INSPIRING EXCELLENCE

CASA GRANDE UNION HIGH SCHOOL DISTRICT #82

PARENT/STUDENT HANDBOOK



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VISION/MISSION/PRIORITIES AND GOALS
(REF: BOARD POLICY A)

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 support that encourages 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

NON-DISCRIMINATION
(REF: BOARD POLICY AC)

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 Scouting of America and other designated youth groups.

STUDENTS WHOSE HOME LANGUAGE IS OTHER THAN ENGLISH

The staff at Casa Grande Union High School District wishes to communicate with all CGUHSD parents and guardians. If a parent or guardian requires communication in a language other than English, please contact the Assistant Principal of Academics at the school to make such a request.

El personal del Distrito Escolar Secundario Casa Grande Unión desea comunicarse con todos los padres y tutores de CGUHSD. Si un padre o tutor requiere comunicación en un idioma que no sea inglés, comuníquese con el subdirector académico de la escuela para realizar dicha solicitud.

FAMILY/STUDENT/SCHOOL RESPONSIBILITIES

(ESSA, Section 1116(d))

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.

Family Responsibilities

Be sure your student is prepared for school each day.
Contact the Attendance Office as needed.
Check your student's PowerSchool regularly for grades and attendance.
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 family email for ParentSquare notifications regularly.

Student Responsibilities

Be engaged and participate.
Be prepared for class. Bring completed assignments and tools needed to complete daily class work using the 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 and attendance daily.

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:
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.

PARENT/SCHOOL COMMUNICATION

Parents with concerns should first speak with the teacher involved, then the appropriate Assistant Principal and then the Principal before seeking assistance at the district office level.

SITE COUNCIL

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 on decisions implemented and effective for the site. These decisions focus on helping students and the organization. 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.

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 various scenarios and lockdown and evacuation procedures.

PARENTS RIGHT TO KNOW
(REF: BOARD POLICY KB)

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.

RIGHTS TO STUDENT RECORDS
(REF: BOARD POLICY JR)

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 18, a student has all 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 the directory of 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
(REF: BOARD POLICY JE: BOARD POLICY JH)

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 present every school day unless the student is sick. All absences, more than a cumulative 10% of the instructional days for the school year, by law shall be reported to the Arizona Department of Education as unexcused.

Attendance/Tardiness: Attendance will be taken daily at the beginning of the class period. To be counted as present, you must be in your assigned seat when the bell rings. 10 absences = POTENTIAL LOSS OF CREDIT for the course.

Legal Requirements

Arizona Law (A.R.S. 15-803) requires students to attend school through the 10th Grade or to 16 years of age. The Board believes that attaining academic excellence requires regular attendance. 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.

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 habitually truant or with 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.

"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.

Definitions

- **Tardy:** Students will be considered tardy if they are not in their classroom when the tardy bell rings. Parents/Guardians may NOT call the Attendance Office to excuse a tardy.
- **Absent Tardy (AT):** Students will be considered absent tardy if they arrive to class after 10 minutes. This will count as an absence.
- **Excused Absence:** Parents/Guardians must notify the attendance office of student absences. Medical documentation must be provided to the attendance office within 48 hours of the date of absence. Failure to provide medical documentation within 48 hours will result in an unexcused absence.

Some other examples of excused absences are:

- Personal or Family illness
- Doctor or dentist appointment
  - We encourage all appointments to be made after school or on non-school days.
- Death in the immediate family
- Religious holidays
- Court appearances

❖ **Approval of the excuse of absences for personal reasons will be at the discretion of the administration.**

- **Unexcused Absence:** A school absence is unexcused if it does not meet the excused requirements above, or the parent/guardian does not contact the school to excuse an absence that meets the excused criteria above before the absence, or within 48 hours of the absence.
- **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 may include one or more of the following at established intervals:

- Communication of attendance status to students PowerSchool, verbally, through email, or formal letter;
- Communication of attendance status to parent/guardian PowerSchool, verbally, through email, or formal letter;
- Meeting with the Interventionist
- Assigned lunch or after-school detention
- Referred to administration for disciplinary consequences
- Parent meeting

★ **After ten (10) consecutive days of unverified absences per semester, the state requires schools to automatically withdraw the student from the school.**

Tardy Policy

(REF: BOARD REGULATION JE-RB)

Tardies are viewed as a disruption to the classroom environment. Arriving late deprives the tardy student of full learning time and 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 (T). The student must adhere to teachers' tardy policies, including detention and extra duty. Students habitually arriving late at school are subject to administrative disciplinary action. A tardy becomes an absence when a student arrives more than 10 minutes late (AT).

Make-up Work

- **Excused Absence:** Students will be allowed the number of days absent to make up assignments. Work assigned prior to an absence will be due upon return to class.
- **Unexcused Absence and Short-Term Suspension:** Students will be accountable for all information missed and all classroom deadlines determined by the classroom teacher.

Loss of Credit

(REF: BOARD REGULATION- 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 absences. The student will be responsible for meeting with the teacher(s) to develop a plan, then present evidence (i.e. Class Agreement and PNC Appeal Form) to the principal or designee indicating that the plan was completed, and special circumstances existed to justify an exemption for the loss-of-credit policy.

90% Rule:

(A.R.S. 15-803 School Attendance, Exemptions, Definitions)

Students must attend class 90% of the days a class is offered to receive credit or a final grade. Students must recover the lost time to receive credit:

- 75-89% attendance: The student must earn credit for the class by completing a plan approved by the principal.
- Attendance Under 75%: The student must go through the Attendance Recovery Process.

Dismissal During School Hours:

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.

Any student wishing to leave campus during the school day MUST have a verified parent/guardian contact. Contact the Attendance Office to advise of the absence and share what time the student is to be dismissed. A pass will be sent to the teacher in that period and asked to release 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.
- Due to logistical issues, passes **WILL NOT** be issued during the following:
    - Lunch Periods
    - During 6th period (Begins at 2:20 on regular school days and 12:25 on early release days)
    - Any exams (unit, semester, district, state, national, etc.)
    - Pep Assemblies

Absence Reporting:

State law requires schools to document the reason for all student absences. Parents must notify the school on or before the day of absence. If unable to call, notification must occur the morning when the student returns to school. Unverified absences will be marked unexcused. Principals will guide teachers on procedures to ensure accurate attendance tracking.

(Reference: Governing Board Policies JH, JHB; Administrative Regulation JH-R)

Governing Board Policy establishes direction related to student rights.

Students' rights include but are not limited to the following items:

- Participate fully in classroom instruction that is not abridged or impaired because of race, color, religion, sex, age, national origin, disability, or any other reason not related to the student's individual capabilities.
- Attend school in an environment free from bullying, discrimination, hazing, and harassment.
- Under specific conditions be released from school to attend religion classes.
- Develop, believe, and follow personal viewpoints and beliefs to the extent their viewpoints and beliefs do not infringe upon nor denigrate the same rights of others.
- Present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety.
- Organize and attend meetings using District facilities under the provisions of Title VIII, the Equal Access Act.

Reference: Governing Board Policies JB, JHCB, JICEC, JICK, JII, JJAB, JJC

Released Time for Religious Instruction

Students may be granted released time to attend religion classes near the school campus under conditions established in Policy. *Reference: (REF: Governing Board Policy JHCB)*

HEALTH SERVICES
(REF: BOARD POLICY JLC)

CGUHSD is committed to the health and safety of our students.
A registered nurse is at each school site and a nurse's assistant rotates 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. 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.

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 cannot 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 inform the complaining party in writing.

Health Action Plan

If your child has a chronic health condition, please consult with your child's school nurse, who will provide forms to be completed by your healthcare provider. Examples of such conditions include but are not limited to Asthma, Diabetes and Epilepsy.

HEALTH SERVICES cont'd
(REF: BOARD POLICY JLC)

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.

- ★ If a student is absent due to a chronic illness, a parent/guardian must notify the school and specify that the absence is due to their chronic medical condition.

Homebound

Homebound Services are provided to CGUHSD students who cannot attend school due to an acute illness, disease, accident, or other health condition for no less than three months.

All students referred to and applying for Homebound Services must first be found eligible for the program. The student must be examined by a competent medical doctor (D.O. or M. D. certification) who certifies that the student cannot attend regular classes for at least three months.

STUDENT SERVICES
(REF: BOARD POLICY JF)

Federal Law Pertaining to Homeless Students

(REF: BOARD POLICY - JFABD © ADMISSION OF HOMELESS STUDENTS) *McKinney-Vento Homeless Assistance Act, as amended by 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.

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 students' 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:

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

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

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.

English Language Learners

(REF: BOARD POLICY – IHBE© BILINGUAL INSTRUCTION)

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. 354**.

Exceptional Student Education

(REF: BOARD POLICY – IHB© SPECIAL INSTRUCTIONAL PROGRAMS)

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 the 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

(REF: BOARD POLICY – JR© STUDENT 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 need 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. If you have any questions about the screening process, please contact your child's school site.

Equal Educational Opportunity

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

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 Scouting of America and other designated youth groups. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at the District Office.

Compliance Officer

(REF: BOARD REGULATION - JB-R)

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.

Student Concerns, Complaints, and Grievances- Procedure

(REF: BOARD REGULATION - JB-R, JII, JII-R, JII-EA) (Link to Form)

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 to hold an administrative hearing and/or to recommend bringing the matter before the Governing Board.
If the person alleged to have violated the 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

(REF: BOARD REGULATION - JB-R)

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.

Bookstore

During Bookstore hours, students may pay fees, fines, or purchase school items.

AP Exam Fee	**$99**
AP Exam Cancellation Fee	**$40**
CTE Fees	**$20/Semester**
District Asset Label Replacement Fee	**$10**
Electronic Device Fee	**$45**
Home Sports Pass (Student)	**$25**
Home Sports Pass (Family)	**$65**
ID Replacement Fee	**$5**
Lost Device Deductible	**$100**
Parking Permit	**$25**
Parking Permit Replacement	**$15**
Pay to Participate	**$60**
PE/Dance Uniforms	**$20**

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

ID Cards

IDs must be worn and visible for the safety of all students on campus and **are required for entering onto campus**. *Students will also need IDs for entering and exiting classrooms. Students are required to wear their current ID 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 the replacement of the ID card with a fee assessed and recurring for each ID thereafter. 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 report to the bookstore to purchase a replacement ID.

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. May apply for free/reduced lunch here.

Breakfast	$2.15 ($0.30 Reduced)	entree, fruit, vegetable, and milk or juice
Lunch	$3.25 ($0.40 Reduced)	entree, 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.

MySchoolBucks.com

Families with students at schools across the United States trust MySchoolBucks with their payments for school meals. With MySchoolBucks, 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.

Debts and Outstanding Balances

(REF: BOARD POLICY - JQ © STUDENT FEES, FINES AND CHARGES)

Students with debts and outstanding balances are required to pay them as soon as possible before the next semester. See Athletic Code of Conduct for fees regarding student athletes. 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 until their current debts and outstanding balances are paid in full. Account payment plans are available at the Bookstore.

Wellness Policy

(REF: BOARD POLICY - JL © STUDENT WELLNESS)

CGUHSD has a wellness policy in place and follows the Arizona Nutrition and Wellness Standards. 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. 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 (DoorDash, UberEATS etc.). Therefore, under no circumstance will deliveries be accepted/allowed. If you have an isolated request, please contact the Academic Assistant Principal for an exception. The Academic Assistant Principal or Principal are the only ones who can make an exception.

Other Deliveries

All books, materials, money, cell phones, computers, etc., should be brought when the student comes to school. If a parent must bring materials to school for their student, they must be dropped off at the front office and be clearly marked with the student's name and ID number, however, the office staff assumes no responsibility in assuring that the delivery is made or that the student is notified.

Visitors

(REF: BOARD REGULATION – KI-R © VISITORS TO SCHOOLS)

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 with 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.

Library

Students must have a pass signed by their teachers during class and have their school IDs 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.

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.

USE OF 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, JICJ PERSONAL ELECTRONIC DEVICES)

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 not** bring their own technology devices to school for academic/ instructional purposes.

Personal Electronic Devices

(REF: BOARD POLICY - JICJ)

To create a focused and respectful learning environment, the use of personal electronic devices— including cell phones, smart watches, headphones, earbuds, and personal computers or tablets—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.

- **First Offense:** Device is confiscated by the teacher and returned at the end of the school day.
- **Second Offense:** Device is turned into the office and must be retrieved by a parent or guardian.
- **Third Offense or More:** Student enters a behavior contract and faces additional administrative consequences.
- **Refusal to Surrender Device:** Results in a disciplinary referral for non-compliance.

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.

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

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 handed in to 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.

Item	Cost
Device	$100 (first 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 ½ hour minimum). All repairs must be made by CGUHSD Service Center technicians.

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

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.

***All devices are subject to evaluation by the technology department. Fines will be levied accordingly.**

ATHLETICS AND ACTIVITIES

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

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 ensure a healthy environment and safe training conditions for student athletes. Our athletics include Varsity, Junior Varsity, and Freshman teams.

A new CGUHSD Family/Athletic Handbook was approved at the June 8, 2024, School Board Meeting.

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.

Activities

School activities are integral to the total educational program and provide experiences not 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.

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.

Field Trips

Students are allowed to attend school-sponsored out-of-class field trips if they receive a passing grade in all their classes, have an acceptable attendance record. A parent/guardian and teacher must sign the Field Trip Permission Form. The teacher will have the chance to determine the student's eligibility for the field trip based on their progress in the class and current discipline record. All school rules apply while students are on a field trip.

TRANSPORTATION

(REF: BOARD POLICY – EEAA WALKERS AND RIDERS)

Bus Information

Bus services are provided by Durham School Services. Bus Services may be contacted via phone at (520)836-8735 or email casagrandedispatch@durhamschoolservices.com. 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,
- who live more than a mile and a half (1.5) from the school or are living where hazardous or difficult routes exist and where arrangements cannot be provided.

***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. Students must have an activity bus pass to ride the afternoon bus. Passes are to be given by their athletic/activity sponsor.

Bus Conduct

(REF: BOARD POLICY EEAEC)

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,
- keep the aisle clear,
- stand at a safe distance away 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 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 an assigned seat,
- remain seated, facing forward in their assigned seat while bus is in motion,
- 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 the 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,
- refrain from harassing fellow students or bus personnel, and
- leave the bus only at their designated stops; any changes require a parent/guardian's written request, approved by a school official.

Student Vehicles and Automobile Use

(REF: BOARD REGULATION JLIE-R)

Registration

Students will register their vehicles if they intend to drive to school. The registration will require that the owner of the vehicle sign all required forms and acknowledgments. Registration stickers will be affixed to vehicles as specified by the school administration. Students who fail to register their vehicle or who fail to follow school policy and procedures related to the 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. CGUHSD does not assume liability for damage or stolen property while vehicles are parked on campus.

Parking

Parking on school grounds is a privilege, not a right. Drivers are responsible for the safe operation of their vehicle as well as the safety of others.

To provide our students with a safe parking environment, the following has been established: (Violation of the following may result in suspension of parking privilege and/or towing of vehicle.

To obtain a Parking Permit:

- All vehicle information (make, model, color, license plate #) is required on the front of this application.
- Provide Copies of AZ Driver's License, Vehicle Registration and Proof of CURRENT automobile insurance (for All Vehicles listed on the front of this application).
- Students that have parking privileges revoked or are withdrawn from school will NOT receive a refund and parking permits will be voided.
- Parking permits are only transferable to other vehicles listed on this application and registered with the bookstore.
- Vehicles must be registered and display a valid parking permit. Place the tag on the rearview mirror, facing out.
- Parking permits are only purchased through the bookstore. If any vehicle information needs to be changed or updated, you must notify the bookstore.

Parking Guidelines:

- Students are ONLY to park in designated student parking spaces. Student permits are not authorized to park in fire lanes, visitor parking, staff parking, handicapped areas without authorization, or other specified no-parking areas.
- Loitering is prohibited. Do not "hangout" in your car or in the parking lot between the hours of 6:30 am-3:30 pm.
- Students with parking permits may not transport students off campus that should be in class or on campus.
- Driving recklessly, speeding (above 10 MPH), and/or cutting across empty parking spaces is prohibited.
- Students may not leave campus without office approval.
- Drivers involved in accidents in a district or school parking lot are responsible for contacting local authorities and their insurance company. This includes damage or vandalism on a parked vehicle.
- A vehicle may be searched when there is reason to believe illegal or unauthorized materials may be contained inside. Routine patrols of student parking lots and inspections of the exterior of vehicles are permitted when parked on school property.

TRANSPORTATION cont'd
(REF: BOARD REGULATION JLIE-RS)

Please keep the following in mind:

- The School District and/or school are NOT responsible for any theft or vandalism. Students use the parking facility at their own risk. Students are encouraged to ALWAYS lock their vehicle.
- Drivers involved in accidents in a district or school parking lot are responsible for contacting local authorities and their insurance company. This includes damage or vandalism on a parked vehicle.
- A vehicle may be searched when there is reason to believe illegal or unauthorized materials may be contained inside. Routine patrols of student parking lots and inspections of the exterior of vehicles are permitted when parked on school property.

Other 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.

1. Students may not cut/ride through the bus loop or parking lot.
2. Once students are on campus, they must walk and lock them up.
3. These devices cannot be used on campus at any time.
4. 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.
5. It is strongly recommended that all students wear safety helmets.

ACADEMIC INFORMATION

Academic Calendar

2025/26 District Academic Calendar

Course Catalog

2025/26 Course Catalog

Graduation Requirements

(REF: BOARD POLICY IKF)

Each school district determines the course requirements for graduation for its schools. 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. 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.

Curriculum	Current Requirements	Cohort 2026 Requirements
English	4.0	4.0
Math	4.0	4.0
Science	3.0	3.0
Social Studies	3.0	3.0
World Language (+)	0.0	0.0
Fine Arts/CTE (^)	1.0	1.0
Electives	7.0	7.0
TOTAL	**22.0**	**22.0**

(+) The recommendation for students planning post-high-school education is two (2) years of a World Language.
(*) PE and Health are recommended electives.
(^) Two years of the same CTE program is recommended.
Note: Seniors must complete the final semester 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.

Pre-Advanced Placement (Pre-AP) Courses

Although Pre-AP courses have been back mapped from College Board AP courses, they are not honors courses and do not grant college credit. Pre-AP courses as grade-level instruction designed to build the critical thinking skills students will need to succeed in AP courses, college, and future careers. The Pre-AP Courses in CGUHSD require students to demonstrate competency at a higher level than our general education courses.

Advanced Placement (AP) Courses

Students enrolled in classes designated as AP will receive the same letter grades(A-F) as those enrolled in regular classes. However, grades earned in AP courses will have a higher weight compared to grades earned in regular classes. Students enrolled in AP classes are highly encouraged to take the AP Exam. 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, completion of any prerequisite courses, and/or parent/guardian or student request. The fee for AP Exams can be paid through the bookstore or online portal.

Honors and Awards

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

Grading

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	AP (*) and Approved College Courses (***)
A = 4.0	A = 5.0
B = 3.0	B = 4.0
C = 2.0	C = 3.0
D = 1.0	D = 1.0
F = 0.0	F = 0.0

(*) Weighted credit is awarded for 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 for a full list of courses and their transfer status.

Class Ranking

A student's rank in class is required by colleges and universities on transcripts submitted for entrance evaluation. 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 any school district for specific high school level courses taken in 7th and 8th grade (This should be reflected in the student's transcript). 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 after each subsequent semester.
    - Computation of the graduating class rankings will be performed after posting the first (1st) semester grades of the student's 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.

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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.

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 Casa Grande Union High School District high school will be held responsible for CGUHSD graduation credits and 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.

Competency (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.

Students may request competency exams in the areas of English, Math, Science, and Social Studies subject to availability. Weighted credit will not be provided for any competency exam. Students must earn a minimum of 70% to receive credit for the course. Students will receive the grade designation of Pass or Fail. If a passing percentage (≥70%) is obtained, the student will receive credit. Students **MAY NOT** take for credit recovery or for having failed a course. Students **MAY NOT** take a CTAN to test out of a class they are currently enrolled in.

Online Institution Transfer of Credits

Acceptance of transfer credits from sources outside the Casa Grande Union High School District is not automatic. It is recommended that students meet with their counselor before enrolling in courses outside CGUHSD to clarify the district alternative credit transfer policy. Please read carefully so that your outside course work can be accepted on your transcript. All alternative credit courses taken outside of a student's regular schedule and outside of the Casa Grande Union High School District **MUST have prior approval**. Students wishing to take a class outside of the district must complete the Alternative Credit Form. Failure to do this will result in the denial of outside credits being placed on any student transcript. Visit the school counseling department for form and prior approval.

Core credits from an online program may 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 provided 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.

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 eighteen (18) 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.

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 will receive an Incomplete (IN) for non-attendance during final exams. Students must make arrangements prior to the exam date to make up final exams missed during the designated time. Once the final exam has been taken and graded, that grade will replace the zero and the student's overall grade will be recalculated. Incompletes will change to an F if not rectified in a timely manner.

Summer School

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

COUNSELING/GUIDANCE SERVICES

(REF: BOARD POLICY – JLD GUIDANCE AND COUNSELING)

Counseling/Guidance Services are designed to serve individual students' needs in preparation for academic schedules, long-range school programs, vocational or college planning, course adjustments, and personal matters. 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, 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, and
- recognizing students for academic accomplishment.

Educational Action Plan (ECAP)

An **ECAP** reflects a student's current plan of coursework, career aspirations, and extended learning opportunities 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 can update their ECAP each year by exploring career opportunities, building their skill set, and learning about various resources that are at their disposal.

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.

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.)

DRESS FOR SUCCESS POLICY

(REF: BOARD POLICY - JICA © STUDENT DRESS, BOARD REGULATION JICA-R)

CGUHSD schools pride themselves on providing a safe, orderly, and respectful environment in which students are challenged to achieve 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:
    - crop tops, strapless tops, spaghetti strap tops, halter tops, tank tops
    - exposed underwear
    - 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 (hats may be worn at Union)
    - 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 a student's appearance.

STUDENT DISCIPLINE

(REF: BOARD POLICY – JK)

Disciplinary Action Chart

The following matrix is used to guide disciplinary action: Discipline Matrix.

Discipline Philosophy & Jurisdiction

CGUHSD prioritizes giving each student the opportunity to learn in a safe and stimulating environment. For this reason, the Governing Board accepts 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 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.

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 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. 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 in the 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.

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.

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 educational 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, sexual assaults, and social media. 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.

Title IX Sexual Harassment

(REF: BOARD POLICY - ACAA © TITLE IX SEXUAL HARASSMENT)

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 based on 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.

Harassment

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

CGUHSD is committed to providing all students and staff with 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 in or benefit from the CGUHSD's programs or activities. The conduct includes offenses that are oral, written, graphic, electronic, or physical. 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.

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.

Cont'd

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.

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:

a. 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, and teacher or school nurse visiting a private home during 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.

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.

4. 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.
5. 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 that:
   a. 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.
   b. 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.
   c. 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.

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

(REF: BOARD POLICY - JICI © WEAPONS IN SCHOOLS)

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.

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 abuse or 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.

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 for 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. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense.

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 REGULATION - JLIE © STUDENT AUTOMOBILE USE AND PARKING, JLIE-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 under its control. 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:

- 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.
- 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.

The decision of the Governing Board is final.

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 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:
   a. "Expel" may include removing a pupil from a regular school setting and providing educational services in an alternative setting.
   b. "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 the 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. Community service, groundskeeping and litter control, and other appropriate activities may be performed on school grounds or at any other designated area.

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.

STUDENT DIRECTORY INFORMATION

(REF: BOARD POLICY – JR-EXHIBIT EB)

STUDENT DIRECTORY INFORMATION OPT-OUT FORM

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 several 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 returned within the prescribed time, the district will assume that your permission is given to use the directory information as described above.

Student Directory Opt-Out Form

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:** _____

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 (9^{th}, 10^{th}, 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.