



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

*Casa Grande Union High School District  
Governing Board*

Jack Hennes, President  
Kelly Herrington, Member  
Taylor Kerby, Member  
Joe Lopez, Member  
Chuck Wright, Member

*Dr. Anna Battle, Superintendent*

## District Office

### Casa Grande Union High School District

1362 N Casa Grande Ave

Casa Grande, AZ 85122

P: (520) 316-3360

F: (520) 316-3352

[www.cguhsd.org](http://www.cguhsd.org)

Dr. Anna Battle, Superintendent x1102

Ms. Pamela Reynolds, Human Resources Director x1104

Mr. Sean Casey, Student Services Director x1111

Ms. Melani Edwards, Curriculum & Instruction Director x1117

Mr. David Griffis, Technology Director/Data Analyst x1701

Mr. Ralph Belloc, Facilities Director x3148

Ms. Gina Salazar, Business Services Director x1107

Ms. Marilyn Gardner, Federal & State Programs Director x1127

Ms. Lisa Miller, 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

[cghs.cguhsd.org](http://cghs.cguhsd.org)

Mr. Brian Mabb, Principal

Mr. Greg Anderson, Assistant Principal

Mr. Randy Robbins, Athletic Director

Ms. Rebecca Spallinger, Assistant Principal

CGUHS

Grades 9-12

Cougars

Blue & Gold

### Vista Grande High School

1556 N Arizola Rd

Casa Grande, AZ 85122

P: (520) 876-9400

F: (520) 876-5348

[vghs.cguhsd.org](http://vghs.cguhsd.org)

Ms. Jeanette Beechum, Interim Principal

Mr. Vance Danzy, Assistant Principal

Mr. Miguel Marrero, Athletic Director

Mr. Jared Walther, Assistant Principal

VGHS

Grades 9-12

Spartans

Black & Gold

### CGUHSD Online Academy

1362 N. Casa Grande Ave.

Casa Grande, AZ 85122

P: (520) 316-3360

F: (520) 316-3352

[cgoa.cguhsd.org](http://cgoa.cguhsd.org)

Ms. Andrea Teran, Administrator

# CONTENTS

Academic Calendar .....	4
Welcome Letter from Dr. Anna Battle, Superintendent.....	4
Vision/Mission/Priorities and Goals.....	5
Governing Board Policies .....	6
Student Directory Information Opt-Out Form (JR-EB).....	6
Health Services.....	7
Attendance Policy .....	9
Dress for Success Policy .....	12
Athletics/Activities Policy.....	13
Family Engagement/Important Family Information .....	15
Academic Information .....	17
Special Education .....	22
Counseling/Guidance Services .....	25
Student Registration Information .....	26
Student Discipline .....	28
Student Suspension/Expulsion/Due Process Rights .....	36
Electronic Devices and Network Resources.....	42
Federal Law Pertaining to Homeless Students .....	44

## ACADEMIC CALENDAR

[English Version](#)

[Spanish Version](#)

## WELCOME LETTER FROM DR. ANNA BATTLE, SUPERINTENDENT

Casa Grande is an amazing community! I look forward to meeting you all very soon! I have had wonderful experiences in teaching, leading, and learning as an educator. Casa Grande Union High School District is nestled in an amazing city with diverse cultures, incredible traditions, and supported by families, business partners, and outstanding educators who strive to provide the very best for the students in schools. I humbly serve all the Casa Grande community!

The CGUHSD Vision: “All Living the Pursuit of Excellence for Lifetime Achievement” and Mission: “To inspire excellence by providing globally competitive educational and career opportunities for all students” will be my mantra with the priorities as a central focus.

- Competitive Educational and Workforce Development
- Viable Curriculum that Promotes High Student Achievement
- Positive, Safe, and Healthy Learning Environment
- Effective and Efficient Communication
- Effective and Efficient Use of Resources

In order to accomplish the CGUHSD priorities, we, the staff and leadership commit to the following:

- Seek ways for students to master content where students apply new knowledge to real-world situations
- Teach students to communicate effectively
- Incorporate critical thinking and problem-solving skills into learning
- Create opportunities to collaborate
- Foster self-directed learning
- Develop academic mindsets

School leaders are required to **prepare students for a globally competitive society**, and act ethically to facilitate a shared vision of school practices that serve all students equitably in a diverse society; this is my educational philosophy. We will provide multiple opportunities for parent engagement and encourage student voice and choice. We need everyone’s participation in the learning process to ensure that each child experiences success towards post-secondary opportunities beyond high school.

Educators around the world have been challenged by environmental experiences in the 2020 and 2021 school years. We have much to do together and I enthusiastically accept the challenge of providing quality educational experiences for each child as a partner with you.

Warm Regards,

Dr. Anna Battle  
CGUHSD Superintendent

# VISION/MISSION/PRIORITIES AND GOALS

## 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

# ASBA Casa Grande Union High School District Governing Board Policies

## GOVERNING BOARD POLICIES

### 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.

### 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.

## STUDENT DIRECTORY INFORMATION OPT-OUT FORM (JR-EB)

SIGNING THIS FORM IS **OPTIONAL**. SIGN AND RETURN THIS FORM **ONLY** IF YOU **DO NOT** WISH TO HAVE SOME OR ALL DIRECTORY INFORMATION RELEASED.

The District is required to obtain your written consent prior to releasing educational records or personally identifiable information concerning your student. Federal law provides a number of exceptions to this requirement, for example, when releasing information to other school and District officials, to the Arizona and United States Department of Education, to other schools where your student seeks to enroll, and for other exceptions provided by law. The District may also release “directory information” (specified below) concerning your student without your written consent, **unless you have provided the District notice of your desire to opt-out of directory information.**

NOTE: Your student’s home address, home telephone number, e-mail address, and class rank will **only** be released as “directory information” under the following circumstances and to the following individuals and groups without your written consent: 1) Colleges, universities, and prospective employers for purposes of recruitment, notification of scholarship offers or job opportunities, and similar purposes; or 2) Casa Grande Union High School District-affiliated and approved groups or vendors [e.g. student groups and clubs (yearbook, student newspapers, student council, marching band, National Honor Society, and the like); student athletic teams; parent booster clubs; site council; parent-teacher groups; graduation vendors (photographs, caps and gowns, announcements), and the like]. This information will not be considered “directory information” if being requested by an individual or group that does not conform to the requirements above (e.g. for-profit business that are not District-approved vendors, outside media groups, and the like). In those circumstances, your student’s home address, e-mail address, and class rank will not be released unless the District has obtained written consent provided by the parent/guardian or eligible student.

If you do not want any or all directory information about your student to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by checking off any or all of the rejected information below and signing and returning this form to your student’s school within two (2) weeks of receiving this form, or October 31, whichever occurs first. **If the Casa Grande Union High School District does not receive this student’s Student Directory Information Release Form by your returning this form within the prescribed time, the District will assume that your permission is given to use the directory information as described above.**

-----  
TO: Principal: I **DO NOT** wish to have the CGUHSD disclose the directory information checked below under any circumstance. The checked information **will not** be released to colleges or universities, will not be used for scholarships,

placed on athletic/activity rosters, or school programs, and photographs will not appear in the yearbook or other similarities for:

Student's Name	Student's I.D. Number	
<hr/>		Parent/Legal
Guardian/Eligible Student Signature	Date	

- Student's honors and awards received
- Student's dates of attendance (semester, quarter, etc., not specific days in school)
- Student's participation in officially recognized activities and sports
- Student's height, weight, and athletic number if member of an athletic team
- Student's most recently attended educational agency or institution
- Class rank by percentage (for example, top 10%, top 20%)
- Student's name
- Student's parents' names
- Student's home address
- Student's home telephone number
- Student's electronic (e-mail) address
- Student's current school of attendance
- Student's major field of study
- Student's photograph
- Student's grade Level (9th, 10th, etc.)
- Student's enrollment status (part-time or full-time)
- Military Opt-Out: Check this box if you do not want directory information released to military recruiters or military schools

**ITEMS CHECKED WILL NOT BE RELEASED AS DIRECTORY INFORMATION**

This form will remain in effect unless written notification is received from you, by the school Principal, identifying any changes you wish to make to your student's directory information.

## 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.

## 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.

## 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 combination will result in an immediate removal from the class and a parent/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.

## 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.

## 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.

## 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.

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.

## 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.

## ATTENDANCE POLICY

The goal behind the Casa Grande Union High School District Attendance Policy is to encourage and promote school attendance to better prepare our students for college and the workforce. High school administration, faculty, and staff encourage students to be at school on time every day. High School attendance is ultimately the responsibility of the student and his/her family. It is important that students and their families recognize the direct relationship between student attendance and high academic achievement. The attendance policy is intended to involve parents, teach students responsibility, and provide optimum instruction and academic accountability.

### Definitions:

- **Tardy:** Students will be considered tardy if they are not in their classroom when the tardy bell rings. Failure to be in class ten (10) minutes after the start of the class will constitute an absence. Parents/Guardians may NOT call the Attendance Office to excuse a tardy.
- **Absence:** Students will be considered absent if they arrive to class after 10 minutes. This absence can be defined as excused or unexcused.
- **Excused Absence:** An absence is excused if a parent/guardian notifies the school within 48 hours of the absence. The reason for the absence must be given. Some examples are:
  - Personal illness
  - Doctor or dentist appointment (We encourage families to make these appointments before or after school).

- Serious family illness
  - Death in the family or of a close friend
  - Religious holidays
  - Important family business
- **Unexcused Absence:** An absence is unexcused if it is not excused by a parent/guardian. If a student is truant from any class, the student may be referred to administration.
  - **School-Related Absence:** An absence is school-related if it is due to a pre-approved school-related activity. It will not count as an absence.
  - **Suspension:** The days of suspension, both in-school and out-of-school, do not count as absences for the attendance policy.

## Consequences for Absences

The following actions will be taken after three (3) and five (5) unexcused absences per semester:

- **Three (3) Absences:**
  - When a student reaches three (3) unexcused absences for any or all classes, they will receive a 3-Day Absence Letter and may be assigned lunch or after-school detention as determined by the Interventionist. The parent/guardian will receive the letter via email (or U.S. Mail if email is not available).
- **Five (5) Absences:**
  - When a student reaches five (5) unexcused absences for any or all classes, they will receive the 5-Day Absence Letter and may be assigned lunch or after-school detention as determined by the Interventionist. The parent/guardian will receive the letter via email (or U.S. Mail if email is not available).
- **Nine (9) or More Unexcused Absences**
  - Once a student reaches nine (9) or more unexcused absences, they will be referred to administration and a parent/guardian meeting will be required to sign an attendance contract to determine disciplinary consequences.
- **Ten (10) Consecutive Absences**
  - After ten (10) consecutive days of unverified absences per semester, the state requires schools to automatically withdraw the student from the school.

## Accumulation of Absences and/or Tardiness

The ninth (9th) total absence of the semester will result in the loss of credit for the class unless there are extenuating circumstances. Extenuating circumstances could include, but are not limited to:

- Hospitalization
- Personal/Health Issues
- Family Issues
- College Visits
- Runaways
- Substance Abuse Rehabilitation

## Dismissal During School Hours:

- Any student wishing to leave campus during the school day **MUST** have a verified parent/guardian contact. Contact the Attendance Office to excuse the absence and share what time the student is to be excused. A pass will be sent to the teacher in that hour and asked to excuse the student. Advance notice will allow the student

to be in the front office when the parent/guardian comes in to sign the student out. Parents/Guardians must enter the school to sign their student out with the receptionist (government-issued ID will be required).

- Please make prior arrangements ahead of time so your student has a pass. Students will not be permitted to leave campus without a pass. Parents/Guardians wishing to come to school to sign their student out without making prior arrangements should expect delays in getting their student out in a timely fashion.
- Passes WILL NOT be issued during the following:
  - Lunch Periods
  - 35 minutes prior to the end of the school day
  - After 1 p.m. during the Early Release Bell Schedule
  - Any exams (unit, semester, district, state, national, etc.)
  - Pep Assemblies

## Make-up Work

- **Excused Absence:** Students will be allowed the number of days absent to make up assignments. Work that was assigned prior to an absence will be due upon return to class.
- **Unexcused Absence:** Students will be accountable for all information missed and all classroom deadlines determined by the classroom teacher.
- **Short-Term Suspension:** Course assignments for students on short-term suspension will be provided by the teachers of record with the purpose of enabling students to remain current in their assigned coursework. Credit will be given for work completed while on short-term suspension. Assignments will be posted in the teacher's Blackboard class in the Learning log.

## 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. 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.

## 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.

## 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.

## **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 and to any classes during the school day. Any student who is late for class will go directly to class and be marked tardy. The student must adhere to teachers' tardy policies, including detention and extra duty. Students who are habitually late in arriving at school are subject to administrative disciplinary action. A tardy becomes an absence when a student arrives late (missed more than 10 minutes with a code of AT).

## **Loss of Credit**

**(REF: BOARD POLICY – JE-RB)**

Students may lose credit for any class in which they accumulate nine (9) absences during a semester. This accumulation includes excused and unexcused. The only exception to this rule is when the administration decides that adequate evidence has been presented indicating an extenuating circumstance, such as prolonged illness, requiring an accumulation beyond the maximum of nine (9) absences.

## **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. Continued violation may lead to discipline of the child and/or referral of the parent/guardian to a court of competent jurisdiction.

## **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. The parent/guardian/student must meet with the principal or designee and complete an exit survey. Schedule an appointment in advance of your arrival or there will be delays. Withdrawals are completed between the hours of 8 AM - 2 PM.

## **DRESS FOR SUCCESS POLICY**

**(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 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
- anything that is contrary to district policy and procedures
- items with tobacco, alcohol, drugs, race, gambling, obscenities, nudity, weapons, profanity, discriminatory connotations, or sexual connotations
- 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, such as follows:
  - strapless tops, spaghetti strap tops, halter tops, tank tops
  - no belly, no backs, no butts, no breasts can be exposed on campus or school-sponsored activities
  - exposed underwear
  - pants, shorts, or skirts with holes or tears above mid-thigh
  - bandanas of any color, size, or shape may not be carried or displayed
  - no hats, hoods, head scarves, skull caps, beanies, hairnets, do-rags, or bandanas
  - pajamas
  - blankets
  - slippers
  - bare feet (shoes or sandals must be worn at all times on campus).

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.

## **ID Cards**

IDs are required to be worn and visible 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.

## **ATHLETICS/ACTIVITIES POLICY**

**(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 \(Boys/Girls\)](#)[Danceline](#)[Football](#)[Golf \(Boys/Girls\)](#)[Spiritline](#)[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:

- attend their homeschool in accordance with the AIA guidelines,
- 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,
- must be enrolled in a minimum of four (4) credit-bearing courses if a senior, and six (6) if the student is an underclass person passing all classes determined through the Athletic Office weekly academic eligibility checks,
  - Weekly student-athlete academic eligibility checks will be conducted every Monday during the season of competition. Student-athletes found to be "not passing" in any course will be placed on the ineligibility warning list. Student-athletes on the ineligibility warning list will have one full week from the initial eligibility check date (Monday) to improve their non-passing grade. If the non-passing grade(s) does not improve within the full week, the student-athlete will be ineligible to compete in contests/competitions until the next weekly student-athlete academic eligibility check reveals the ineligible student is passing all courses.
- attend all scheduled classes every day and on game day to be eligible to play, unless approved by the principal,
- 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,
- pass the academic eligibility grade check completed every Monday at 3:30 PM.

**Emergency Notification Forms**

A designated coach, per sport, will always have in possession 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 athletic play. It is the responsibility of the parent/guardian to ensure records are accurate and updated for the team/responsible coach. The primary purpose of the regulation is to establish better parent/guardian communication in the event of an injury.

**Insurance**

All student-athletes must have current insurance provided by parent/guardian to be eligible to participate in practices, travel, or competitions.

**College-Athlete Eligibility**

Refer to NCAA eligibility center at [NCAA Eligibility Center](#) and NAIA Eligibility at [NAIA Eligibility](#).

## 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. Some activities and clubs will require an activity fee. Information on recognized clubs is available in the Athletic Office.

## Eligibility

To participate in an extracurricular activity, the student must:

- Pay \$50 in the Bookstore for athletes and identified clubs that pay teacher stipends,
- have all outstanding balances from the previous season paid in full at the Bookstore,
- 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,
- pass the academic eligibility grade check, occurring every Monday 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.

# FAMILY ENGAGEMENT/IMPORTANT FAMILY INFORMATION

## School-Parent Compact

The School-Parent Compact outlines how parents and school staff share in the responsibility for improved student academic achievement and how the school and the parents will build and develop partnerships to help children achieve the State's high standards (*ESSA, Section 1116(d)*).

### School Responsibilities

The school understands the importance of the school experience for every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet challenging State academic standards.
- Address the importance of communication between teachers and parents on an ongoing basis through:
  - Parent-Teacher Conferences
  - Providing parents with opportunities to volunteer and participate in their child's educational planning
  - Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand. (required) (*ESSA, Section 1116(d)(1-2)*)
- Treat each child with dignity and respect.

- Strive to address the individual needs of the student.
- Provide a safe, positive, and healthy learning environment.
- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance with both students and parents/guardians.

### **Student Responsibility**

- Be prepared for class. Be engaged. Check email. Bring completed assignments and tools needed to complete daily class work using learning management system.
- Plan time at home to read, review, and study each day.
- Organize your work.
- Establish a schedule for homework completion.
- Seek assistance from teachers or a parent/guardian when you need help.
- Check grades online.

### **Parent Responsibilities**

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

## **Parents Right to Know**

As per ESSA (Every Student Succeeds Act) of 2015, parents may request information regarding the professional qualifications of their child's teacher and classroom paraprofessionals including:

- Whether the teacher has met State qualification and certification requirements for the grade levels and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived.
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- Whether their child receives help from a paraprofessional and, if so, their qualifications.

## **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.

## **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.



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

Food may not be delivered. 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.

## **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.

## **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.

## **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.

## **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.

## **PE Lockers**

Locks and lockers are the property of the school, supplied to students. Students are not to share lockers with other students. Administration has the legal right to inspect individual lockers when there is a good reason to do so. The district will make periodic health and safety inspections of all lockers. Students have no reasonable expectation of privacy as to school lockers. The school is not responsible for articles lost or stolen.

# **ACADEMIC INFORMATION**

## 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.

## 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.

### Regular Courses

A  
B  
C  
D  
F

= 5.0  
= 4.0  
= 3.0  
= 1.0  
= 0.0

### AP (\*), Honors, and Approved College Courses (\*\*)

A = 4.0  
B = 3.0  
C = 2.0  
D = 1.0  
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 community 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 School 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 Governing Board has approved the following requirements. See your School 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
<b>TOTAL</b>	<b>22.0</b>	<b>22.0</b>

- (+) 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.

## 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 Concurrent courses 101-102 may not count toward the four (4) period requirement.

## Regulation Update – Transfer Credits

Students who plan to graduate from a Casa Grande Union High School District high 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.

Transfer Students – Acceptance of transfer credits from sources outside the Casa Grande Union High School District is not automatic. Coursework completed outside the district will be evaluated to determine whether elective or core credit will be awarded. Please refer to policy JFABC Admission of Transfer Student (Academic Transfer Credits). Following a transfer, the receiving school will give the student a list showing which credits were accepted as core subject credits and which were accepted as credits for electives. Within 10 days of receiving this list, a student may request to take an exam for any course accepted as an elective. If the student earns a score that demonstrates proficiency, the school will accept the transferred credit as core credit. Transfer students who plan to graduate from a CGUHSD high school will be held responsible for district graduation requirements. In addition, students must earn at least two (2) credits from one of the CGUHSD high schools and be enrolled in the school granting the diploma, for the entire semester before graduation.

CTAN Tests – Students may have to take a competency test to earn core credit from another educational institution. If the educational institution is not accredited by one of our approved accrediting agencies below, students will have to pass a

District CTAN to receive core credit. Otherwise, elective credit will be issued. Courses with weighted grades cannot be replaced with a CTAN.

Online institution transfer of credits - Core credits from an online program can be used to meet CGUHSD graduation requirements if they meet the following criteria:

- The online program MUST be accredited and affiliated with an Arizona public school system.
- Out-of-state online credits MUST come from an accredited program.
- Schools in the Casa Grande Union High School District will accept credits earned for successful completion of a course in a core subject at a non-district school if the following conditions are met:
  - The course or a similar course is offered in the district curriculum
  - The course was provided by a school that is fully accredited (excluding special purpose and distance learning designation) by one (1) of the following accrediting agencies:
    - ❖ Cognia formally known as AdvanceEd (2019)
    - ❖ New England Association of Schools and Colleges
    - ❖ Southern Association of Schools and Colleges
    - ❖ Northwest Association of Schools and Colleges
    - ❖ Middle States Association of Schools and Colleges
    - ❖ Western Association of Schools and Colleges
    - ❖ National Catholic Educational Association
    - ❖ National Lutheran School Accreditation
    - ❖ Christian Schools International
    - ❖ National Council of Private Schools Accreditation Agency
    - ❖ Department of Defense Education Accreditation
    - ❖ As approved by the district school board on May 4, 2021, all online, computer-based or distance learning designated courses will be transferred in CGUHSD schools from all Arizona Department of Education accredited online institutions, beginning in FY2021-22.

A course proved by a school that has received special purpose designation will be accepted if the district has evaluated the school and determined that its curriculum and instruction program is equal to that of schools fully accredited by the foregoing agencies.

## Appeal Procedure – Loss of Credit

(REF: BOARD POLICY – JE-RB STUDENT ATTENDANCE)

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.

## Summer School

CGUHSD will 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 80% 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 (≥80%) is obtained, the student will receive credit. The initial failing grade will not be replaced.

## 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 later ONLY if the absence is for the following reasons: medical, court, or bereavement. 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.

## 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. Students are to maintain their work using the earning management system. 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 excused absence and out of school suspension, to make up their missed work.

## Honors & Advanced Placement (AP) Courses

Students enrolled in AP classes MUST take the AP Exam. 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. Make payments in the Bookstore.

## 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.

### Honors Graduate

The student must have a cumulative weighted GPA of at least 3.5 at the end of seven (7) semesters.

### 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.

## 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).

## 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.

## Schedule Changes

Communication will be published regarding schedule changes and sent to students and parents/guardians. Once the window closes, all student schedules will remain unless leveling of course loads are required. No schedule changes will be honored.

## 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 an Open Enrollment applications or download it from our website at [www.cguhsd.org](http://www.cguhsd.org).

## 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.

## **Child Find**

In compliance with the Individuals with Disabilities Education Act (IDEA) 2004, the district will conduct Child Find activities for children birth through 21 years old. The following are the procedures: Pre-referral, Child Find, and Identification.

1. Review school records (from prior schools and school's current enrollment).
2. Complete a 45-day screening for school-aged children new to the school.
3. Document interventions attempted for school-aged children prior to referring for an evaluation.
4. Refer children suspected of having a disability age birth to three years to Arizona Early Intervention Program.
5. Provide information to parent/guardian(s) in writing.
6. If appropriate, refer the child for evaluation and/or other appropriate services. Schools identify, locate, and evaluate all children with disabilities within their population served who are in need of Special Education and related services. For more information, contact your school site.

## **45 Day Screening**

As mandated by Arizona Administrative Code (A.A.C.) R7-2-401 (C) and (D), the district is required to establish a process to ensure that any academic and/or developmental concerns of its students are not overlooked, and to determine this within the first 45 days of each child's attendance at a new school. To comply with this mandate, your child's classroom teacher will screen your child on aspects of your child's development such as language, cognition, perception, and motor skills. Screening is a process of rating skill strengths and weaknesses. Should you have any questions regarding the screening process, please feel free to contact your child's school site.

## **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), Pam Reynolds, Human Resources Director at (520) 316-3360 ext. 1104 or [preynolds@cguhsd.org](mailto:preynolds@cguhsd.org).

## **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 Governing 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 Governing 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 Governing 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.

## 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 Governing Board. The Governing Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

## 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.



## 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.

## COUNSELING/GUIDANCE SERVICES

Counseling/Guidance 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.).

## Educational Action Plan:

An [ECAP](#) reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic, career goals, and postsecondary plans (AZ Department of Education). An ECAP ensures that students are on the right path for their chosen career and are choosing the right classes and opportunities to prepare them for life after graduation. Students have the opportunity to update their ECAP each year by exploring career opportunities, building their skill set, and learning about various resources that are at their disposal.

# STUDENT REGISTRATION INFORMATION

## 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 the school with 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.

## Required Documentation for Registration

It is required that the “**Online Registration**” be completed prior to course requests. Please adhere to this requirement. The ADE requires residency documentation and updated parent/family information annually. CGUHSD is a 9-12 school district. We do not have access to feeder school information. Parents must provide along with registration documents. Residency documentation is required every year. [AZ Residency Guidelines](#)

## 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.

## 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.

Home Sports (Student) .....	\$25
Home Sports (Family Pass) .....	\$65
AP Exam Fee .....	\$96
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
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.

## Debts and Outstanding Balances

Students with debts and outstanding balances are required to pay them as soon as possible, before the next semester. CGUHSD may hold transcripts and/or records of any student owing debts and outstanding balances. Students may 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.

## 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 within three (3) days prior. A parent/guardian and teacher must sign the Field Trip Permission Form. The teacher will have the opportunity to determine with the student's eligibility for the field trip based on the student's progress in the class, and not be in discipline. All school rules apply while students are on a field trip.

## 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.

## Student fund Accounts

### (Regulation EFDA © COLLECTION OF MONEY/FOOD TICKETS)

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:

- A student may charge up to three (3) meals.
- If a student charges three (3) meals, a letter will be sent to the parent/guardian for collection.
- The student will not be allowed to charge any further meals until the balance is paid in full.
- Students with three (3) charges, will receive an alternative meal until the balance is paid in full.
- 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://MySchoolBucks.com) with their payments for school meals. With [MySchoolBucks](http://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 [AZDE NSLP Info](#). Parents, friends, and family members are not permitted to deliver food. Students are not permitted to have food delivered by any delivery service during the school day. If you have an isolated request, please contact the Academic Principal for an exception. The Academic Principal or Principal are the only ones who can make an exception.

## Evacuation, Emergency, and Crisis Plans

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.

## Transportation

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

### Bus Information

Bus services are provided by Durham School Services. The Governing 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.
- Off-Campus suspension students may not ride the bus.

### Activity Buses

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

## STUDENT DISCIPLINE

### Disciplinary Action Chart

[Discipline Matrix](#)

[Matriz de Consecuencias Disciplinarias](#)

### 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 Governing 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 Governing Board charges the faculty/staff with the responsibility for enforcing and maintaining an appropriate learning and behavioral environment. According to Arizona law, the Governing 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 Governing Board gives this responsibility to the local school administration and gives the school administration the authority to discipline students for disorderly conduct and other offenses at school-sponsored activities.

## **Title IX Sexual Harassment ([ACAA](#))**

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The district does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The district adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the district and every employee who works in the district to do so without the fear of sexual harassment.

### **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 practical. The person imposing it shall report each suspension to the Governing 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 Governing 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 Governing Board will be on the record of the hearing held by the hearing officer. If the Governing 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 Governing Board determines that the punishment was not reasonable, they may modify the punishment.
  3. The decision of the Governing 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.

## 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.

## 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.

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.

## Student Vehicles and Automobile Use (JLIE-R REGULATION)

### Registration

Students will register their vehicles if they intend to drive to school. The registration will require that the owner of the vehicle sign the forms and acknowledgments. Registration stickers will be affixed to the vehicles in a manner specified by the school administration. Students who fail to register their vehicles or who fail to follow school policy and procedures related to use of vehicles may have their vehicles towed away. Any expense related to such towing will be the responsibility of the student. Under the conditions set out in A.R.S. [28-4836](#), the authorizing school personnel will notify the law enforcement agency of the jurisdiction of the school within one (1) hour of the time the vehicle is moved or towed.

### Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of 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 that 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.

### 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.

### 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.

## **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.

## **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.

## **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.

## **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.

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.

## **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 and cars may be booted or towed. 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.

## **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.

## **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.

## **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.

## STUDENT SUSPENSION/EXPULSION/DUE PROCESS RIGHTS

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

### 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. 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 Governing 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 Governing Board will be on the record of the hearing held by the hearing officer. If the Governing 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 Governing Board determines that the punishment was not reasonable, they may modify the punishment.
3. The decision of the Governing Board is final.

## **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 (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 Governing 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 Governing 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.
- D. 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 using 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 schools' 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.

## ELECTRONIC DEVICES AND 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.

### BARK

Student School owned Systems are monitored by BARK: **Bark uses AI to detect and proactively alert Administration and parents to issues their children face.** Student's school issued email accounts and devices are monitored by administration and the students' parents. The students using school issued devices must maintain proper communication that support the school district school policies, or they may be disciplined accordingly. Additionally, information is used to help students in need of social emotional support.

### 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

**\*\*\*FOR THE 2022-2023 SCHOOL YEAR ONLY, CGUHSD WILL PAY THIS COST FOR ALL STUDENTS: Following FY 23 school year, students will pay a minimum cost to support insurance cost for loss or damage.**

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

## FEDERAL LAW PERTAINING TO HOMELESS STUDENTS

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

**McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act of 2015**

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.

## Admission of Homeless Students- Notice

**(REF: BOARD POLICY – JFABD-EB © ADMISSION OF HOMELESS STUDENTS- NOTICE)**

In accordance with the McKinney-Vento Homeless Assistance Act of 2001, 722 (e)(3)(C), as amended by the Every Student Succeeds Act (ESSA) of 2015, the parent or guardian (student if unaccompanied) is to receive and acknowledge notice of the rights set forth below.

The parent or guardian of a homeless student (student if unaccompanied) has the right to:

1. Continue the student's education in the school of origin for the duration of homelessness:
  - A. In any case in which a family becomes homeless between academic years or during an academic year; or
  - B. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or
2. Enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.
3. Appeal if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian.
4. Enroll in and have full and equal opportunity to succeed in school without being segregated from the non-homeless student population.
5. Receive educational services for which such families and students are eligible, including:
  - A. Transportation services and meals programs.
  - B. Head Start and Even Start programs and preschool programs administered by the school, and
  - C. Referrals to health care and immunization services, dental services, mental health services, and other appropriate services.
6. Identification or service without being stigmatized as homeless by school personnel.

A parent or guardian (student if unaccompanied) may contact the State Coordinator for Education of Homeless Children and Youths at:

The Arizona Department of Education  
1535 W Jefferson  
Phoenix, AZ 85007  
Telephone: (602) 542-4963

A parent or guardian (student if unaccompanied) may contact the District Liaison for Homeless Children and Youths at:

Casa Grande Union High School District No. 82  
Attn: Tina Ogle  
1362 N. Casa Grande Ave  
Casa Grande, AZ 85122  
Telephone: (520) 316-3360 ext. 1121  
E-mail: [togle@cguhsd.org](mailto:togle@cguhsd.org)

The District Liaison for Homeless shall ensure that the parent or guardian of a homeless student, and any unaccompanied youth is:

- A. Assisted in accessing transportation to the selected school.
- B. Aided in exercising the right to attend the school of choice and other necessary services, and
- C. Provided the above information in a manner and form understandable to the recipient and (if necessary and to the extent feasible) in the native language of the recipient.