



All students and parents of the Casa Grande Union High School District agree to the following policies and consequences found in the matrix below when agreeing to the student handbook at the time of registration. These policies will ensure that the educational process for all students is high quality. Consequences found in the matrix may include the following: in-school detention, after- school detention, lunch detention, suspension (short term/ long term) and/or expulsion. Students and parents may access the matrix through the district website.

**Casa Grande Union High School District (CGUHSD) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that operates, as required by Title IX and its regulations, including in admission and employment.**

**Inquiries about Title IX may be referred to CGUHSD Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. Title IX Coordinator is Donna Telles, Union High School; Louis Ramirez, Vista Grande High School; Teena Daniels, CGUSD.**

## STUDENT DISCIPLINE MATRIX OF CONSEQUENCES

The categories of misconduct specified below are intended only as examples of the kinds of misconduct justifying discipline and not as a complete list of misconduct. Note: These are recommended disciplinary guidelines for some examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be lesser or greater at the administrator’s discretion on a case-by-case basis. Offenses are cumulative during the entire time the student is enrolled in the District. For the chart below the meaning of the asterisks (\*) is:

- \* The violation must be reported to the Arizona Department of Education.
- \*\* The violation must be reported to local law enforcement as well as the Arizona Department of Education.

**The administration retains the right and privilege to issue consequences for acts of behavior not specifically stated herein and to alter any consequences, as they consider necessary. Furthermore, the administration reserves the right to amend any provisions in this handbook which they deem to be in the best interest of the educational process. Consequences may include In-School Detention, After- School Detention, Lunch Detention, Suspension, and/or Expulsion.**



### Consequence Definition

- **Detention:**  
Discipline which requires students to serve time before or after school or during lunch with no credit for missed class work.

- ***In-School Detention (ISD):***  
Temporary denial to a student by a principal of participation in a class. Detention will be served in school and the student will receive credit for completed class work.
- ***Out-of-School Suspension (OSS):*** Temporary denial to a student by the Principal, Superintendent, or School Board, of participation in a class or classes.
- ***Long Term Suspension (LTS):*** Suspension from campus and loss of credit as determined by a hearing officer.
- ***Expulsion:***  
Denial of a student's membership in school by the school board for a period of time.

Where appropriate, the following **additional** interventions may be added to any violation:

- ***Alternative Placement:***  
Optional short-term placement program for students who have met guidelines.
- ***Apology:***  
Written or verbal statement of, acknowledgment of, and accountability for, the offense.
- ***Choices Counseling/Conflict Resolution:***  
Programs designed to teach students to deal with conflict in a constructive manner.
- ***Community Service:***  
May be served at the school outside of the school day by assisting school staff in carrying out their duties.
- ***Evaluation and Counseling:***  
Student must complete a drug/alcohol assessment to determine the appropriate course of treatment. Once the assessment is completed, the student must participate in recommended counseling sessions.
- ***Law Enforcement Referral:***  
When appropriate, students will be referred to the police for violations that are also violations of city, state, or federal laws.
- ***MTSS (Multi-Tiered Student Support) team referral:***  
A team of staff members who work together to help students become and remain successful in school.
  - *Behavior Contract*
  - *Attendance Contract*
  - *Academic Review to determine how to support.*
- ***Restitution:***  
When appropriate, students will reimburse the school or others for financial damages.
- ***Restrictions:***  
Removal of student privileges including, but not limited to: participation in extracurricular activities/clubs, student parking, and attendance at extracurricular activities and school-sponsored events (such as prom, etc.).
- ***Risk/Threat Assessment:***  
Assessment conducted by an outside agency to determine the safety risk a student poses to a school environment.
- ***Student Conference:***  
A meeting with administration and/or a counselor or team.

- **Student Contract:**  
A written plan or agreement to address discipline concerns.
  - **Warning:**  
Discussion and plan for change

Nature of Offense (Definition):	Offense and Recommended Discipline
<b>ACADEMIC MISCONDUCT/DISHONESTY</b>	
<p>Academic Misconduct/Dishonesty: Academic misconduct/dishonesty can include, but is not limited to cheating, forgery, lying and plagiarism.</p> <p>In addition to disciplinary action, students may face academic sanctions which may include but are not limited to receiving a zero on an assignment, grade of "F" for a class, or withdrawal from the class during the academic year.</p>	
<p><b>Cheating:</b> Using or attempting to use unauthorized materials, information, or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.</p>	<p>1<sup>st</sup> – Conference to short-term suspension 2<sup>nd</sup> – Conference to short-term suspension 3<sup>rd</sup> – Short-term to long-term suspension</p>
<p><b>Forgery:</b> Using the signature or initials of another person.</p>	<p>1<sup>st</sup> – Conference to short-term suspension 2<sup>nd</sup> – Conference to short-term suspension 3<sup>rd</sup> – Short-term to long-term suspension</p>
Nature of Offense (Definition):	Offense and Recommended Discipline
<p><b>Lying:</b> Knowingly giving false or misleading information, including false accusations against others with the intent to deceive.</p>	<p>1<sup>st</sup> – Conference to short-term suspension 2<sup>nd</sup> – Conference to short-term suspension 3<sup>rd</sup> – Short-term to long-term suspension</p>
<p><b>Plagiarism:</b> Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately.</p>	<p>1<sup>st</sup> – Conference to short-term suspension 2<sup>nd</sup> – Conference to short-term suspension 3<sup>rd</sup> – Short-term to long-term suspension</p>
<b>AGGRESSION POLICY VIOLATION</b>	
<p><b>Aggression:</b> Verbal Provocation: Use of language or gestures to insult or humiliate another person or that may incite another person or persons to fight.</p>	<p>1<sup>st</sup> – Conference to short-term suspension 2<sup>nd</sup> – Short-term suspension to long-term suspension 3<sup>rd</sup> – Short-term suspension to long-term suspension</p>
<p><b>Minor Aggressive Act:</b> Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling, or pushing.</p>	<p>1<sup>st</sup> – Short-term suspension to recommend expulsion 2<sup>nd</sup> – Short-term suspension to recommend expulsion 3<sup>rd</sup> – Long-term suspension to recommend expulsion</p>
<p><b>Disorderly Conduct:</b> The intent to disturb the peace or quiet, make unreasonable noise, use of abusive or offensive language or gestures, make a protracted commotion, utterance or display with the intent to prevent the transaction of the business of a meeting, gathering, or class, or refusal to obey a lawful order to disperse.</p>	<p>1<sup>st</sup> – Conference to short-term suspension (possible police referral) 2<sup>nd</sup> – Short-term to long-term suspension (possible police referral) 3<sup>rd</sup> – Short-term to long-term suspension (possible police referral)</p>
<p><b>Recklessness:</b> Unintentional, careless behavior that may pose a safety or health risk to others.</p>	<p>1<sup>st</sup> – Conference to short-term suspension (possible Police referral) 2<sup>nd</sup> – Short-term to long-term suspension (possible police referral) 3<sup>rd</sup> – Short-term to long-term suspension (possible police referral)</p>
<p><b>Endangerment*:</b> The reckless endangerment of another person that results in substantial risk of imminent physical injury or death.</p>	<p>1<sup>st</sup> – Conference to short-term suspension (possible Police referral) 2<sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3<sup>rd</sup> – Long-term suspension to recommend expulsion (possible police referral)</p>
<p><b>Fighting*:</b> Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.</p>	<p>1<sup>st</sup> – Short-term suspension 2<sup>nd</sup> – Long-term suspension 3<sup>rd</sup> – Recommend expulsion</p>

<b>Assault*</b> : Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Including taking or attempting to take anything by force or threat of force and intentional use of a vehicle in a manner dangerous to person or property.	1 <sup>st</sup> – Short-term suspension (10 days) to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (possible police referral)
<b>Aggravated Assault**</b> : A person commits aggravated assault if the person commits assault as defined in A.R.S. §13-1204. This could include, but is not limited to: 1. Causing serious physical injury to another, 2. Use of a deadly weapon or dangerous instrument, 3. A person eighteen years of age or older committing the assault upon a child under fifteen years of age, 4. Committing an assault knowing the victim is 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, or 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.	1 <sup>st</sup> – Recommend expulsion (police referral)
<b>Kidnapping**</b> : The knowing restraint of another person with the intent to hold the victim for ransom, as a shield or hostage, for involuntary servitude, inflict physical injury or place the person in reasonable apprehension of imminent physical injury.	1 <sup>st</sup> – Recommend expulsion (police referral)
<b>Homicide**</b> : Intentionally or recklessly causing the death of another person. Includes first degree murder, second degree murder, manslaughter or negligent homicide.	1 <sup>st</sup> – Recommend expulsion (police referral)
<b>Nature of Offense (Definition):</b>	<b>Offense and Recommended Discipline</b>
<b>Other Aggression</b> : Other forms of aggression that may result in humiliation or personal injury to another person.	1 <sup>st</sup> – Detention to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Short-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Long-term suspension to recommend expulsion (possible police referral)
<b>Other Violations of School Policies</b> : A violation of school District policy.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion
<b>ALCOHOL , DRUG AND TOBACCO VIOLATIONS AND SUBSTANCE ABUSE COUNSELING</b>	
<b>Alcohol Violations and Substance Abuse Counseling</b> : If a long-term suspension is recommended and it is the first long-term suspension for an alcohol offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved substance abuse counseling program at the student’s expense. Failure to satisfactorily complete the substance abuse counseling program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for an alcohol offense, counseling participation will not lessen the term of suspension. If the recommendation is for expulsion, participation in a substance abuse program will not lessen the recommendation.	
<b>Distribution or share**</b> : Distribution or sharing, or intent to distribute or share alcoholic substances or substances represented as alcohol.	1 <sup>st</sup> – Long-term suspension to recommend expulsion and substance abuse counseling. (police referral) 2 <sup>nd</sup> – Recommend expulsion (police referral)
<b>Use or Possession**</b> : Use or possession of alcoholic substances or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	1 <sup>st</sup> – Long-term suspension to recommend expulsion (police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (police referral) 3 <sup>rd</sup> – Recommend expulsion (police referral)
<b>Sale**</b> : Sale or intent to sell alcoholic substances or substances represented as alcohol.	1 <sup>st</sup> – Long-term suspension to recommend expulsion (police referral)

<p><b>Drug Violation:</b> For purposes of these definitions and District policy, “drugs” shall include, but not be limited to: all dangerous controlled substances prohibited by law, any prescription or patent medication or over-the-counter medication, except those for which permission to use in school has been granted pursuant to Board policy. Hallucinogenic substances, inhalants, imitations of illegal drugs, and anabolic steroids, medication or dietary supplement for recreational use, drug paraphernalia, or medication for which a student does not have a prescription.</p> <p><b>Drug Violations and Drug/Substance Abuse Counseling:</b> If a long-term suspension is recommended and it is the first long-term suspension for a drug offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved drug/substance abuse counseling program at the student’s expense. Failure to satisfactorily complete the drug/substance abuse counseling program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for a drug offense, counseling participation will not lessen the term of suspension. If the recommendation is for expulsion, participation in a substance abuse program will not lessen the recommendation.</p>	
<p><b>Distribution or share**:</b> Distribution or sharing, or intent to distribute or share, or the manufacture of drugs. It also includes distribution, share, intent to distribute or share, or manufacture of drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription. Distribution of a medication or a dietary supplement for recreation use will be treated as a drug violation – distribution or share.</p>	<p>1<sup>st</sup> – Long-term suspension to recommend expulsion (police referral) 2<sup>nd</sup> – Recommend expulsion (police referral)</p>
<p><b>Use or Possession**:</b> Use or possession of drugs. This includes use or possession of drug paraphernalia. This includes off-campus use and then being on District property or at a District function. Use or possession of a medication or a dietary supplement for recreational use will be treated as a drug violation – use or possession.</p>	<p>1<sup>st</sup> – Long-term suspension to recommend expulsion (police referral) 2<sup>nd</sup> – Long-term suspension to recommend expulsion (police referral) 3<sup>rd</sup> – Recommend expulsion (police referral)</p>
<p><b>Sale**:</b> Sale or intent to sell, or manufacture of drugs. It also includes sale, intent to sell or manufacture of drug paraphernalia. Sale of a medication or a dietary supplement for recreational use will be treated as a drug violation – sale.</p>	<p>1<sup>st</sup> – Long-term suspension to recommend expulsion (police referral)</p>

Nature of Offense (Definition):	Offense and Recommended Discipline
<p><b>Tobacco Violation</b>  <b>Use or Possession*:</b> Possession of tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors and the like).  <b>Distribution or share*:</b> Distribution and share means the act of giving tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors and the like), including, but not limited to, passing tobacco from one person to another.  <b>Sale*:</b> Sale of tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors and the like).</p>	<p>1<sup>st</sup> – Conference to Short-term Suspension Recommendation for smoking cessation program  2<sup>nd</sup> – Conference to Short-term suspension Recommendation for smoking cessation program  3<sup>rd</sup> – Conference to Short-term suspension Recommendation for smoking cessation program  Will be treated as insubordination</p>

<b>ARSON POLICY VIOLATION</b>
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<p><b>Arson</b>  <b>Of a Structure or Property*:</b> Damaging or attempting to damage a structure or property by fire or incendiary device.  <b>Of an Occupied Structure**:</b> Damaging or attempting to damage an occupied structure by fire or incendiary device.</p>	<p>1<sup>st</sup> – Long-term suspension to recommend expulsion (possible police referral)  2<sup>nd</sup> – Recommend expulsion (possible police referral)  3<sup>rd</sup> – Recommend expulsion (police referral)</p>
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<b>ATTENDANCE POLICY VIOLATION</b>
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<p><b>Leaving School Grounds without Permission:</b> Leaving school grounds without following proper procedures to provide documentation to school officials of permission from a parent/guardian.</p>	<p>1<sup>st</sup> – Conference to detention  2<sup>nd</sup> – Detention to short-term suspension  3<sup>rd</sup> – Short-term suspension</p>
<p><b>Tardy:</b> Arriving at school or to a class after the late bell, but prior to one-third (1/3) of the class period expiring.</p>	<p>1<sup>st</sup> – Conference to detention  2<sup>nd</sup> – Detention to short-term suspension  3<sup>rd</sup> – Short-term suspension</p>
<p><b>Truancy:</b> Ten (10) or more unexcused absences.</p>	<p>1<sup>st</sup> – Conference to detention  2<sup>nd</sup> – Detention to short-term suspension  3<sup>rd</sup> – Short-term suspension</p>

<b>Unexcused Absence:</b> Any absence for a class period during the school day that is not excused by the student's parent/guardian and approved by the appropriate school official.	1 <sup>st</sup> – Conference to detention 2 <sup>nd</sup> – Detention to short-term suspension 3 <sup>rd</sup> – Short-term suspension
<b>Other Attendance Violations:</b> Violations of state, school district, or school policy related to attendance.	1 <sup>st</sup> – Conference to detention 2 <sup>nd</sup> – Detention to short-term suspension 3 <sup>rd</sup> – Short-term suspension
<b>HARASSMENT, THREAT, INTIMIDATION OR BULLYING</b>	
<b>Harassment, Threat, Intimidation, or Bullying :</b> If a long-term suspension is recommended and it is the first suspension for a harassment, threat or intimidation, or bullying offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved sensitivity counseling program at student's expense. Failure to satisfactorily complete the sensitivity counseling program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second (2 <sup>nd</sup> ) long-term suspension for harassment, threat or intimidation, or bullying offense, counseling participation will not lessen the term of suspension. If the recommendation is for expulsion, participation in a sensitivity program will not lessen the recommendation.	
<b>Bullying*:</b> Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological. Specific examples include, but are not limited to, hitting, punching, demeaning, teasing, name calling, taunting, derogatory nicknames, innuendos, and/or remarks; gestures, social exclusion or cyber bullying.	1 <sup>st</sup> – Short-term suspension (5 days) to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Short-term suspension (10 days) to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Long-term suspension to recommend expulsion (possible police referral)
<b>Harassment, Nonsexual*:</b> Harassment, nonsexual means harassing conduct based on and/or motivated by race, color, religion, national origin, or disability.	1 <sup>st</sup> – Short-term suspension (5 days) to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (possible police referral)
<b>Hazing*:</b> 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 the initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the District; (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.	1 <sup>st</sup> – Short-term suspension (5 days) to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (possible police referral)
<b>Nature of Offense (Definition):</b>	<b>Offense and Recommended Discipline</b>
<b>Threatening or Intimidating*:</b> When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	1 <sup>st</sup> – Short-term suspension (5 days) to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Long-term suspension to recommend expulsion (possible police referral)
<b>OTHER VIOLATION OF SCHOOL POLICIES</b>	
<b>Combustible:</b> Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion
<b>Contraband:</b> Possession of items stated in school policy as prohibited because they may disrupt the learning environment.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion
<b>Defiance or Disrespect:</b> Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion
<b>Disruption:</b> Student engages in behavior causing an interruption in a class activity. Disruption includes sustained loud talking, yelling, or screaming; noise from materials; horseplay or rough-housing; or sustained out-of-seat behavior.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion
<b>Dress Code Violation:</b> Failure to comply with the District and school dress standards.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Short-term suspension to long-term suspension
<b>Gambling:</b> To play games of chance for money or to bet a sum of money or other items of value.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion

<b>Language, Inappropriate:</b> Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion
<b>Negative Group Affiliation:</b> (1) three or more individuals associate periodically as an ongoing criminal group or organization, whether loosely or tightly structured, (2) the group has identifiable leaders, although the leader for one type of criminal activity may be different than the leader for another, (3) the group has a name or identifying symbol, (4) the organization’s members, individually or collectively, currently engage in, or have engaged in, violent or other criminal activity and, (5) the group frequently identifies itself with, or claims control over specific territory (turf) in the community, wears distinctive dress and colors, and communicates through graffiti and hand signs among other means (United States Department of Justice, Bureau of Justice Assistance, 1997).	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion
<b>Parking Lot Violation:</b> Violation of District policy or laws related to parking lots or the operation of motorized vehicles on school property.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion
<b>Public Display of Affection:</b> Excessive kissing, sexual touching, or other inappropriate displays of affection in violation of school policy.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion
<b>Other Violations of School Policies:</b> A violation of school District policy.	1 <sup>st</sup> – Conference to short-term suspension 2 <sup>nd</sup> – Short-term suspension to long-term suspension 3 <sup>rd</sup> – Long-term suspension to expulsion

### SCHOOL THREAT POLICY VIOLATION

<b>School Threat</b> <b>Bomb Threat**:</b> Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device <b>Chemical or Biological Threat**:</b> Threatening to cause harm using dangerous chemicals or biological agents. <b>Fire Alarm Misuse**:</b> Intentionally ringing or pulling the fire alarm when there is no fire <b>Other Threat*:</b> Other threats to cause harm, by any means, including but not limited to verbal, written, through use of social media, etc.	1 <sup>st</sup> – Short-term suspension to recommend expulsion (police referral) 2 <sup>nd</sup> – Recommend expulsion (police referral)
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#### Nature of Offense (Definition):

#### Offense and Recommended Discipline

### SEXUAL OFFENSES AND COUNSELING

<b>Sexual Offenses and Counseling:</b> If a long-term suspension is recommended and it is the first long-term suspension for a sexual offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved sensitivity counseling program at student’s expense. Failure to satisfactorily complete the sensitivity counseling program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for a sexual offense, counseling participation will not lessen the term of suspension. If the recommendation is for expulsion, participation in a sensitivity counseling program will not lessen the recommendation.	
<b>Harassment, Sexual*:</b> Unwelcome conduct of a sexual nature that denies or limits a student’s ability to participate in or receive benefits, services, or opportunities in the school’s program. The behavior can include unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal conduct of a sexual nature.	1 <sup>st</sup> – Short-term suspension (5 days) to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (police referral) 3 <sup>rd</sup> – Recommend expulsion (police referral)
<b>Harassment, Sexual with Contact*:</b> Sexual harassment that includes unwanted physical [contact of non-sexual body parts (includes areas not covered in Arizona Revised Statutes).]	1 <sup>st</sup> – Short-term suspension (5 days) to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (police referral) 3 <sup>rd</sup> – Recommend expulsion (police referral)
<b>Indecent Exposure or Public Sexual Indecency*:</b> Indecent exposure is when a student exposes his or her genitals or anus or a female student exposes the areola or nipple of her breast and another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. Public sexual indecency is intentionally or knowingly engaging in an act; act of sexual contact; act or oral sexual contact; sexual intercourse; or bestiality if another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.	1 <sup>st</sup> – Short-term suspension (5 days) to recommend expulsion. (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (police referral) 3 <sup>rd</sup> – Recommend expulsion (police referral)

<b>Requesting or Disclosing of Nude Images or Images of Specific Sexual Activities:</b> It is a violation of conduct to intentionally request, or disclose an image of another person who is identifiable from the image itself or from information displayed in connection with the image if the person in the image is depicted in a state of nudity or is engaged in specific sexual activities.	1 <sup>st</sup> – Short-term suspension to recommend expulsion (police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (possible police referral)
<b>Pornography:</b> Possessing, sharing or posting sexually explicit depictions of persons, in words or images, on a school campus or District facility, including both in print and on cell phones or other electronic devices.	1 <sup>st</sup> – Short-term suspension to recommend expulsion (police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (possible police referral)
<b>Sexual Abuse**:</b> Intentionally or knowingly engaging in sexual contact with any person fifteen (15) or more years of age without consent of that person or with any person who is under fifteen (15) years of age even if the physical contact only involves the female breast.	1 <sup>st</sup> – Long-term suspension to recommend expulsion (police referral) 2 <sup>nd</sup> – Recommend expulsion. (police referral)
<b>Sexual Assault**:</b> Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.	1 <sup>st</sup> – Recommend expulsion. (police referral)
<b>Sex Trafficking**:</b> Knowingly trafficking another person with the intent to cause the other person to engage in any paid sexual activity or sexually explicit performance by deception, force, or coercion.	1 <sup>st</sup> – Short-term suspension to Expulsion 2 <sup>nd</sup> – Short-term suspension to Expulsion 3 <sup>rd</sup> – Short-term suspension to Expulsion

### TECHNOLOGY USE POLICY VIOLATION

<b>Network Infraction:</b> Improper use of the District network, in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.	1 <sup>st</sup> – Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) 2 <sup>nd</sup> – Short-term suspension to recommend expulsion Possible loss of the privilege to use District technology (possible police referral) 3 <sup>rd</sup> – Long-term suspension to recommend expulsion Possible loss of the privilege to use District technology (possible police referral)
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Nature of Offense (Definition):	Offense and Recommended Discipline
<b>Telecommunication Device:</b> Improper use of personal cell phones or electronic devices. Electronic devices could include, but are not limited to, I-pods, Gameboys, cameras, or iPads, etc. <b>Note:</b> Please review the student handbook at the high school of attendance for each school's guidelines. CGUHSD does not assume responsibility or liability for theft or damage of personal electronic devices. Students bring prohibited devices at their own risk.	1 <sup>st</sup> – Detention to recommend expulsion. Possible loss of the privilege to use District technology (possible police referral) 2 <sup>nd</sup> – Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology (possible police referral) 3 <sup>rd</sup> – Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology (possible police referral)

### THEFT VIOLATIONS

<b>Petty Theft:</b> The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of under \$250.00	1 <sup>st</sup> – Short-term suspension to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (police referral)
<b>Theft:</b> The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of \$250.00 or more	1 <sup>st</sup> – short-term suspension to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (police referral)
<b>Burglary/Breaking and Entering (2<sup>nd</sup>/3<sup>rd</sup> Degree)*:</b> A student enters and remains unlawfully in or on a residential or nonresidential structure or in a fenced commercial yard or enters any part of a motor vehicle by means of a manipulation key or master key with the intent to commit theft or any felony therein.	1 <sup>st</sup> – Long-term suspension to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Recommend expulsion (possible police referral)



<b>Burglary (1<sup>st</sup> Degree)**:</b> A student commits burglary in the 1 <sup>st</sup> degree if such person or an accomplice violates the provisions of second or third degree burglary and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.	1 <sup>st</sup> – Recommend expulsion (police referral)
<b>Extortion*:</b> Attempting to obtain or obtaining money or property by threat, force, or in return for protection.	1 <sup>st</sup> – Short-term suspension to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (possible police referral)
<b>Robbery*:</b> Using force or threatening to use force to commit a theft or while attempting to commit a crime.	1 <sup>st</sup> – Long-term suspension to recommend expulsion (police referral) 2 <sup>nd</sup> – Recommend expulsion (police referral)
<b>Armed Robbery**:</b> In the course of committing robbery, a person is armed with, uses, or threatens to use a deadly weapon, or dangerous instrument, or a simulated deadly weapon.	1 <sup>st</sup> – Recommend expulsion (police referral)
<b>VANDALISM OR CRIMINAL DAMAGE POLICY VIOLATION</b>	
<b>Vandalism of Personal Property*:</b> Willful destruction, defacement, or damage of personal property.	1 <sup>st</sup> – Short-term suspension to recommend expulsion Recommendation for restitution. (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion Recommendation for restitution. (possible police referral) 3 <sup>rd</sup> – Recommend expulsion and recommendation for restitution. (possible police referral)
<b>Vandalism of School Property*:</b> Willful destruction, defacement, or damage of school property.	1 <sup>st</sup> – Short-term suspension to recommend expulsion Recommendation for restitution. (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) 3 <sup>rd</sup> – Recommend expulsion and recommendation for restitution. (possible police referral)
<b>Nature of Offense (Definition):</b>	<b>Offense and Recommended Discipline</b>
<b>WEAPONS AND DANGEROUS ITEMS POLICY VIOLATION</b>	
<b>Dangerous Items*:</b> This violation includes, but is not limited to, laser pointers, letter openers, mace/pepper spray, paintball guns, razor blades/box cutters, fireworks, simulated knives, taser or stun guns, tear gas, or a knife with any length of blade.	1 <sup>st</sup> – Short-term suspension to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (possible police referral)
<b>Firearms**:</b> This violation includes, but is not limited to, loaded or unloaded, operable or inoperable, handguns, pistols, shotguns, rifles, air/pellet/BB guns, starter guns/pistols, flare guns and destructive devices, i.e. bombs or grenades.	1 <sup>st</sup> – Long-term suspension to recommend expulsion (police referral)
<b>Simulated Firearm:</b> Any simulated firearm made of plastic, wood, metal, or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and being portrayed as a firearm.	1 <sup>st</sup> – Short-term suspension to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (possible police referral)
<b>Other Weapons:</b> This violation includes, but is not limited to, brass knuckles, nunchakus, and billy clubs.	1 <sup>st</sup> – Short-term suspension to recommend expulsion (possible police referral) 2 <sup>nd</sup> – Long-term suspension to recommend expulsion (possible police referral) 3 <sup>rd</sup> – Recommend expulsion (possible police referral)

# Governing Board Policies

CGUHSD Governing Board Policies are available upon request at all school sites, the District Office, and online at [CGUIHSD Board Policy](#) by clicking on Casa Grande Union High School District.

POLICY TITLE	POLICY CODE	POLICY TITLE	POLICY CODE
Student Absences and Excuses	<b>JH</b>	Reporting Child Abuse/Child Protection	<b>JLF</b>
Student Attendance	<b>JE</b>	Rights and Responsibilities	<b>JI</b>
Behavior Management and Student Discipline	<b>JKA</b>	Student Interviews, Searches and Arrests	<b>JIH</b>
Buses/Transportation	<b>EEA &amp; EEAE</b>	School Violence, Bullying, Harassment, Intimidation	<b>JICK</b>
Care of School Property by Students	<b>JICB</b>	Sexual Harassment	<b>ACA</b>
Cell Phones and Other Electronic Devices	<b>JICK-EB</b>	Student Discipline	<b>JK</b>
Drug and Alcohol Use by Students	<b>JICH</b>	Student Dress	<b>JICA</b>
Equal Educational Opportunity and Anti-Harassment	<b>JB</b>	Student Fundraising Activities	<b>JJE</b>
Extracurricular Activity Eligibility	<b>JJJ</b>	Technology Resources	<b>IJNDB</b>
Hazing	<b>JICFA</b>	Tobacco Use by Students	<b>JICG</b>
Non-discrimination & Immigration Anti-discrimination	<b>AC &amp; ACB</b>	Truancy	<b>JHB</b>
Public Conduct on School Property	<b>KFA</b>	Weapons in School	<b>JICI</b>

## Bus Rules

Riding is a privilege; parents/guardians and students should discuss and make sure they know the rules. As a last resort, violations of these bus rules may result in the loss of bus privileges for a limited time, not to exceed 30 days. These rules apply while students are being transported on a school bus or vehicle used for school purposes.

### Rules

- Always comply with bus driver's/monitor's directions.
- Remain seated; keep hands, feet, and head inside bus.
- Keep unauthorized materials and substances off the bus.
- Use classroom voice (no profanity/loud noises/intimidation).
- All personal possessions must be under control at all times.
- No eating or drinking on the bus.

### Safety Precautions

- Know the correct bus route # and route to/from the bus stop.
- ALWAYS board/depart bus at correct stop known by parent/guardian.
- Discuss what to do if the bus is late in the morning or no one is home in the afternoon.

# Due Process for Students with an IEP or 504 Plan

Students with disabilities under Section 504 or IDEA (and students suspected of having a disability) may be disciplined in the same manner as any other student and may be suspended for up to 10 cumulative days of school per school year.

If a suspension beyond 10 cumulative days is contemplated, special procedures must be followed. **A manifestation determination conference must be held by the 10th day of suspension but should happen as soon as possible based on parent/guardian/staff availability.**

If the manifestation determination concludes that the student's behavior is a manifestation of the student's disability, then no further disciplinary action can be taken.

- The 504 or IEP team should convene to develop an appropriate behavior plan for the student.

If the manifestation determination conference concludes that the student's behavior is not a manifestation of the student's disability, a hearing officer may impose whatever long-term suspension or expulsion policy allows.

- The District has no obligation to continue to provide educational services to a 504-student pursuant to the 504-accommodation plan during the period of a long-term suspension or expulsion.
- However, the District must continue to provide educational services for students eligible under IDEA.

A student with a disability under IDEA may be referred to an Interim Alternative Educational Setting in circumstances involving the use or possession of drugs, weapons, or serious bodily injury.

## Parent and Guardian Rights

- Request and be granted conferences with teachers, counselors, and/or the principal.
- Receive explanations from teachers about their student's grades and disciplinary procedures.
- Access and review school records pertaining to their student.
- Receive a copy of this Code.
- Receive immediately an oral and a written notification anytime a student receives in-school suspension or is sent home for any safety and/or disciplinary reason (including suspension).
- Request an interpreter or translator at any step of the disciplinary process.
- Request a review of all disciplinary actions relating to their student.
- Direct their student's education, upbringing, and moral/ religious training.
- Be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity, or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent/guardian, unless the incident has first been reported to law enforcement and notification of the parent/guardian would impede a law enforcement or a Department of Child Safety (DCS) investigation. This paragraph does not create any new obligation for CGUHSD to report misconduct between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.
- Be treated in a manner that is respectful of and responsive to their cultural traditions.

## Parent and Guardian Responsibilities

- Communicate and collaborate with teachers to support student achievement.
- Attempt to participate and be active at their student's school.
- Be partners with school staff by sharing appropriate ideas for improving student learning and by helping to prevent and/or resolve student discipline problems.
- Provide supervision of the student's health, physical, and emotional well-being, and assume responsibility for the student's timely regular attendance.
- Promptly provide the school with explanations for student absences or tardiness.
- Ensure student compliance with school and District policies and regulations.
- Read and ask questions to understand the information in this Code.
- Reinforce the importance of students' adherence to values and behaviors described in this Code.

## Annual Notifications

### Annual notification of rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These rights transfer from the parents to a student who is 18 yrs. old, or an emancipated minor under State law, and include the right to:

1. **Consent before students is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Dept. of Education (ED)**
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships (like with lawyers, doctors, or ministers);
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
2. **Receive notice and an opportunity to opt a student out of –**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. **Inspect, upon request and before administration or use –**
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

CGUHSD will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

CGUHSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. CGUHSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

CGUHSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided

reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys.

Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202

# CGUHSD annual notification of Privacy Rights of Parents and Students

## CGUHSD annual notification of Privacy Rights of Parents and Students

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age, or who attend an institution of postsecondary education) certain rights regarding the student's education records.

These rights are:

1. **The right to inspect and review the student's education records within 45 days from the day CGUHSD receives a request.**

The parent(s) and/or eligible student may inspect and review student's education records, and CGUHSD policies and regulations governing use of those records, by making an appointment with the student's school principal. A copy of state and federal statutes and regulations concerning student records is available for reasonable inspection in the Office of the Superintendent or Designee, 1010 E. 10th Street, Tucson, Arizona. A list of the types of records maintained, and an explanation of any record, will be provided by appropriate CGUHSD personnel upon request.

Federal law assumes that both parents are equally entitled to review their child's records. If there is a custody order in place that prohibits the provision of this information to one parent, please provide CGUHSD with a copy of the custody order, signed by a judge.

2. **The right to request the amendment of the student's education records that the parent(s) and/or eligible students believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Such a request must be in writing to the student's school principal, must clearly identify the part of the record they want changed, and must specify why it should be changed. If CGUHSD, decides not to amend the record as requested by the parent(s) and/or eligible student, CGUHSD will notify the parent(s) and/or eligible student of the decision, and the parent(s) and/or eligible student may further request a hearing regarding the request for amendment, as provided by federal and state statutes, rules and regulations.

3. **The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

CGUHSD must obtain the written consent of the parent or eligible student prior to releasing personally identifiable information from the education records of a student, except in circumstances where federal and state law authorize disclosure without consent, such as disclosure to school officials with legitimate educational interests.

A school official is a person employed by CGUHSD as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a Governing Board member; a person or company with whom CGUHSD has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, schools will disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by CGUHSD to comply with the requirements of FERPA.**

Any complaints arising from an alleged violation of these rights may be submitted to the Superior Court of Pima County, Arizona, or to:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202

(202) 260-3887