



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

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

Inquiries about Title IX may be referred to CGUHSD Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Title IX Coordinator Frank Armenta, Casa Grande Union High School; Kevin Hubbard, Vista Grande High School; Teena Daniels, CGUHSD.

STUDENT DISCIPLINE MATRIX OF CONSEQUENCES

The categories of misconduct specified below are intended only as examples of the kinds of misconduct justifying discipline and not as a complete list of misconduct.

Note: These disciplinary guidelines are recommended for examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be lesser or greater at the administrator's discretion on a case-by-case basis.

Offenses or violations are cumulative during the entire time the student is enrolled in the District.

For the chart below the meaning of the asterisks (*) is:

Incident Types:
State Reportable – Non-Mandatory: any type with No asterisks (note if not on this list, it is NOT reportable)
State Reportable – Mandatory: any type with ONE Asterisks (*) <i>may call police</i>
State Reportable - Mandatory: any type with TWO Asterisks (**) <i>Must contact police</i>

The administration retains the right and privilege to issue consequences for acts of behavior not specifically stated herein and to alter any consequences, as they consider necessary.

Furthermore, the administration reserves the right to amend any provisions in this handbook which they deem to be in the best interest of the educational process. Consequences may include In-School Suspension, After- School Detention, Lunch Detention, Suspension, and/or Expulsion.

Consequence Definition

- ***Detention: Time out for students where they receive direct instruction from teachers. Note:—We do not use ISF or ISD because students do not receive direct instruction.***

- ***In-School Suspension (ISS):***
Temporary denial to a student by a principal of participation in a class. Suspension will be served in school, and the student will receive credit for completed class work. *Special Education Students may receive services during this time unless they have been suspended more than 10 days, and Special Education students **must** receive documented services during this time.*
- ***Out-of-School Suspension (OSS):*** Temporary denial to a student by the Principal, Superintendent, or School Board, of participation in a class or classes.
- **Short Term Suspension:** Suspension from campus may complete schoolwork as assigned. OSS for 1-9 school days. (An abeyance contract may be offered to shorten a suspension if the student completes certain conditions)
- **Long Term Suspension (LTS):** Suspension from campus and loss of credit as determined by a hearing officer. OSS for 11 school days-375 Calendar days. (An abeyance contract may be offered in lieu of a Long-Term Suspension hearing if the student agrees to certain conditions)
- **Abeyance Contract:** a formal agreement between the school administration, the student, and the parent/guardian that outlines conditions under which a suspension will not be imposed. This contract typically is offered when the administrator believes it is in the best interest of the student and the community. The contract may not exceed 180 school days and if the student violates the agreement, the suspension will automatically be reinstated without further process.
- **Expulsion:**
Denial of a student's membership in school by the school board for a period of time.

Additional Interventions

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

- ***Alternative Placement:***
Optional short-term placement program for students who have met guidelines. (i.e. RISE program)
- ***Apology:***
Written or verbal statement of, acknowledgment of, and accountability for, the offense.
- ***Choices Counseling/Conflict Resolution:***
Programs designed to teach students to deal with conflict in a constructive manner. Resource information will be provided by school sites.
- ***Community Service:***
May be served at the school outside of the school day by assisting school staff in carrying out their duties.
- ***Evaluation and Counseling:***
Student must complete a drug/alcohol assessment to determine the appropriate course of treatment. Once the assessment is completed, the student must participate in recommended counseling sessions. Resource information will be provided by the school site.
- ***Law Enforcement Referral:***
When appropriate, students will be referred to the police for violations that are also violations of city, state, or federal laws.
- ***MTSS (Multi-Tiered Student Support) team referral:***
A team of staff members who work together to help students become and remain successful in school.
 - *Behavior Contact*
 - *Attendance Contract*
 - *Academic Review to determine how to support.*

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- **Restitution:**
When appropriate, students will reimburse the school or others for financial damages. If damage is done to school property, a quote from the Facilities Director will need to be obtained prior to a hearing and will be submitted with all necessary paperwork. If the student is ordered to reimburse the district for damages the business office will pursue collections of such fees. **DO NOT** put these fees in the student bookstore account.
- **Restrictions:**
Removal of student privileges including but not limited to: participation in extracurricular activities/clubs, student parking, and attendance at extracurricular activities and school-sponsored events (such as prom, etc.).
- **Risk/Threat Assessment:**
Assessment conducted by an outside agency to determine the safety risk a student poses to a school environment.
 - *Student may be sent home until the Risk/Threat Assessment is completed to ensure the safety of all students.*
- **Student Conference:**
A meeting with administration and/or a counselor or team.
- **Student Contract and or Student Plans:**
A written plan or agreement to address discipline concerns. This may include a behavior contract, attendance contract, etc. This may include a plan with the guidance counselor to ensure graduation progress.
- **Academic Recovery Time**
This plan enables students to **recoup** absences for the purpose of apportionment (up to the lesser of ten total or the total number of absences)
- **Substance Abuse Programs**
Programs that are designed to prevent and educate students about the harmful effects of substances such as alcohol, tobacco and drugs.
- **Suspended Privileges**
Temporarily loses access to designated school privileges or extracurricular activities due to violations of school rules or the student code of conduct. The student remains enrolled and is expected comply with all school requirements during this period of privilege suspension.
- **Support Groups:**
These are gatherings of individuals who share similar experiences or challenges and come together to provide one another with emotional support, guidance, and encouragement.
accrued in a given **school** year) by attending supplementary sessions outside of the regularly scheduled instructional time.
- **Warning:**
Discussion and plan for change

Action Levels

Note: Before referring a matter to school administration, classroom teachers are expected to employ at least three classroom-level interventions every semester – with proper documentation – for a Level 1 offense

When considering actions, schools strive to implement Restorative Practices and to keep students in their classrooms whenever possible. Disciplinary actions must be non-discriminatory, fair, age-appropriate, and correspond to the severity of the student's misbehavior. Principals may exercise reasonable discretion in deciding which violation occurred and may request an elevated consequence based on campus safety concerns. The chart below lists actions that may be taken by school administration as the result of a violation. The Action Level identifies a range of actions for violations assigned to that level. Multiple actions may be applied to a single violation.

FOR ALL VIOLATIONS, PARENT/GUARDIAN NOTIFICATION AND REQUEST FOR STUDENT CONFERENCE ARE MANDATORY.

Level One (Classroom Management)	Level one consequences can be utilized in partnership with progressive consequences for all level one, two, three, and four, offenses. (THIS IS A SAMPLE of classroom management consequences. Each site determines exact process)	
	Offenses	Consequences
	Offense #1	Warning
	Offense #2	Parent Contact with student, student complete a reflection form
	Offense #3	Parent Contact, ISS (class time or full day) signed agreement, letter, or determined by school
	Offense #4	Escalate to Level 2 with a Request to Elevate Discipline. Teacher completes a referral form for schoolwide discipline
Level Two	Level two consequences can be utilized in partnership with progressive consequences for all level one, two, three, and four, offenses.	
	Offense #1	Warning or ISS (1-2 days) and Parent Contact
	Offense #2	ISS (2-3 days) and Parent Contact
	Offense #3	Mandatory MTSS, Parent Conference, to develop Behavior Plan and Contract
	Offense #4	Escalate to Level 3 with a request to elevate discipline
Level Three	Level three consequences can be utilized in partnership with progressive consequences for all level one, two, three, and four, offenses.	
	Offense #1	Parent Contact and OSS (3-5 days); restorative practice should be considered
	Offense #2	Parent Contact and OSS (5-8 days); restorative practice should be considered
	Offense #3	Parent Conference and OSS (5-9 days)
	Offense #4	Elevate to Level 4
Level Four	Level four may include any action from the prior level(s) OR	
	Consequences	OSS – 9+ days
		Long Term Suspension + Abeyance Contract (OSS – 11-30 days)
		Restorative Practices
		Long Term Suspension – Hearing
Level Five	Level Five may include any action from the prior level(s) OR	
	Consequences	OSS– Short Term (9 days)
		OSS and/or Abeyance – Long Term (11 – 180 days)
		Restorative Conference upon return to school and contract
		Expulsion (181+ days). Expulsion is the permanent withdrawal of the privilege of attending any school within the District unless the Governing board reinstates the privilege.

Violation Definitions

Academic Misconduct/Dishonest	
Violation	Action Level
Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.	1
Forgery: Using the signature or initials of another person.	1
Lying: Knowingly giving false or misleading information, including false accusations against others with the intent to deceive.	1
Plagiarism: Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately.	1
Aggression	
Violation	Action Level
Minor Aggressive Act: Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling, or pushing.	1
Other Minor Aggressive Violations of School Policies: A violation of school District policy.	1
Recklessness: Unintentional, careless behavior that may pose a safety or health risk to others.	2
Aggression: Verbal Provocation: Use of language or gestures to insult or humiliate another person or that may incite another person or persons to fight.	2
Disorderly Conduct: The intent to disturb the peace or quiet, make unreasonable noise, use of abusive or offensive language or gestures, make a protracted commotion, utterance or display with the intent to prevent the transaction of the business of a meeting, gathering, or class, or refusal to obey a lawful order to disperse.	2
Endangerment*: The reckless endangerment of another person that results in substantial risk of imminent physical injury or death.	3
Fighting*: Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	3
Other Aggression: Other forms of aggression that may result in humiliation or personal injury to another person	3
Assault*: Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Including taking or attempting to take anything by force or threat of force and intentional use of a vehicle in a manner dangerous to a person or property.	4
Aggravated Assault**: A person commits aggravated assault if the person commits assault as defined in A.R.S. §13-1204. This could include, but is not limited to: 1. Causing serious physical injury to another, 2. Use of a deadly weapon or dangerous instrument, 3. A person eighteen years of age or older committing the assault upon a child under fifteen years of age, Committing an assault knowing the victim is a teacher or other person employed by any school and the teacher or other employee is on the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.	5
Kidnapping**: The knowing restraint of another person with the intent to hold the victim for ransom, as a shield or hostage, for involuntary servitude, inflict physical injury or place the person in reasonable apprehension of imminent physical injury.	5
Homicide**: Intentionally or recklessly causing the death of another person. Includes first degree murder, second degree murder, manslaughter or negligent homicide.	5
Alcohol, Drug and Tobacco Violations and Substance Abuse Counseling	
Drug Violation	Unlawful use, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment, and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events, and on school-sponsored transportation. Includes over-the-counter medications if abused by the student.
Possession	Knowingly has control over something or being able to use it as if it belongs to you whether you're holding it, keeping it, or simply have the ability to access it.
Use	The act of using or being under the influence.
Sale	To transfer or exchange an item to another person for anything of value or advantage, present or prospective.
Share	To allow another person to use or enjoy something that one possesses.
Over-the	Medicine that may be purchased directly without a prescription from a health care professional. In appropriate use

Counter Drugs	includes any use other than that described on the packaging or recommended by a health care professional.
	*Administrators may grant an automatic waiver of the mandatory OSS normally used at this level for the first time offenders for possession or use of drugs or alcohol.
Violation	Action Level
Use or Possession of Drug Paraphernalia: Drug paraphernalia means all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter.	2
Inappropriate Use of Over-the-Counter (OTC): The abuse or misuse of over-the-counter medications for the purpose of intoxication in or before school or at a school-related function.	2
Use or Possession of Alcohol**: Use or possession of alcoholic substances or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	4
Sale, Share, or Distribute Alcohol: ** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	5
Use of or Possession of Vapes or Inhalants*: Inhalants include medications, anesthetics, and other compounds in vapor or aerosol form, taken by inhalation. This does NOT include items such as markers, glue, etc.	4
Sale, Share, or Distribute Vapes Inhalants**: Inhalants include medications, anesthetics, and other compounds in vapor or aerosol form, taken by inhalation. This does NOT include items such as markers, glue, etc.	5
Use of or Possession Drugs or the Inappropriate use of Prescription Drugs**: Medicines obtained with the lawful prescription of a health care professional. Inappropriate use includes any use other than that described by the prescription. Illicit drugs include dangerous drugs, narcotic drugs, marijuana (or derivative thereof), and peyote as defined by A.R.S. § 13-3401, and appearing in any form, including seeds, plants, cultivated product, powder, liquid, pills, tablets, etc. (including any device or substance that delivers an illicit drug such as e-cigarettes, vapes or vape pens, wax pens, and edibles).	4
Sale, Share, or Distribute Drugs or Prescription Drugs**: Medicines obtained with the lawful prescription of a health care professional. Inappropriate use includes any use other than that described by the prescription. Illicit drugs include dangerous drugs, narcotic drugs, marijuana (or derivative thereof), and peyote as defined by A.R.S. § 13-3401, and appearing in any form, including seeds, plants, cultivated product, powder, liquid, pills, tablets, etc. (including any device or substance that delivers an illicit drug such as e-cigarettes, vapes or vape pens, wax pens, and edibles).	5
Use or Possession of Tobacco Violation*: The possession, use, of tobacco products on school grounds (including any device or substance that delivers nicotine such as e-cigarettes, nicotine patches, vapes or vape pens, and hookah sticks), at school-sponsored events, and on school-sponsored transportation.	3
Sale, Share, or Distribute Tobacco Violation*: The possession, use, of tobacco products on school grounds (including any device or substance that delivers nicotine such as e-cigarettes, nicotine patches, vapes or vape pens, and hookah sticks), at school-sponsored events, and on school-sponsored transportation.	3
Arson Policy Violation	
Violation	Action Level
Arson of a Structure or Property*: Damaging or attempting to damage a structure or property by fire or incendiary device.	4
Arson of an Occupied Structure**: Damaging or attempting to damage an occupied structure by fire or incendiary device.	5
Attendance Policy Violations	
Violation	Action Level
Tardy: Arriving at school or to a class after the late bell, but prior to one- third (1/3) of the class period expiring.	1
Unexcused Absence: Any absence for a class period during the school day that is not excused by the student's parent/guardian and approved by the appropriate school official.	1
Other Attendance Violations: Violations of state, school district, or school policy related to attendance.	1
Leaving School Grounds without Permission: Leaving school grounds without following proper procedures to provide documentation to school officials of permission from a parent/guardian.	2
Truancy: Ten (10) or more unexcused absences.	2

Other Violations of School Policy	
Violation	Action Level
Gambling: To play games of chance for money or to bet a sum of money or other items of value.	1
Dress Code Violation: Failure to comply with the district and school dress standards.	1
Public Display of Affection: Excessive kissing, sexual touching, or other inappropriate displays of affection in violation of school policy.	1
Other Violations of School Policies: A violation of school District policy.	1
Contraband: Possession of items stated in school policy as prohibited because they may disrupt the learning environment.	1
Defiance or Disrespect: Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	1
Class Disruption: Student engages in behavior causing an interruption in a class activity. Disruption includes sustained loud talking, yelling, or screaming; noise from materials; horseplay or rough-housing; or sustained out-of-seat behavior.	1
Language, Inappropriate: Student delivers verbal messages that include swearing, name calling, use of words or gestures in an inappropriate way.	1
Parking Lot Violation: Violation of District policy or laws related to parking lots or the operation of motorized vehicles on school property.	2
Combustible: Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage.	2
Negative Group Affiliation: (1) three or more individuals associate periodically as an ongoing criminal group or organization, whether loosely or tightly structured, (2) the group has identifiable leaders, although the leader for one type of criminal activity may be different than the leader for another, (3) the group has a name or identifying symbol, (4) the organization's members, individually or collectively, currently engage in, or have engaged in, violent or other criminal activity and, (5) the group frequently identifies itself with, or claims control over specific territory (turf) in the community, wears distinctive dress and colors, and communicates through graffiti and hand signs among other means (United States Department of Justice, Bureau of Justice Assistance, 1997).	2 (without violence) 3 (with violence)
Severe Disruption*: Student engages in improper behavior including but not limited to: • Conduct intended to obstruct, disrupt, or interfere with teacher, research, service, administrative or disciplinary functions or activities • Threatening the school with disruption of the school per A.R.S. 13-2911 and 15-841. • Failure to comply with the directions of administrators or any other law enforcement officers acting to perform their duties. • Failure to identify themselves to school officials or officers when requested to do so. See Policy Student Conduct JIC	4
Technology Use Policy Violation	
Violation	Action Level
Telecommunication Device: Improper use of personal cell phones or electronic devices. Electronic devices could include, but are not limited to, I-pods, Gameboys, cameras, or iPads, etc. Cell Phone Policy: To create a focused and respectful learning environment, the use of personal electronic devices— including cell phones, smart watches, headphones, and earbuds—is prohibited during the school day. The school day includes all time spent on campus from arrival through dismissal, including passing periods, lunch, and breaks. Exceptions may be made for medical reasons with written authorization from the school nurse or when the device is used as part of a teacher-approved instructional activity. Students and parents are advised that the district is not liable for lost, stolen, or damaged personal electronic devices brought to school. Examples: Use of telecommunication devices (cell phones, pagers, etc.) or other technology (gaming systems, iPods, iPads, Tablets, etc.) for a non-instructional purpose, including posting videos of fights onto social media or posting images of school community members in a manner intended to cause harm to another person. Note: May be elevated to a Level 3 violation if it involves an intention to cause harm to another person.	1
Computer or Network Infraction: Improper use of the District network, in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.	3

Examples (Computer): Using school computers for non-instructional purpose, copyright or trademark Network Violation infringement, knowingly uploading or downloading destructive or malicious programs or software, loading personal software or disks onto school computers without permission of a Principal/Assistant Principal or a District Administrator, vandalism of computers or computer equipment. Examples (Network): Using computer network for non-instructional purpose, knowingly uploading or downloading destructive or malicious programs or software, sharing passwords, attempting to read, delete, copy, or modify the email of other users, accessing secure areas other than for educational purposes, transmitting material information or software in violation of any district policy or regulation, local, state, or federal law or regulation, or tampering with or misuse of the computer networking system or taking any other action inconsistent with this regulation will be viewed as a network violation. NOTE: May not be elevated to Level 4.	
Trespassing, Vandalism, or Criminal Damage	
Willful destruction or defacement of school property, commercial property located on school property, or personal property of another person, so as to substantially impair its function or value in an amount of five thousand dollars or more. Principals/ Assistant Principals may consider acts of vandalism that result in damages exceeding \$5,000 in value at a Level 4. Example: Substantial destruction of copy machines, vehicles, science or computer equipment.	
Violation	Action Level
Graffiti/Tagging: Writing on walls, drawings, or words that are scratched, painted, or sprayed on property of another	2
Trespassing/Unauthorized Visit: The act of a student who is present on a school campus without authorization. In addition, a student shall not be present on any other school campus without administrator approval except to attend appropriate extracurricular or public events.	2
Vandalism of Personal Property and/or School Property*: Willful destruction, defacement, or damage of personal property and/or school property. Examples of Vandalism: Carving initials or words in desktop, spray painting or painting on walls, damaging vehicles, breaking windows. * Principals /assistant principals shall consider restitution as a restorative act and may use exclusionary discipline on a first offense in cases that pose a threat to school safety (up to and including a three-day suspension). Examples: disabling fire alarm	3
Sexual Offenses	
Sexual Offenses and Counseling: If a long-term suspension is recommended and it is the first long-term suspension for a sexual offense, the principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved sensitivity counseling program at student's expense. Failure to satisfactorily complete the sensitivity counseling program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for a sexual offense, counseling participation will not lessen the term of suspension. If the recommendation is for expulsion, participation in a sensitivity counseling program will not lessen the recommendation. (Title IX investigation mandatory)	
Violation	Action Level
Harassment, Sexual*: Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or receive benefits, services, or opportunities in the school's program. The behavior can include unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal conduct of a sexual nature.	3
Requesting or Disclosing of Nude Images or Images of Specific Sexual Activities: It is a violation of conduct to intentionally request or disclose an image of another person who is identifiable from the image itself or from information displayed in connection with the image if the person in the image is depicted in a state of nudity or is engaged in specific sexual activities.	3
Pornography: Possessing, sharing or posting sexually explicit depictions of persons, in words or images, on a school campus or District facility, including both in print and on cell phones or other electronic devices.	3
Harassment, Sexual with Contact*: Sexual harassment that includes unwanted physical [contact of non-sexual body parts (includes areas not covered in Arizona Revised Statutes).]	4
Indecent Exposure or Public Sexual Indecency*: Indecent exposure is when a student exposes his or her genitals or anus or a female student exposes the areola or nipple of her breast, and another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. Public sexual indecency is intentionally or knowingly engaging in an act; act of sexual contact; act or oral sexual contact; sexual intercourse; or bestiality if another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.	4
Sexual Abuse**: Intentionally or knowingly engaging in sexual contact with any person fifteen (15) or more years of age without consent of that person or with any person who is under fifteen (15) years of age even if the physical contact only involves the female breast. Mandatory report to law enforcement	5
Sexual Assault**: Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person. Mandatory report to law enforcement	5
Sex Trafficking**: Knowingly trafficking another person with the intent to cause the other person to engage in any paid sexual activity or sexually explicit performance by deception, force, or coercion. Mandatory report to law enforcement	5

Harassment, Threat, Intimidation or Bullying	
Harassment, Threat, Intimidation, or Bullying: If a long-term suspension is recommended and it is the first suspension for harassment, threat or intimidation, or bullying offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved sensitivity counseling program at student's expense. Failure to satisfactorily complete the sensitivity counseling program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second (2nd) long-term suspension for harassment, threat or intimidation, or bullying offense, counseling participation will not lessen the term of suspension.	
If the recommendation is for expulsion, participation in a sensitivity program will not lessen the recommendation.	
Violation	Action Level
Bullying*: Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological. Specific examples include, but are not limited to, hitting, punching, demeaning, teasing, name calling, taunting, derogatory nicknames, innuendos, and/or remarks; gestures, social exclusion or cyber bullying.	2 (1st offence) 3
Harassment, Nonsexual*: Harassment, nonsexual means harassing conduct based on and/or motivated by race, color, religion, national origin, or disability.	3
Hazing*: Any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (1) The act was committed in connection with the initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the District; The act contributes to a substantial risk of potential physical injury, mental harm, or degradation or causes physical injury, mental harm, or personal degradation.	3
Threatening or intimidating*: When a person indicates by word or content the intent to cause physical injury or serious damage to a person or their property.	3
School Threat Policy Violation	
A School Threat occurs where a student uses words or actions to place students, staff, or school property guests in apprehension of harm, or to interfere with or disrupt an educational institution.	
Violation	Action Level
Fire Alarm Misuse**: Intentionally ringing or pulling the fire alarm when there is no fire	4
Verbal School Threat: Making a verbal school threat.	4
Bomb Threat**: Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device	5
Expulsion required by law	
Chemical or Biological Threat**: Threatening to cause harm using dangerous chemicals or biological agents.	5
Expulsion required by law	
Other School Threat*: Making a School Threat that might reasonably lead to the evacuation or closure of a school property or to the postponement, cancellation, or suspension of any class or other school activity (though actual evacuation, closure, postponement, cancellation, or suspension is not required). These threats may include but are not limited to verbal, written, through use of social media, etc.	5
Expulsion required by law	
Theft Violations	
Violation	Action Level
Petty Theft: The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of \$250 or more	1
Theft – School Property or Non-School Property: Knowingly: 1. Controls property of another with the intent to deprive the other person of such property; or 2. Converts for an unauthorized term or use services or property of another entrusted to the student or placed in the student's possession for a limited, authorized term or use; or 3. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or 4. Comes into control of lost, mislaid, or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or 5. Controls property of another knowing or having reason to know that the property was stolen; or 6. Obtains services known to the student to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.	3
Burglary/Breaking and Entering (2nd/3rd Degree) *: A student enters and remains unlawfully in or on a residential or nonresidential structure or in a fenced commercial yard or enters any part of a motor vehicle by means of a manipulation key or master key with the intent to commit theft or any felony therein.	4
Burglary (1st Degree) **: A student commits burglary in the 1 st degree if such person or an accomplice violates the provisions of second- or third-degree burglary and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. Mandatory report to law enforcement	5

Extortion* : Attempting to obtain or obtain money or property by threat, force, or in return for protection.	5
Robbery* : Using force or threatening to use force to commit a theft or while attempting to commit a crime.	4
Armed Robbery** : In the course of committing robbery, a person is armed with, uses, or threatens to use a deadly weapon, or dangerous instrument, or a simulated deadly weapon. Mandatory report to law enforcement	5
Weapons and Dangerous Items Policy Violation	
Violation	Action Level
Dangerous Items* : This violation includes, but is not limited to, laser pointers, letter openers, mace/pepper spray, paintball guns, razor blades/ box cutters, fireworks, simulated knives, taser or stun guns, tear gas, or a knife with any length of blade. Mandatory report to law enforcement if under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.	3
Simulated Firearm* : Any simulated firearm made of plastic, wood, metal, or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and portrayed as a firearm. If the simulated firearm is used to threaten or intimidate, the violation will be considered a level 4.	3
Other Weapons* : Possessing a Billy club, brass knuckles, knife with a blade length of at least 2.5 inches, nunchakus, taser, or stun gun, or other items that are being used as a weapon. Mandatory report to law enforcement if under the circumstances in which it is used, attempted to be used or threatened to be used the item is readily capable of causing death or serious physical injury	4
Firearms** : This violation includes, but is not limited to, loaded or unloaded, operable or inoperable, handguns, pistols, shotguns, rifles, air/ pellet/BB guns, starter guns/pistols, flare guns and destructive devices, i.e. bombs or grenades. NOTE: This definition does not apply to items such as toy guns, colorful plastic water guns, cap guns, bb guns, or pellet guns. Expulsion required by law Mandatory report to law enforcement	5

Governing Board Policies

CGUHSD Governing Board Policies are available upon request at all school sites, the District office, and online at CGUHSD Board Policy, by clicking on Casa Grande High School District.

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

Bus Rules

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

Rules

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

Safety Precautions

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

Due Process for Students with an IEP or 504 Plan

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

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

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

- The IEP Team or the 504 Team should meet to develop an appropriate behavior plan for the student moving forward.

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

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

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

Student and Parent Rights

[CGUHSD Governing Board Policies](#) are available upon request at all school sites, the District Office, and online at CGUIHSD Board Policy by clicking on Casa Grande Union High School District. These include policies related to student conduct. Students with disabilities under Section 504 or IDEA may be disciplined like any other student, including up to 10 cumulative days of suspension per school year. If suspension exceeds 10 days, a [Manifestation Determination](#) Conference must be held to assess whether the behavior is linked to the student's disability. If the behavior is found to be a manifestation of the disability, no further disciplinary action is allowed. The IEP/504 team must create or revise a behavior plan. If the behavior is not found to be a manifestation, the student may face long-term suspension or expulsion per district policy. [If the student is protected under IDEA](#), they must continue receiving educational services, even if it requires placement in an Interim Alternative Educational Setting.

All parents and guardians have the right to:

- Meet with school staff (teachers, counselors, principal).
- Receive explanations about grades and disciplinary actions.
- Access and review their child's school records.
- Obtain a copy of the school's Code of Conduct.
- Be notified immediately (orally and in writing) of suspensions or disciplinary actions.
- Request translation or interpretation services during disciplinary processes.
- Request a review of disciplinary actions.
- Guide their child's education, upbringing, and moral/religious training.
- Be informed if a criminal offense is committed by their child (with some exceptions).
- Be treated respectfully and in accordance with their cultural traditions.

Parents and guardians are expected to:

- Communicate and collaborate with teachers to support learning.
- Be active participants in their child's school life.
- Partner with school staff to improve learning and address discipline.
- Supervise their child's health and ensure regular attendance.
- Provide timely explanations for absences or tardiness.
- Ensure their child follows school and district rules.
- Read and understand the Code of Conduct.
- Reinforce the values and behaviors outlined in the Code.

Under the Protection of Pupil Rights Amendment (PPRA), parents have additional specific rights including Consent Requirements, Opt-Out Rights and Inspection Rights. Parents must give consent before students participate in federally funded surveys that ask about political beliefs, mental health, sexual behavior or attitudes, illegal or demeaning behavior, family relationships, privileged relationships (e.g., with doctors or clergy), religious beliefs, or income (unless required by law).

Parents can opt for their child out of any survey covering the above topics (even if not federally funded), non-emergency, invasive physical exams not required by law, and activities collecting personal information for marketing or sales. Parents may inspect, upon request surveys and instruments used to collect personal data and instructional materials used in the curriculum.

Similarly, under the Family Educational Rights and Privacy Act (FERPA), parents and eligible students (age 18+ or attending postsecondary institutions) have rights regarding education records. They have the right to inspect and review records; they may inspect records within 45 days of a request. They may also request amendments to records they believe are inaccurate or violate of privacy. The right to privacy of information states that personally identifiable information cannot be released without written consent, except in cases allowed by law (e.g., to school officials with legitimate educational interests).

Protection of Pupil Rights Amendment

PPRA Annual Notification of Rights

The Protection of Pupil Rights Amendment (PPRA) is a federal law giving parents/guardians of elementary and secondary students rights regarding the collection of data for surveys, marketing, and certain physical exams. The Seattle School Board has adopted Board Policy No. 3232 detailing the rights and obligations of the PPRA. [More information about the PPRA.](#)

The PPRA requires parents/guardians to be informed before students are asked questions in a survey about:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
6. Religious practices, affiliations, or beliefs of the student or student's parent; or
7. Income, other than as required by law to determine program eligibility.

For surveys that ask questions about one or more of the eight identified topics, parents/guardians have the right to receive notice, inspect upon request, and be given an opportunity to opt their student out of participation.

For surveys that ask about one or more of the eight identified topics and are funded in whole or in part by the United States Department of Education, parents/guardians have the right to receive notice, inspect upon request, and provide consent prior to their student's participation.

These rights will transfer from parents/guardians to a student who is 18 years old or an emancipated minor under State law.

CGUHSD Annual Notification of Privacy Rights of Parents and Students

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest
 - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
 - A legitimate educational interest means the review of records is necessary to fulfill professional responsibility for the school;
 - Other schools to which a student is seeking to enroll;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided with a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address