Providing/Selling)**

Giving, selling, offering, providing, or having intent to provide any controlled substance or substances represented as simulated drugs, synthetic drugs, designer drugs, and/or equipment used for preparing or taking drugs or narcotics. Includes providing/selling of over-the-counter medications. This category does not include tobacco or alcohol; however, it could include vapor-releasing devices. Police will be contacted.

### **Electronic Devices (Inappropriate Use Of)**

This includes, but not limited to, cell phones (sexting), camera phones, video cameras, and any iPads, tablets, watches, etc. Violation of the student responsibility section of the Reasonable Use Agreement on a district or personal device.

### Endangerment

Recklessly endangering another person with a substantial risk of physical injury or imminent death.

### Extortion

Knowingly obtaining or seeking to obtain property or services by means of a threat to inflict harm in return for protection.

### Failure to Make Reasonable Academic Effort

Repeated refusal to attend class and/or refusal to do expected work to the best of the student's ability.

### Fighting/Mutual Combat

Mutual participation in an incident involving physical violence where there is no major injury. Engaging in physical contact for the purpose of causing harm to another person.

### Fire Alarm Misuse

Intentionally activating a fire alarm when there is no fire.

### Firearm (Possession/Threat/Use)

The possession, use, or threat to use any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, or other weapon that will expel, is designed to expel, or may readily be converted to expel a projectile by the section of an explosive. Firearm does not include a firearm in a permanently inoperable condition.

### Forgery, Dishonesty, Lying to School Official, Falsification

Writing and/or using the signature or initials of another person. Impersonating another person on the telephone with regard to attendance also falls within this category. Knowingly giving false information or information intended to mislead.

### Gambling

Participation in games of chance for the purpose of exchanging money or something of value.

### Gang Association or Gang Activity

Activities, acts, and behaviors which display or imply gang affiliation or activity. Gangs which initiate or advocate activities which threaten the safety and well-being of persons or property on school campuses are dangerous and are in opposition to the purpose for which the school is operated. For the purpose of this district policy, a gang is a group of three or more people who:

- interact together to the exclusion of others,
- claim a territory area,
- have a name,
- have rivals/enemies, and
- exhibit anti-social behavior – often associated with crime or a threat to the community.

### Gang Clothing, Symbols, Paraphernalia

The wearing of hats, bandanas, tattoos, and/or other clothing or symbols, and/or possession of paraphernalia that is associated with, display, or imply gangs or gang-like activity.

### Good Neighbor Policy Violation

The jurisdiction of the school is primarily limited to the school premises or at school-sponsored functions. School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during the lunch

hour or released periods. Inclusive in this is loitering, parking, and smoking on adjacent property of the school. Violations of conduct by students in this manner could result in disciplinary action.

### Harassment/Intimidation (Non-Sexual)

Anonymously or knowingly communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic, or written means in a manner that harasses including inappropriate symbols or language that incite hostility. Continues to follow/stalk another person in or about school for no legitimate purpose after being asked to desist. Intimidation of another student through verbal, written, gestures, or electronic means.

### Harassment/Intimidation (Sexual)

Sexual harassment is unwelcome conduct of a sexual nature that can include unwelcome sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment may include unwanted physical contact of non-sexual body parts. Intimidation of another student through verbal, written, gestures, or electronic means.

### Harmful Substance

Knowingly adding a harmful foreign substance to food, drink, and/or medicine.

### Hazing

Any intentional, knowing, or reckless act committed by a student(s) against another student(s) which contributes to or causes a substantial risk of potential physical injury, mental harm, disgrace, or degradation in connection with an initiation, affiliation, or maintenance of membership in any organization.

### Horseplay/Roughhousing

Non-serious but inappropriate physical contact (i.e., hitting, poking, pulling, pushing, etc.) including boisterous play or behavior.

### Inciting

Use of language or gestures that may incite another person or other people to fight or engage in other acts of inappropriate behavior.

### Leaving Campus Without Permission/Closed Campus

Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of school officials.

### Littering

Leaving or depositing trash in places other than appropriate receptacles.

### Parking Violation

Not following posted and/or written parking regulations on district property.

### Profanity/Verbal Abuse

Students prohibited from using vulgar, profane, and/or racist language or gestures. Students are also prohibited from displaying or being in possession of obscene or inappropriate material.

### Prohibited Materials and Contraband

In possession of tagging markers, lighters, rolling papers, bandanas, wallet chains, trench coats, etc.

### Public Display of Affection (PDA)

Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy. Any close physical contact.

### Reckless Driving

The inappropriate use of an automobile on school property which may include endangerment of others. A person who drives a vehicle in reckless disregard for the safety of persons or property.

### Self-Harm (Threat Of)

The act of verbally or in written form stating a plan or intent to cause injury or death to oneself.

### Sexual Abuse

Intentionally or knowingly engaging in sexual contact with any person without consent of that person.

### Sexual Assault (Rape)

Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

### Sexual Misconduct

The use of verbal, written, electronic, or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling another's underclothing, and/or possession or distribution of pornographic materials.

### Tardy

Arriving at school/class after the scheduled start time.

### Theft

Taking or attempting to take money or property without consent belonging to another person or the school.

### Threats or Intimidation

Indicating by word or conduct, the intent to cause physical injury or serious damage to a person or property. Intimidation of another student through verbal, written, gestures, or electronic means.

### Tobacco/Nicotine/Vapor Releasing Devices

The use, possession, or intent to use/possess tobacco products, simulated tobacco products, or products which contain tobacco or nicotine including e-cigarettes and smokeless tobacco products. Students are not permitted to be in possession of or use tobacco or simulated tobacco products which are meant for human consumption on or near school property or school-sponsored events. Tobacco or simulated tobacco products include, but are not limited to, cigarettes, cigars, tobacco, snuff, chewing tobacco, e-cigarettes or similar devices, hookah pens, rolling papers, lighters, matches, and vapor releasing devices of any kind. These, and other smoking related paraphernalia, are strictly prohibited.

### Trespassing/Unauthorized Entry

Entering or remaining on a school campus or district facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and those who have been directed by a school official to leave the premises. 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.

### Truancy/Unexcused Absence

Not in attendance for an entire day and does not have an acceptable excuse. Any absence not excused by a parent/guardian or not approved by the appropriate school official.

### Vandalism/Destruction of School Property (Tagging)

Willful destruction or defacement of personal or school property.

### Weapons (Other) Possession (Billy Clubs, Brass Knuckles, Knife)

Bringing/possessing on school campus any weapon, including on the person, in a backpack, locker, automobile, or anywhere else.

### Weapons (Other) Use or Threat (Other) (Billy Clubs, Brass Knuckles, Knife)

Using or threatening to use any weapon to inflict harm on another person.

## Disciplinary Actions

### Class Closure

A student's class(es) may be closed upon administrative referral.

### Community Service

Student assigned community service on campus (i.e., trash pick-up, etc.).

### Conference

A school official (teacher, administrator, or staff member) will talk to the student and try to reach an agreement on how a student should behave. This meeting may be recorded in an administrative log.

### Confiscation

A school official may confiscate any inappropriate item or material from a student.

### Contract

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

### Detention

A school official may assign detention before or after school, during lunch, or on Saturdays.

### Expulsion

All conduct that will result in expulsion requires a formal hearing before the Board or their designee. The student will be allowed all rights as in a formal suspension hearing. *No student shall be expelled unless the Board has determined that such punishment is acceptable after the formal hearing.*

### Intervention Program

A school official may assign an intervention program in an effort to provide a continuum of support services that encourages positive youth development. Attendance at an intervention program may reduce the number of suspension days.

### In-School Detention (ISD)

The temporary removal of a student from class(es) to a supervised on-campus setting. In-School Detention is to be served in a designated classroom during school hours. Until midnight on the final day of the ISD sentence, the student will not have the opportunity to participate in social curriculum (after-school activities, extracurricular activities, etc.).

### Loss of Credit

A student may lose credit in one or more classes.

### Loss of Credit for Test or Assignment

Plagiarism or violation of test-taking procedures may result in the student's loss of credit for the test or assignment.

### Parent/Guardian Notification

When the assigning of a minimum disciplinary action such as detention is ineffective, the school personnel will contact the parent/guardian through a letter or a phone call. A conference may be conducted between the student and their parent/guardian, appropriate school personnel, and other individuals concerned.

### Referral to Law Enforcement

Students may be referred to law enforcement agencies when school officials witness or receive information regarding criminal misconduct.

### Referral to Social Agency

School officials may refer students to social agencies.

### Required Attendance to Community Forums

School officials may mandate attendance to various community forums.

### Restitution

A student responsible for destruction or theft will be required to pay for repair, replacement, and labor costs.

### Restorative Justice

Focuses on repairing harm through inclusive processes with persons responsible for harm in a safe and respectful space promoting dialogue, accountability, and a stronger sense of community.

### Saturday School

Saturday School is served from 8 AM - 12 PM on the Saturday after the infraction occurred. If a student misses Saturday School, the student will receive two (2) days of In-School Detention.

### Suspension (Long-Term)

A student may be suspended eleven (11) days or more, up to two (2) semesters. This suspension may be recommended by the local administration, but only imposed by a hearing officer appointed by the Board. All long-term suspensions may be appealed to the Board, with hearing rights guaranteed.

### Suspension (Short-Term)

Following due process, a student may be suspended and/or off-campus up to nine (9) days. **NO APPEAL IS AVAILABLE REGARDING A SHORT-TERM SUSPENSION.** While serving Off-Campus Suspension (OCS), the student will not participate in any school activities, and will not be permitted on campus for any reason.

### Suspension (Summary)

The student is immediately suspended off-campus for an indefinite period of time. Suspensions of this type are only made when it is necessary to remove the student from the school in order to eliminate a clear and present danger.

### Temporary Removal from Class (Classes Closed)

The student is not allowed to attend one or more class(es) for a specified period of time.

## Student Offenders Face Consequences

Action taken by the school authority will fall between the minimum and the maximum category identified in the following disciplinary action charts. Employment of discipline alternatives is at the discretion of the school authority. In some situations, (i.e., alcohol, drug violations, suspensions), consequences may be reduced when the student attends counseling or drug awareness classes.

### Disciplinary Action Chart (Subject to Suspension/Expulsion)

Multiple offenses in a combination of categories may result in long-term suspension or expulsion.

OFFENSE	RANGE	ACTION TO BE TAKEN	
		FIRST OCCURENCE	REPEATED OCCURENCES
Abuse of Staff (Physical/Verbal)	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
Alcohol Violation* (Possession/Use) (Providing/Selling)	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
Bus Misconduct	Minimum	Conference/Detention	Suspension/Loss of Privilege
	Maximum	Suspension/Loss of Privilege	Expulsion/Loss of Privilege
Cheating or Plagiarism	Minimum	Loss of Credit for Test/Assignment	Short Term Suspension
	Maximum	Short-Term Suspension	Loss of Course Credit
Defiance, Disrespect, Insubordination, Inappropriate Language, Classroom Disruption	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Disruptive or Prohibited Material/ Contraband	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Expulsion
Dress Code Violation/Student IDs	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Drug Violation* (Possession/Use) (Providing Selling)	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Long-Term Suspension	Expulsion
Electronic Devices (Inappropriate Use Of)	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Long-Term Suspension	Expulsion
Fighting/Mutual Combat	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
Forgery*, Dishonesty, Lying to School Official, Falsification	Minimum	Loss of Credit for Test/Assignment	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension Loss of Credit/Class
Gambling*	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Gang Association or Gang Activity	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Long-Term Suspension	Expulsion
Good Neighbor Conduct Violation	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Horseplay/Roughhousing	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Inciting	Minimum	Short-Term Suspension	Long-Term Suspension



	Maximum	Expulsion	Expulsion
Leaving Campus Without Permission/Closed Campus	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Littering	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Parking Violations/Reckless Driving	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension/ Loss of Privilege	Loss of Privilege/Expulsion
Public Display of Affection (PDA)	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Tardiness (Excessive)	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Loss of Credit
Tobacco/Nicotine/Vapor Releasing Devices*	Minimum	Short-Term Suspension	Short-Term Suspension
	Maximum	Short-Term Suspension	Long-Term Suspension
Truancy/Unexcused Absence*	Minimum	Conference/Detention	Short-Term Suspension
	Maximum	Short-Term Suspension	Loss of Credit

\* These offenses also mean violation of local or state law. School authorities may also appropriate police authorities. Law enforcement authorities may take action in addition to that taken by the school.

## Disciplinary Action Charts (Subject to Expulsion on First Occurrence)

The following offenses are subject to expulsion on the first offense.

OFFENSE	RANGE	ACTION TO BE TAKEN
		FIRST OCCURRENCE
Alcohol Violation (Possession/Use) (Providing/Selling)	Minimum	Short-Term Suspension
	Maximum	Expulsion
Arson* (Structure/Property)	Minimum	Short-Term Suspension
	Maximum	Expulsion
Assault (Aggravated)	Minimum	Short-Term Suspension
	Maximum	Expulsion
Assault* (Physical) (Verbal)	Minimum	Short-Term Suspension
	Maximum	Expulsion
Bomb Threat/Threats of Violence or Destruction*	Minimum	Long-Term Suspension
	Maximum	Expulsion
Bullying/Cyberbullying*	Minimum	Short-Term Suspension
	Maximum	Expulsion
Burglary or Breaking and Entering	Minimum	Short-Term Suspension
	Maximum	Expulsion
Combustibles/Fireworks/Explosive Devices*	Minimum	Short-Term Suspension
	Maximum	Expulsion
Computer, Telecommunications, Network Infraction/Inappropriate Use of Electronic Devices	Minimum	Conference/Short-Term Suspension/ Loss of Privilege
	Maximum	Expulsion
Disorderly Conduct/General Student Conduct	Minimum	Conference/Detention
	Maximum	Expulsion
Drug Violation (Possession/Use) (Providing/Selling)	Minimum	Long-Term Suspension
	Maximum	Expulsion
Endangerment	Minimum	Short-Term Suspension
	Maximum	Expulsion
Extortion*	Minimum	Short-Term Suspension
	Maximum	Expulsion
Fighting/Mutual Combat	Minimum	Short-Term Suspension
	Maximum	Expulsion
Fire Alarm Misuse	Minimum	Short-Term Suspension
	Maximum	Expulsion
Firearm (Possession/Threat/Use)	Minimum	Long-Term Suspension
	Maximum	Expulsion
Gang Association or Gang Activity	Minimum	Short-Term Suspension
	Maximum	Expulsion
Harassment/Intended Harassment (Verbal, Written, Graphic, Electronic, Sexual, Racial, or Physical)	Minimum	Conference/Detention
	Maximum	Expulsion
Harmful Substance*	Minimum	Short-Term Suspension
	Maximum	Expulsion

Hazing	Minimum	Short-Term Suspension
	Maximum	Expulsion
Sexual Misconduct/Sexual Abuse/Sexual Assault (Rape)*	Minimum	Short-Term Suspension
	Maximum	Expulsion
Theft*	Minimum	Conference/Detention
	Maximum	Expulsion
Threats or Intimidation	Minimum	Short-Term Suspension
	Maximum	Expulsion
Trespassing/Unauthorized Entry	Minimum	Conference/Detention
	Maximum	Expulsion
Vandalism/Destruction of School Property (Tagging)*	Minimum	Conference/Detention
	Maximum	Expulsion
Weapons Possession*	Minimum	Short-Term Suspension
	Maximum	Expulsion
Weapons Use or Threat*	Minimum	Short-Term Suspension
	Maximum	Expulsion

**\* These offenses also mean violation of local or state law. School authorities may also appropriate police authorities. Law enforcement authorities may take action in addition to that taken by the school.**

### Appeal Procedure – Loss of Credit

**(REF: BOARD POLICY – JE-RB)**

An appeal procedure will be provided whereby a student may appeal the loss of credit for a course to the principal or designee. It will be the responsibility of the student to present evidence to the principal or designee that would indicate that special circumstances existed to justify an exemption for the loss-of-credit policy.

### Student Suspension/Expulsion/Due Process Rights

**(REF: BOARD POLICY - JKD © STUDENT SUSPENSION; JKE © EXPULSION OF STUDENTS)**

The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

1. Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parents/guardians of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.
2. The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
3. The decision of the Board is final.

### Authority to Suspend

**(REF: BOARD POLICY - JKD © STUDENT SUSPENSION)**

The authority to suspend a student, for up to and including nine (9) days after an informal hearing is held, rests with the Superintendent or designee. If a danger to students or staff members is present, the principal may immediately remove the student from the school. The school will contact parents/guardians prior to removing the student from campus and will communicate with parents/guardians for a follow-up hearing as soon as practicable. The person imposing it shall report each suspension to the Board within five (5) days (A.R.S. 15-843).

### Short-Term Suspension Procedures

**(REF: BOARD POLICY - JKD © STUDENT SUSPENSION)**

#### Suspension for Ten (10) Days or Less:

- A. Step 1: The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
  1. After having received notice, the student will be asked for an explanation of the situation.
  2. The authorized district personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.
- B. Step 2: Following Step 1:
  1. Provided that a written record of the action taken is kept on file, authorized district personnel may:
    - a. Suspend the student for up to ten (10) days.
    - b. Choose other disciplinary alternatives.
    - c. Exonerate the student.
    - d. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
  2. When suspension is involved:
    - a. A parent/guardian must be notified before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parent/guardian.

- b. A letter to the parents/guardians will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
3. No appeal is available from a short-term suspension.

### Long-Term Suspension/Expulsion Procedures

(REF: BOARD POLICY - JKD © STUDENT SUSPENSION)

#### Suspension for Over Ten Days:

- A. Step 3: If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2, a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.
- B. Step 4: A formal letter to the responsible parent/guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:
  1. The charges and the rule or regulation violated.
  2. The extent of the punishment to be considered.
  3. The date, time, and place of the formal hearing.
  4. A designation of the district's witnesses.
  5. That the student may present witnesses.
  6. That the student may be represented by counsel at the student's expense.
  7. If a hearing officer has been designated, the name of the hearing officer.
- C. Step 5: A formal hearing will be held, during which the student will be informed of the following:
  1. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents/guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's/guardian's expense.
  2. The student is entitled to a statement of the charges and the rule or regulation violated.
  3. The student may be represented by counsel, without bias to the student.
  4. The student may present witnesses.
  5. The student or counsel may cross-examine witnesses presented by the district.
  6. The burden of proof of the offense lies with the district.
  7. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents/guardians are to be allowed to tape-record the hearing at their own expense.
  8. The district has the right to cross-examine witnesses and may be represented by an attorney.
- D. Step 6: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
  1. Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parents/guardians of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.
  2. The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
  3. The decision of the Board is final.

## Suspension and Expulsion of Students with Disabilities

Students placed in special education programs will be expected to abide by the rules on conduct established for all students. When misconduct occurs, procedures for such suspensions and expulsions shall meet the requirements and regulations of IDEA and state statutes.

## Arizona Laws Pertaining to Attendance, Assault, Expulsion, Threats, and Bullying

### Attendance

#### School Attendance; Exemptions; Definitions

##### (A.R.S. 15-803)

- A. It is unlawful for any child who is between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless either:
  - 1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 5, subdivision (c).
  - 2. The child is accompanied by a parent/guardian or a person authorized by a parent/guardian.
  - 3. The child is provided with instruction in a homeschool.
- B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten (10) percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
- C. For the purposes of this section:
  - 1. "Habitually truant" means a truant child who is truant for at least five (5) school days within a school year.
  - 2. "Truant" means an unexcused absence for at least one (1) class period during the day.
  - 3. "Truant child" means a child who is between six (6) and sixteen (16) years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

### Assault

#### Assault; Classification

##### (A.R.S. 13-1203)

- A. A person commits assault by:
  - 1. Intentionally, knowingly, or recklessly causing any physical injury to another person; or
  - 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or
  - 3. Knowingly touching another person with the intent to injure, insult, or provoke such person.
- B. Assault committed intentionally or knowingly pursuant to subsection A, paragraph 1, is a class 1 misdemeanor. Assault committed recklessly pursuant to subsection A, paragraph 1 or assault pursuant to subsection A, paragraph 2, is a class 2 misdemeanor. Assault committed pursuant to subsection A, paragraph 3, is a class 3 misdemeanor.

#### Aggravated Assault, Classification; Definitions

##### (A.R.S. 13-1204(A)(8) and (E))

A person commits aggravated assault if the person commits assault as prescribed by section 13-1203 under any of the following circumstances:

If the person commits the assault knowing or having reason to know that the victim is any of the following:

- (d) A teacher or other person employed by any school and the teacher or other employee is on the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

Except pursuant to subsections F and G of this section, aggravated assault pursuant to subsection A, paragraph 1 or 2, paragraph 9, subdivision (a) or paragraph 11 of this section is a class 3 felony except if the aggravated assault is a violation of subsection A, paragraph 1 or 2 of this section and the victim is under fifteen (15) years of age it is a class 2 felony punishable pursuant to section 13-705. Aggravated assault pursuant to subsection A, paragraph 3 or subsection B of this section, is a class 4 felony. Aggravated assault pursuant to subsection A, paragraph 9, subdivision (b) or paragraph 10 of this section is a class 5 felony. Aggravated assault pursuant to subsection A, paragraph 4, 5, 6, 7, or 8 or paragraph 9, subdivision (c) of this section, is a class 6 felony.

## Suspension and Expulsion

### Responsibilities of Pupils; Expulsion; Alternative Education Programs; Community Service; Placement Review Committee

#### (A.R.S. 15-841)

- A. Pupils shall comply with the rules, pursue the required course of study, and submit to the authority of the teachers, the administrators, and the Board. A teacher may send a pupil to the principal's office in order to maintain effective discipline in the classroom. If a pupil is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the school district Board. A teacher may remove a pupil from the classroom if either of the following conditions exists:
1. The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
  2. The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- B. A pupil may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in section 13-105, use or possession of a gun, or excessive absenteeism. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in section 15-802. A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.
- C. A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.
- D. A school district may annually or upon the request of any pupil or the parent/guardian review the reasons for expulsion and consider readmission.
- E. As an alternative to suspension or expulsion, the school district may reassign any pupil to an alternative education program if the pupil does not meet the requirements for participation in the alternative to suspension program prescribed in subsection H of this section and if good cause exists for expulsion or for a long-term suspension.
- F. A school district may also reassign a pupil to an alternative educational program if the pupil refuses to comply with rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators, or the Board.
- G. A school district or charter school shall expel from school for a period of not less than one (1) year a pupil who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis. This subsection shall be construed consistently with the requirements of the Individuals with Disabilities Education Act (20 United States Code sections 1400 through 1420). For the purposes of this subsection:
1. "Expel" may include removing a pupil from a regular school setting and providing educational services in an alternative setting.

2. "Firearm" means a firearm as defined in 18 United States Code section 921.
- H. A school district or charter school shall expel from school for at least one (1) year a pupil who is determined to have threatened an educational institution as defined in section 13-2911, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis if the pupil participates in mediation, community service, restitution, or other programs in which the pupil takes responsibility for the results of the threat. This subsection shall be construed consistently with the requirements of the Individuals with Disabilities Education Act (20 United States Code sections 1400 through 1420). A school district may reassign a pupil who is subject to expulsion pursuant to this subsection to an alternative education program pursuant to subsection E of this section if the pupil participates in mediation, community service, restitution, or other programs in which the pupil takes responsibility for the threat. A school district or charter school may require the pupil's parent/guardian to participate in mediation, community service, restitution, or other programs in which the parent/guardian takes responsibility with the pupil for the threat. For the purposes of this subsection, "threatened an educational institution" means to interfere with or disrupt an educational institution by doing any of the following:
1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
  2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution, or the property of any person attending an educational institution.
  3. Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
  4. Refusing to obey a lawful order to leave the property of an educational institution.
- I. By January 1, 2001, each school district shall establish an alternative to suspension program in consultation with local law enforcement officials or school resource officers. The Board shall adopt policies to determine the requirements for participation in the alternative to suspension program. Pupils who would otherwise be subject to suspension pursuant to this article and who meet the school district's requirements for participation in the alternative to suspension program shall be transferred to a location on school premises that is isolated from other pupils or transferred to a location that is not on school premises. The alternative to suspension program shall be discipline intensive and require academic work, and may require community service, groundskeeping and litter control, parent/guardian supervision, and evaluation or other appropriate activities. The community service, groundskeeping and litter control, and other appropriate activities may be performed on school grounds or at any other designated area.
- J. Each school shall establish a placement review committee to determine the placement of a pupil if a teacher refuses to readmit the pupil to the teacher's class and to make recommendations to the Board regarding the readmission of expelled pupils. The process for determining the placement of a pupil in a new class or replacement in the existing class shall not exceed three (3) business days from the date the pupil was first removed from the existing class. The principal shall not return a pupil to the classroom from which the pupil was removed without the teacher's consent unless the committee determines that the return of the pupil to that classroom is the best or only practicable alternative. The committee shall be composed of two (2) teachers who are employed at the school and who are selected by the faculty members of the school and one (1) administrator who is employed by the school and who is selected by the principal. The faculty members of the school shall select a third (3rd) teacher to serve as an alternate member of the committee. If the teacher who refuses to readmit the pupil is a member of the committee, that teacher shall be excused from participating in the determination of the pupil's readmission and the alternate teacher member shall replace that teacher on the committee until the conclusion of all matters relating to that pupil's readmission.

## Threats



## Interference with or Disruption of an Educational Institution; Violation; Classification; Definitions

### (A.R.S. 13-2911)

- A. A person commits interference with or disruption of an educational institution by doing any of the following:
1. Intentionally, knowingly, or recklessly interfering with or disrupting the normal operations of an educational institution by either:
    - a. Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
    - b. Threatening to cause damage to any educational institution, the property of any educational institution, or the property of any employee or student of an educational institution.
  2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
  3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.
- B. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1, of this section are not required to be directed at a specific individual, a specific educational institution or any specific property or any specific property of an educational institution.
- C. The chief administration officer of an educational institution or an officer or employee designated by the chief administrative officer to maintain order may order a person to leave the property on the reasonable grounds to believe wither that:
1. Any person or persons are committing any act that interferes with it disrupts the lawful use of the property by others at the educational institution.
  2. Any person has entered on the property of an educational institution for the purpose of committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.
- J. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 1, of this section is a class 6 felony. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 2 or 3 of this section, is a class 1 misdemeanor.

## Anti-Bullying Provisions

### General Powers and Duties; Immunity; Delegation

#### (A.R.S. 15-341(36))

Prescribe and enforce policies and procedures to prohibit pupils from harassing, intimidating, and bullying other pupils on school grounds, on school property, on school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication on school computers, networks, forums, and mailing lists that include the following components:

- a) A procedure for pupils, parents/guardians, and school district employees to confidentially report incidents of harassment, intimidation, or bullying to school officials. The school shall make available written forms designed to provide a full and detailed description of the incident and any other relevant information about the incident.
- b) A requirement that school district employees report in writing suspected incidents of harassment, intimidation, or bullying to the appropriate school official and a description of appropriate disciplinary procedures for employees who fail to report suspected incidents that are known to the employee.
- c) A requirement that, at the beginning of each school year, school officials provide all pupils with a written copy of the rights, protections, and support services available to a pupil who is an alleged victim of an incident reported pursuant to this paragraph.
- d) If an incident is reported pursuant to this paragraph, a requirement that school officials provide a pupil who is an alleged victim of the incident with a written copy of the rights, protections, and support services available to that pupil.

- e) A formal process for the documentation of reported incidents of harassment, intimidation, or bullying and for the confidentiality, maintenance, and disposition of this documentation. School districts shall maintain documentation of all incidents reported pursuant to this paragraph for at least six (6) years. The school shall not use that documentation to impose disciplinary action unless the appropriate school official has investigated and determined that the reported incidents of harassment, intimidation, or bullying occurred. If a school provides documentation of reported incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.
- f) A formal process for the investigation by the appropriate school officials of suspected incidents of harassment, intimidation, or bullying, including procedures for notifying the alleged victim and the alleged victim's parent/guardian when a school official or employee becomes aware of the suspected incident of harassment, intimidation, or bullying.
- g) Disciplinary procedures for pupils who have admitted or been found to have committed incidents of harassment, intimidation, or bullying.
- h) A procedure that sets forth consequences for submitting false reports of incidents of harassment, intimidation, or bullying.
- i) Procedures designed to protect the health and safety of pupils who are physically harmed as the result of incidents of harassment, intimidation, and bullying, including, if appropriate, procedures to contact emergency medical services or law enforcement agencies, or both.
- j) Definitions of harassment, intimidation, and bullying.

## Equal Educational Opportunities

(REF: BOARD POLICY - JB-R © EQUAL EDUCATIONAL OPPORTUNITIES)

### Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the district or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

### Complaint Procedure

The district is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate, and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the district's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal, or suspension proceedings in accordance with A.R.S. 15-539 et seq. may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with Policies JK, JKD, and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

### Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the district, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

## Federal Law Pertaining to Homeless Students

(REF: BOARD POLICY - JFABD © ADMISSION OF HOMELESS STUDENTS)

SEC 1032 Education for Homeless Children and Youths Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 ET SEQ)

The term “homeless youth” means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship. Homeless status is determined in cooperation with parents/guardians or, in the case of unaccompanied youth, the local educational agency liaison.

1. Each State education agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
2. In any State that has a compulsory residency requirement as a component of the State’s compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
3. Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
4. Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

Additional information regarding the McKinney-Vento Homeless Assistance Act is available from the district’s homeless liaison/intervention specialist.