



"Opening a World of Possibilities"

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Administration Team

Ms. Edna Morris Principal
Ms Kerri Wright Associate Principal
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Ms. Barbara CardinalAssistant Principal
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Casa Grande Union High School District

1362 N. Casa Grande Ave
Casa Grande, AZ 85222
(520)316-3303

Superintendent

Mrs. Nancy Pifer

Assistant Superintendent

Ms. Edna Morris



"Opening a World of Possibilities"



Vision

Casa Grande Union High School is a school community of high expectations will develop responsible citizens and life-long learners in a changing world.

Mission Statement

Our mission, in partnership with the community is to:

- Provide a safe and secure educational environment.
- Work collaboratively with parents, community, and colleagues.
- Challenge all students academically.
- Support students as learners and leaders.
- Accommodate student learners at all levels.
- Provide rich and varied resources.
- Prepare students to be productive and responsible citizens through curricular and extra-curricular activities.

Our student mission is to:

- Respect everyone on campus.
- Demonstrate effort in school work necessary to meet or exceed standards.
- Celebrate our accomplishments with the faculty and staff.
- Build unity and improve school spirit.
- Achieve knowledge and skills that will benefit us both in the present and future.



Electronic Information Services Policy for Students

I. Available Resources

The District may provide *Electronic Information Services (EIS)* to CGUHSD students, teachers, and other personnel who attend or who are employed by the District.

These Electronic Information Services include:

- Internet Services - Web Surfing, E mail, Usenet, Chat capabilities
- Local Network Services - Storage and shared access to programs, including Powerschool
- Local Workstations - Storage and loaded software
- Writeable Media - CD/DVD, Diskettes, Removable memory

The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow the guidelines and procedures for appropriate use outlined in this policy. Anyone who misuses, abuses, or chooses not to follow the guidelines and procedures will be subject to disciplinary action as detailed in this document, and may be denied access to the District's EIS.

Students and their parents/guardians will be required to sign an EIS users agreement before being allowed access to these services. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish and/or modify rules and regulations as necessary for the efficient operation of the EIS.

The District does not assume liability for information retrieved via EIS nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

The Superintendent will be responsible for establishing and enforcing the District's EIS guidelines and procedures for appropriate use with the assistance of all district staff.

II. Appropriate Use of Technology

Student may use the District's Electronic Information Services as follows:

1. Students will use the EIS for educational purposes only—school projects, lessons, or class related activities.
2. Students will use only their assigned password to access the EIS.
3. Students will access the EIS only with specific permission from a CGUHSD staff member i.e. classroom teacher.
4. Students will immediately report accidental entry into an unacceptable site to a staff member or the classroom teacher.
5. Students will assume responsibility for appropriate use of the computer and peripheral hardware.
6. Students will report inappropriate use of hardware, network resources, and EIS access passwords.



7. Students will obtain permission to print from an appropriate CGUHSE) staff member and will print for educational purposes only.
8. Email access will be provided for teacher-to-student and student-to-teacher. Other access will be provided as needed for teacher directed activities. Students understand that email is not private.
9. Students will have five (5) megabytes of disk space for email access.
10. Students will adhere to proper use of any copyrighted material in accordance with guidelines for fair educational use.
11. Students agree to evaluate the information obtained through the network with regard to accuracy and quality, and may be asked to document them for school assignments/activities.
12. Students will log off the EIS when he/she has finished using it.

III. Prohibited Activities and Guidelines

The following activities are prohibited and will result in the disciplinary actions outlined in the next section:

1. Using the CGUHSD EIS without permission or CGUHSD staff member's knowledge and supervision.
2. Access the CGUHSD EIS without a signed and processed CGUHSD EIS Use Agreement Form.
3. Allowing illegal access to the CGUHSD EIS by letting someone login and use your CGUHSD EIS login.
4. Accessing the CGUHSD EIS using someone else's account (login).
5. Accessing inappropriate material including but not limited to material containing violence, profanity, sex, drug and alcohol related sites, etc.
6. Accessing a chat room
7. Sending, receiving, reading e-mail not associated with a school related project.
8. Using inappropriate or offensive language associated with any GGUHSD EIS site or e-mail.
9. Purchasing, trading, or requesting items on the Internet not related to a school project.
10. Playing games on the CGUHSD EIS or Internet of a non-educational nature, except as deemed appropriate by a CGUHSD teacher.
11. Deliberate downloading of virus or causing other damage to computer files.
12. Downloading of programs, music, or games from the Internet
13. Downloading of pictures, sound clips, etc. without CGUHSD staff member's permission.
14. Transmitting confidential information (phone numbers, social security numbers, credit card numbers, addresses, photographs, or making arrangements to meet anyone) for self or others.
15. Modifying wallpapers, screen savers, icons, etc saved to the local workstation from the CGUHSD EIS or internet
16. Placing inappropriate or negative content/material on a school website.



IV. Consequences of Network/Internet Violations

Any student that commits one of the violations listed in section III of this policy will be faced with disciplinary actions as determined by the school they are in. These actions will range from warnings to losing all access privileges to the districts EIS and even possibly suspension. The final disciplinary decision on these offenses will be determined by the school's discipline guidelines and the administrator in charge of discipline.

V. Legal Implications/Limitations of this Policy

The CGUHSD EIS and its access to the internet are a privilege and not a legal right. Guidelines are provided here so that you are aware of the responsibilities you are about to acquire. Use of the EIS, including the internet, requires efficient, responsible, ethical, and legal utilization of the network resources. Smooth operation of the EIS relies upon the proper conduct of the end users that must adhere to strict guidelines. Modifications, deletions, and/or additions to the system's files make the system unstable and interfere with the educational process; CGUHSD's EIS has been funded by federal, state, and local agencies for educational purposes only. Therefore, if any CGUHSD student violates any of the provisions of the attached agreement, privilege to access the EIS at CGUHSD will be terminated and future access could be denied.

The provisions outlined in this policy deal solely with the district's *Educational Information Services* as outlined in section I of this policy. General use or misuse of other technology resources in the district (i.e. hardware) is covered through the district's general discipline policy, specifically under the heading of "Vandalism of School Property."



**Casa Grande Union High School District Electronic Information
Services Use Agreement**

Student

I have read the CGUHSD EIS policy and understand the provisions specified in it. By signing below, I agree to follow the rules specified in this policy. understand that if I break the rules specified in this policy then the disciplinary actions outlined will result, and in addition, this may result in my loss of credit for assignments or classes that require computer access.

Student

Date

Parent

I/we have read the CGUHSD EIS policy and understand the provisions specified in it. By signing below, we realize that our son/daughter

_____ must abide by the rules specified in this policy.

I/we understand that if our child breaks the rules specified in this policy then the disciplinary actions specified will result, and in addition, this may result in his/her loss of credit for assignments or classes that require computer access.

Please Tear Out This Page And Return It To Period 4 Class.



Dates to Remember

Meet your Teacher Night	August 20, 2009
ASVAB.....	September 17, 2009
ASVAB Interpretation	October 8, 2009
End of first nine (9) weeks.....	October 9, 2009
Fall Parent/Teacher Conference	October 22, 2009
PSAT	October 17, 2009
AIMS Retest (Reading, Writing and Math)	October 27, 28, 29, 2009
Homecoming	October 30, 2009
AIMS Retest (Reading, Writing and Math)	October 27, 28, 29, 2009
PLAN	November 10, 2009
Semester Exams	December 17-18, 2009
End of second nine (9) weeks	December 18, 2009
Spring Parent Conference.....	February 11, 2010
AIMS (Writing).....	February 23, 2010
AIMS (Reading).....	February 24, 2010
AIMS (Make-up Writing & Reading)	March 2 &3, 2010
End of third nine (9) weeks.....	March 5, 2010
AIMS (Math)	April 7, 2010
AIMS (Science).....	April 8, 2010
Academic Night	April 2, 2010
Terra Nova (9th Grade)	April 13, 2010
Make-up for AIMS Math.....	April 13, 2010
AP Testing.....	May 3-14, 2010
Finals (Senior)	May 20-21, 2010
Finals (Underclass)	May 25-26, 2010
Graduation.....	May 25, 2010
End of fourth nine (9) weeks	May 26, 2010
Last day of School.....	May 26, 2010

Dates Students Not In Attendance

Labor Day	September 7, 2009
County In service.....	September 18, 2009
Fall Break	October 12-16, 2009
Veteran's Day	November 11, 2009
Thanksgiving Vacation	November 26-27, 2009
Winter Break.....	December 21-January 1, 2009-10
Martin Luther King Day.....	January 18, 2010
President's Day	February 15, 2010
Spring Break.....	March 15-19, 2010
In-Lieu Day	April 2, 2010



Due Process

Students in Casa Grande Union High School have rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students shall be informed of accusations against them and will have an opportunity to present an alternative factual position if the accusations are denied. If you fail to fulfill your responsibilities regarding conduct, disciplinary action will follow. In disciplinary cases, you are entitled to due process.

This means you:

1. Must be informed of the accusations against you.
2. Must have an opportunity to accept or deny the accusations.
3. Must have the factual basis for accusations explained to you.
4. Must have a chance to present an alternative factual position if the accusations are denied.

For student concerns, complaints and grievances, a student incident form may be picked up from the discipline office.

Distribution of Materials

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

FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) is a complex Federal law that protects the privacy interests of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's education records request amendment or the records, and have some control over the disclosure of information from the records. When a student turns 18 or enters college, FERPA classifies him or her as an "eligible student" and transfers the rights under the Act from the parent to the student FERPA requires school districts to notify parents and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records.

Arizona Statute 15-210

A person who knowingly insults or verbally abuses a teacher/staff/Administrator on school grounds or while the teacher is performing his/her duties is guilty of a misdemeanor and is punishable by a fine and/or punishment.



Mandatory Reporting Of Criminal Activity to Law Enforcement

Due to the requirements of Arizona State Statutes (ARS 13-3620) schools and school employees are required to report criminal activity to local law enforcement and report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. The law requires schools to report threats, or rumors of threats, against schools, student and school personnel. Schools must also report all incidents of non-accidental injury which might occur during altercations at school.

Casa Grande Union High School District Student Responsibilities

1. Respecting the rights of others: Students have a right to an education without interference from others.
2. Attending school: Students have a responsibility to attend school daily and to be on time.
3. Completing work assignments: Students are responsible for completing all class work and homework on time. It is the student's responsibility to get homework or make-up work for absences.
4. Being prepared for class: Students have a responsibility to bring to class any necessary books and materials that may be required to actively participate in class assignments and/or activities.
5. Respecting public property: Students have a responsibility to respect and to protect all school property, materials and equipment.
6. Showing respect: Students have a responsibility to demonstrate respect for other students, faculty, staff, community members and themselves.
7. Obeying school rules: Students have a responsibility to know and to obey rules and regulations in order to provide a safe and positive learning environment.
8. Cooperating with school staff: Students have a responsibility to cooperate with school staff, authorities and peers.

Closed Campus

1. Students: Students are to remain on campus from the time of arrival until after their last class of the day. Being off campus without permission will result in a suspension.
2. Non-students: For reasons of security, only those officially enrolled as students are permitted on campus during the school day. Parents and others wishing to conduct official business must report first to the administrative offices. All others may be deemed as trespassers and are subject to arrest (ARS Title 13).
3. Students not enrolled at CGUHS will not be permitted on campus during school hours without prior approval from the site Principal.



Student Parking

The cost to park in student parking is \$25.00; a replacement permit is \$15.00. In order to obtain a parking permit the student must bring copies of current Arizona Registration, Driver's License and a current proof of insurance to be able to receive a permit. Student parking is a privilege and may be revoked at any time.

Parking rules are as follows:

1. **THE CAMPUS SPEED LIMIT IS 10 MPH.**
2. Must have an assigned Parking Permit to park on campus. You must be a senior, junior or sophomore who does not have any outstanding fees or parking related referrals.
3. Must park in assigned permit space in student lot ONLY!
4. **No student parking in the Faculty lot!**
5. Permit must be visible at all times.
6. Transferable to another vehicle of record. Hang permit in the center of the rear-view mirror on the front windshield.
7. No reservations. Permits are issued on a first come, first served basis.
8. STUDENTS ARE ALLOWED TO PURCHASE ONE SPACE ONLY.
9. **Parking permit transactions must be made through the Bookstore only. No trading, giving, selling, buying, etc. of parking permits.**
10. Reckless driving will not be tolerated.

Consequences for abuse of Parking Rules

Students will be held responsible for their actions. The likely consequences will be: warning, fine, loss of parking privileges, suspension, or arrest.

Park is at your own risk. Failure to follow any of the parking rules will result in booting of your vehicle. Casa Grande H. S. and CGUHSD are not responsible for damage, theft, or loss of property. Additionally, we are not responsible for any damage that may occur from the booting of your vehicle.

Library

The library is intended as a quiet place for students to do research and to study. Students are required to have a pass, signed by their teacher during class time and have their school ID. Typically, library hours run from 7:30 A.M. to 3:30 P.M.

Bookstore

The bookstore is open from 7:45 A.M. to 3:45 P.M. during the school day. Pens, report covers, computer disks, replacement I .D. cards, yearbooks, and parking permits may also be purchased.

Student Activity Pass	\$20.00	Replacement permits	\$15.00
Yearbook	\$60.00	Locker Rental Fee	\$ 5.00
Parking Permit	\$25.00	Lanyards	\$1.25
Replacement ID card	\$5.00		



Student I.D. Cards

All students must wear a Casa Grande Union High School I.D. on a lanyard and around the neck at all times while on campus. Students must also bring ID to all activities and dances, including Prom. One ID and lanyard are issued per student. If the card or lanyards are lost, stolen, or not readable, it must be replaced at a cost to the student.

Student Activity Pass

A student activity pass is available at the beginning of each school year. The cost is \$20.00. This pass entitles the student to free admission to all home athletic contests. With the card social activities on campus will have reduced costs, except Prom and Homecoming. The pass is marked on students I.D. **Any student that exceeds on all three areas of the AIMS test will receive an Activity pass at no cost to the student. The pass will not cover Homecoming, dances, Prom.**

Perfect Attendance

Students with perfect attendance and no tardies (no absences except school related) who are enrolled in regular or basic classes and are earning a grade of "C" or better will be exempt from final exams. Students enrolled in Honors/Advance Placement coursework will still be required to take final exams regardless of their attendance record. **Requests for early finals will not be considered. The school calendar is published at the beginning of school and parents should schedule accordingly.**

These are the only absences from class that will not count against perfect attendance:

S - School related

O - Office

Field Trips

Students will be allowed to attend school sponsored out-of-class field trips as long as they are receiving a passing grade in all of their classes. Parents and all teachers must sign the field trip permission form. The teacher will have the opportunity to determine the student's eligibility for the field trip based on his or her progress in the class.

Athletics

Certified birth certificates and physical forms must be on file in the Athletic Office. If a student becomes 19 years of age on or before September 1st, he/she is not eligible. A student must be passing all courses. An academic check will be done every Friday at 3:30 p.m. It is understood that a student's attitude, conduct, and



general school spirit, in and out of contests, must be of acceptable quality in order for him/her to enjoy the privilege of representing the school. Beginning with the 09-10 school year, students will be required to **Pay to Participate**. The cost to participate will be \$75 per sport/student but will not exceed \$150 per family.

Sports

(Varsity, J.V. & Frosh Teams)

Fall	Winter	Spring
Football	Boys Basketball	Baseball
Boys/Girls Cross Country	Girls Basketball	Softball
Girls/Boys Swimming	Girls Soccer	Tennis
Boys/Girls Golf	Boys Soccer	Boys/Girls Track
Spirit Line	Wrestling	Frosh Tennis
Volleyball		

Random Student Drug Testing

All students in grades 9-12, who participate in AIA sanctioned activities, will be part of the Random Drug Testing Pool. In order to try out or enroll, students must agree to submit to a random drug testing anytime during the school year. Students remain active for drug testing throughout the year even if they are no longer participating in a sport or activity. Written parental consent for the student to be tested for drugs or alcohol is also required as part of student eligibility. There are consequences for students who do not pass the drug test.

Hall Passes

Each student is required to have a pass signed by their teacher if he/she is in the halls while classes are in session. There are 5 minutes between each class so passes are only necessary for emergencies.

Electronic Devices

Cell phones and other electronic devices may not be used on campus between the hours of 8:05-2:45 and will be subject to confiscation. Students bring these devices to school **at their own risk**. If a student has a cell phone or other electronic device on campus or the bus and it is confiscated, damaged, lost, or stolen, the school will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone charges or for any other electronic device. The consequence for the first offense will require parent pick up of the item(s). The second offense will result in 30 day retention of item(s) and the student will be allowed to pick up the item(s) after school on the 30th day. The third offense will result in retention of item(s) for 60 days and the student will be allowed to pick the item(s) up after school on the



60th day. Items will be available for pick up M-F in the security office. The school is not responsible for lost, stolen, or confiscated property.

It is unlawful for any person to knowingly photograph, videotape, film, or digitally record or by any other means use a device to secretly view or record another person without that person's consent. In addition, it is unlawful to disclose, display, distribute, or publish a photograph, videotape, film, or digital recording made without the consent of the person depicted. Refer to ARS Statute 13-3019. Violation of this statute is a class 5 felony.

Graduation Requirements

In order to graduate from CGUHS, a student must complete 21 credits of study. **Beginning with the class of 2013, students will be required to complete 22 credits in order to earn a diploma.** The student is required to enroll in 6 classes each semester and take the required courses during the year indicated in the Course Descriptions. Each school district determines the course requirements for graduation from its particular school. The CGUHS Board of Governors has approved the following requirements. See your counselor for specific requirements for class rank and/or academic honors.

<u>Courses</u>	<u>Credits</u>
English	4
Mathematics	4
Science	2
Social Studies (American/Arizona History, World Cultures American/Arizona Government, Free Enterprise)	3
Health	1/2
Voc Ed/Fine Arts Elective	1
Physical Education	1/2
Electives	7
TOTAL	22

College Entrance Program

Planned for students, who are intending to go to college, these courses are selected to satisfy the requirements for most colleges. The student should check with his/her counselor to make sure that the requirements for the particular school he/she wishes to attend are satisfied. The student should select for elective credits those courses he/she feels will best suit future plans.



Courses	Credits
English	4
Mathematics (Algebra and above)	4
Laboratory Science (Biology, Earth Science, Chemistry, Physics, Applied Biological Systems)	3
American/ Arizona History	1
U.S. /AZ Government & Free Enterprise	1
Fine Arts	1
Foreign Language	2
Electives	7
TOTAL	23

Athletes Competing In College

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

National Honor Society

A junior student who has a minimum grade point average of 3.5 and service points is eligible for screening for N.H.S. The four (4) qualifications for faculty screening are: scholarship, service, leadership, and character.

Guidance Services

The guidance department exists for the benefit of every student at CGUHS. Counseling services are designed to serve the needs of individual students in preparation of academic schedules, long range school programs, vocational or college planning, course adjustments and personal matters.

Honor Roll

The student must meet the following to qualify for the honor roll:

1. Have a 3.0 grade average or better.
2. Must be taking at least four subjects.
3. Must not receive a "D" or "F" in any subject.

Academic Honors and Awards

A variety of awards are given each year to deserving high school students. Letters and other recognition are given to students in athletics, academics, and



music. The requirements for these awards are quite significant and it is a genuine honor to be awarded a letter for representing Casa Grande Union High School.

Beginning with the graduating class of 2009, students will be honored as Valedictorian and Salutatorian. This will be arrived at by the following method:

1. All subjects are used to compute Class Rank.
2. All students in a class or grade are included.
3. Students having the same numerical average (a tie) are accorded the same class rank number, while the student with the next lower numerical average will be accorded the rank they would have received had there been no tie.
4. Student for honors recognition during graduation will be figured by using grades from first seven (7) semesters of a students' high school career.

Weighted Grades

Students enrolled in classes designated as honors will receive the same letter grades (A-F) as those enrolled in regular classes. However, grades that are given in Honors, Pre-AP, and AP courses will have the weighted value attached to them as compared to grades in regular classes.

It should be noted that at the request of a student's parent and/or teacher the student may be transferred from a honors to a regular class at any time. Placement in classes is based on standardized test scores and/or teacher recommendation.

Grade Point Average Calculation

Honors/Advanced Placement	Regular
A = 5.0	A = 4.0
B = 4.0	B = 3.0
C = 3.0	C = 2.0
D = 1.0	D = 1.0
F = 0.0	F = 0.0

The grade of incomplete may be given at the end of any marking period to students who have not submitted all required work. An incomplete is up to a teacher's discretion. Such a grade will become an "F" at the end of two weeks or according to arrangements worked out by the teacher and student.

Withdrawal from School

Students who need to withdraw from school for any reason should bring a parent or guardian to the Attendance office stating the reason for withdrawal. It must be signed by the parent or guardian and must verify the fact that the student has the parent/guardian's permission to withdraw. Student will receive a withdrawal form



from the Attendance office, after he/she and their parent meet with an interventionist or administrator.

Credit Opportunities

Students who fail a subject during the regular school year should make up the credit by attending CGUHS tuition summer school. This may not be used to advance graduation. Central Arizona College offers classes for college and/or high school credit. See your counselor for details.

Book Costs

Textbooks are loaned to students and must be returned in acceptable condition. Students are responsible for the proper care of all supplies and furniture supplied by the school. Students are held financially responsible for disfigurement, breakage or damage to school or personal property.

My Stuff

Locks and lockers are the property of the school, rented to students for their convenience. **THE SCHOOL IS NOT RESPONSIBLE FOR ARTICLES LOST OR STOLEN.** Students are not to share lockers with other students. Ordinarily, students should go to their lockers only during passing times. Students must understand that the 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.**

Insurance

"ALL STUDENTS" 24 hours and/or school time insurance is available at a nominal fee to the student. This insurance is supplemental to family insurance. See Athletic Secretary.

Breakfast/Lunch

Breakfast and lunch may be purchased in the cafeteria, snack bar, or carts. A free and reduced meals program is available and the application forms are in the cafeteria. ***Food and drinks are not allowed inside classrooms north of the mall. The sale of gum or soda is prohibited on campus during school hours.***

Fire Procedures

When the fire alarm sounds, students will evacuate the building in an orderly, quiet manner and follow the instructions of those in charge. If the alarm sounds



during a passing period, please report to the designated evacuation area of the class to which you are going.

Bus Transportation

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 are expected to follow the bus rules.

1. Obey the bus driver at all times.
2. Be on time for the bus both A.M. and P.M.
3. Stand a safe distance from the curb or highway.
4. Be courteous to the driver and other bus passengers.
5. When crossing the street by school bus, always cross in front of the bus.
6. Sit quickly and quietly in assigned seat.
7. Remain seated facing forward in your assigned seat while the bus is moving, the aisle is not to be blocked at any time.
8. Always identify yourself when asked by the driver.
9. Keep bus clean and free of damage.
10. Students are permitted to leave the bus only at their designated stops. Any changes require a parent/legal guardian's written request, approved by school official.
11. Remain seated while bus is in motion.
12. Wear your I.D. when entering the bus.

Activity bus runs are at 5:45 P.M. and are for students who participate in after school activities, tutoring, or are assigned after school detention.

Students who jeopardize the safety of others may **forfeit** their bus privileges.

Bus service is provided by Beeline, located at 2676 N. Trezell Rd. Bus garage phone number is (520) 316-3382.

DANCES/SCHOOL SPONSORED EVENTS

Students may invite guests to designated school dances but those students are subject to the same dance and school regulations as district high school students. Prior approval must be secured from school administration. Guests must be 20 years of age or under and must bring an ID with birth date. CGUHS students must also have their school ID's at all dances.



Extra-Curricular Activities

School activities are an integral part of the total educational program. They provide experiences and broaden perspectives that may not be adequately addressed by regular classroom instruction. It is the responsibility of our school to provide relevant experiences to as many young people as resources and interest can reach. Casa Grande Union High School has various organizations that offer opportunities for interested students to participate in extracurricular activities. Our students who actively participate in these organizations will be recognized and honored for the good which they accomplish. Clubs will be organized as interest is shown. Information on recognized clubs is available in the activities office (Building B). An academic check will be done every Friday at 3:30 P.M. to determine eligibility for all activities.

Clubs

Club	Sponsor
Amerind Club.....	TBD
Bowling.....	Mr. Harmening
Choir Club.....	Mr. Forsythe
Cougar Express.....	Ms. Unger
Creative Logic Club.....	Mr. Fisher
Culinary Arts Club.....	TBD
Dance Club.....	Mrs. Martin
DECA.....	Ms. Jue
FBLA.....	Ms. Hunter/Mrs. Mace
French Club.....	Mrs. Sander
FFA.....	Mr. Sipes
Gay/Straight Alliance.....	Mr. Forsythe
Gifted/Talented Club.....	Mrs. Norris
Girls Soccer Club.....	TBD
Girls Tennis Club.....	TBD
Hiking Club.....	Mr. Brodsky
Japanese Culture and Anime Club.....	Mrs. Kreis
Key Club.....	Mrs. Ellis
Lady Cougar Club.....	Mr. Donald Thompson
Mock Trial.....	TBD
National Honor Society.....	Paul Machelor
Environment Club.....	Mr. Kramer
Robotic Club.....	Mr. Morris
SADD.....	Mrs. Boenzi-Reed
Semper Fi Club.....	Master Sgt. Hazzard
Shutter Bug Club.....	Ms. Eberle
Skills USA.....	Ms. Eberle



Spanish Club	Mrs. Burge
Spirit Club.....	Ms. Galle
Student Council.....	Mrs. Telles
Swimming Club.....	TBD
Thespian/Drama Club	TBD
Youth Alive Club.....	Mrs. Jue

Conduct and Discipline Code

The state law of Arizona makes the school responsible for the conduct and well-being of pupils from the time they leave home in the morning until they reach home in the evening.

The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. The administration is authorized to suspend students for cause. **Students are subject to discipline if infractions occur during any of the following:**

1. Any Casa Grande Union High School activity/athletic event (home or away, day or night).
2. To and from school or school activities.
3. In classrooms.

On Campus Assembly Conduct

Students must sit in the section provided for their class. Students who do not conduct themselves properly will be removed from the assemblies.

Dangerous Instruments and Deadly Weapons

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 another student in displaying, carrying or possessing dangerous instruments or deadly weapons.

Dress Code

Brief and Revealing clothing

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines are examples and do not cover all situations.

- Students shall not wear:
- Tank tops
 - Halter-tops
 - Garments with spaghetti straps



- Strapless garments
- Shirts that reveal a student's back, midriff, or hips

Garments that are "see-through", cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Undergarments (bras, boxer shorts, etc) must not be visible. Garments that are designed as sleepwear are also prohibited. Clothing must cover the **entire buttocks** and **extend to the end of the finger tips to ensure modesty**. Sagging pants/shorts will not be tolerated on campus. Trench coats will not be allowed.

Vulgar, Offensive Messages

Students shall not wear clothing that contain messages that are vulgar, offensive, obscene, or libelous; that demean others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.

Hats

Students shall not wear head gear on campus, except for documented health, religious, or military purpose. This includes hats, beanies, hair nets, do-rags, hoods, and headbands. Wearing of these items will result in confiscation of items.

Gang Related Attire

Any attire or grooming deemed to be gang related is prohibited when such attire or grooming creates an atmosphere of threat, intimidation, or undue pressure or disrupts the educational process with curriculum goals/educational objectives. This includes but is not limited to: blue, red, and brown fashion shoe laces, "do-rags", and bandanas of any color. This includes wearing of any solid colors i.e. all blue, brown, red, or any other color that may have any gang significance. Students who display such behaviors will be subject to suspension and/or transferred to an alternative school.

Footwear/Jewelry/Accessories

- Shoes must be worn at all times on campus according to state law and for student safety. No house slippers are allowed.
- Body piercing that is a safety hazard and/or hinders performance in a classroom is not allowed.
- Wallet chains are not allowed.

Student/Parent Responsibility

Students and their parents/guardians have the responsibility to be aware of the school's dress code and conform to these requirements. CGUHS reserves the right to add other restrictions if the school administration deems it necessary. If a student or parent has any questions about whether specific attire or accessories are in compliance with the dress code, they should contact an Assistant Principal prior to wearing such attire or accessories to ensure compliance.



Administrator Discretion

The school administration retains the final discretion to determine that the garment or accessory meets the dress code. Some exceptions may be made for uniforms, formal attire, and/or costumes.

Consequences

Any student violating this policy is subject to disciplinary action including, but not limited to a warning, confiscation of item(s), parent conference, after-school detention, community service, in-school suspension, or off-campus suspension. In addition, the student will remove the garment or accessory and replace it with an appropriate alternative provided by the school, student, or parent, depending upon the circumstances.

Student Harassment

Verbal or physical acts of aggression relating to a person's race, ethnicity, religion, gender, disability, sexual orientation, or any act of an unwanted sexual nature, will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences. If you believe that you have been harassed, contact your counselor or any administrator as soon as possible.

Discipline Procedures and Consequences

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student's behavioral history. School rules apply when a student is attending school, on school grounds, at a school-sponsored event, traveling to or from school, or engaged in misconduct, that in any other manner affects the climate of the school.

PROBLEM AREA	DEFINITION	SCOPE/ CONSEQUENCE
Alcohol, drugs, smoking, tobacco	The use, possession, or sale of alcoholic substance. The use (including inhalation) possession or sale of marijuana, drugs, narcotics, tobacco or harmful substances represented as such and related paraphernalia.	Suspension/ Expulsion
Arson	Intentional burning of school and personal property.	Restitution/ Expulsion
Automobile	The inappropriate use of on automobile on school property.	Conference/ Suspension



PROBLEM AREA	DEFINITION	SCOPE/ CONSEQUENCE
Bomb threats/ Threats of violence or destruction	Making plans or participating in an act of violence against school property that represents a potential danger to students, staff or patrons of the district.	Suspension/ Expulsion
Bullying/ Cyber/ General Harassment	Intimidation of another student or staff member through verbal, written, gestures or electronic means.	Informal talk/ Expulsion
Bus misuse	Not following designated bus rules.	Verbal Reprimand/Bus and/or School Suspension
Cheating/ Plagiarism	Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, or securing teacher materials or work in a dishonest or unauthorized way are all considered cheating.	Zero on Assignment/ Suspension
Classroom Disruption	The act of being involved in behavior that disrupts the educational process of other students in the classroom or disregarding the suggestions and corrective efforts by the teacher	Conference/ Suspension
Contribution to an unsafe environment	Knowingly and willingly withholding information leading to a dangerous situation and/or threatening the safety of self or others. This includes, but is not limited to, weapons, drugs, alcohol, and gang activity	Conference/ Suspension
Destruction of property/ Vandalism/ Graffiti	Destroying or damaging objects or materials belonging to the school, school personnel, or other persons.	Restitution/ Expulsion
Defiance of Authority/ Insubordination	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference/ Suspension
Dress Code	Dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests requesting change of attire/ involvement in gang activity or any apparel that is suggestive, obscene or vulgar is prohibited.	Conference /Suspension



PROBLEM AREA	DEFINITION	SCOPE/ CONSEQUENCE
Electronic information services	Misuse, abuse or blatant disregard of CGUHS ETS guidelines and procedures.	Conference/ Expulsion
Emergency Alarms	Activation of an emergency alarm.	Suspension/ Expulsion-May result in criminal charges
Explosive Devices	The use, possession, or sale of firecrackers, or other explosive devices.	Suspension/ Expulsion-May result in criminal charges
Extortion	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat.	Suspension/ Expulsion
Fighting	Engaging in, or threatening physical contact for the purpose of causing harm to another person	Suspension/ Expulsion
Forgery	Writing and using the signature or initials of another person	Conference/ Suspension
Gambling	Participating in games or chance for the purpose of exchanging money or goods.	Conference/ Suspension
Gang Activity	Activities, acts, behaviors which display or imply gang affiliation or activity is strictly prohibited	Conference/ Expulsion
Hazing	Any act that injures, degrades, or disgraces (or tends to injure, degrade, or disgrace) any student	Conference/ Suspension
Inappropriate display of affection	Any intimate physical contact.	Informal talk/ Suspension
Littering	Leaving or depositing trash in places other than appropriate receptacles	Conference/ Suspension
Misrepresentation of the truth	Knowingly giving false information or information intended to mislead	Conference/ Expulsion
Off campus violation	Leaving school grounds without checking with the office	Conference/ Suspension
Physical Assault	Physical attack by one person, or group of persons, upon another person who does not wish to engage in the conflict.	Suspension/ Expulsion
Profanity & Obscenity	The inappropriate use of language or a gesture	Conference/ Suspension



PROBLEM AREA	DEFINITION	SCOPE/ CONSEQUENCE
Sexual Harassment	The unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature made by a student to another student by a student to a staff member.	Conference/ Expulsion
Tardiness	Late to class.	ASD/ Suspension
Theft	Taking property or items that do not belong to you without consent.	Restitution/ Expulsion
Trespassing	The unauthorized presence of any student on a campus. If the student refuses to leave upon request, it is a violation of state law.	Informal talk/ Suspension/Arrest
Truancy, ditching, and unexcused absence	Any absence not excused by a parent or legal guardian AND approved by the appropriate school official. Leaving campus or class without permission any time during the school day is a violation of the Closed Campus Rule established by the governing board.	Conference/ Suspension
Unauthorized Entry	The entering of student into an area without permission.	Conference/ Expulsion
Vehicle Misuse	The inappropriate use of an automobile, bicycle, skateboard/skates, or any other type of vehicle on school property. Vehicles are allowed only in designated areas.	Informal talk/ Suspension
Verbal Assault	The use of verbal language and/or gestures such as calling names, degrading, screaming, threatening, criticizing, berating and humiliating with the intent to cause harm and/or distress.	Conference/ Suspension
Weapons	Possession or threatening use of any weapon, real or simulated, is strictly prohibited.	Conference/ Expulsion

Disciplinary Action

Our objective for disciplining action is to change behavior. Depending upon the behavior problem of the student, one or more of the following actions will be taken by the school officials.

Informal Talk

A school official (teacher, counselor or administrator) will talk to the student and try to reach an agreement regarding how the student should behave.



Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.

Parent Conference

Parent(s) are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.

Behavioral Contract

A behavioral contract will be written following the parent conference to be signed by both the parent and the student.

Closure from Classes

The student is closed from one or more classes, but remains at school in assigned study hall during these class periods.

Teachers' After School Detention

Teachers may assign detention. Teachers who assign detention are responsible for monitoring students. Teachers will follow the procedures listed below before referring a student for not attending school detention:

Note: Parent contact. Teacher conference with student and other appropriate follow-up actions may also be taken.

After School Detention Program

After school detention (ASD) will be assigned for unexcused tardies, sweeps, not displaying school ID's, violation of dress code. It will be served from 3:00-5:30 on the following day. If a student misses ASD, the student will be placed in in-school-suspension for each day an ASD is missed. An ASD may be rescheduled with a parent phone call **prior** to the scheduled ASD.

Suspension

In-School Suspension

ISS is the temporary removal from regular classes and assignment to a person in charge of in-school suspension for the entire day or any part thereof. The failure to report as assigned shall constitute an act of insubordination and will result in further disciplinary action being imposed. While serving an in-school suspension, the student will not participate in any school activities. The student will receive credit for class work completed and submitted that day.

Students can be assigned to in school suspension by the administration for violation of school rules. Students assigned to ISS will spend their time studying, doing homework or class work.

Off-Campus Suspension

OSS is the removal from regular classes and assignment to a parent/guardian for the period of time specified by the administration. While serving an off-campus suspension, the student will not participate in any school activities, and will not be



permitted on campus. Students/Parents are encouraged to request homework during the suspension to keep up with their classes and receive credit.

Students can be assigned to off-campus suspension by the administration for violation of school rules.

Expulsion

The student is informed immediately that he/she is subject to expulsion. Due process procedure is explained. The student's parent/legal guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification includes clear instructions regarding due process procedures. The Superintendent or his/her designee will recommend to the Board of Education that the student be expelled. The expulsion does not become effective until the due process procedure has been completed.

Attendance

1. **Tardiness**

There are no parent excused tardies. Parents may **NOT** call the Attendance Office to excuse a tardy. Students arriving late to school should go directly to class. Since instructional time is priority importance, it is necessary that students be in class and prepared for the lesson to begin when the tardy bell rings. Students are expected to be in their classes when the last bell rings. Even though students may be in the building, they will be considered tardy if they are not in their respective rooms and their assigned seat when the tardy bell rings. Failure to be in class ten (10) minutes after the start of class will constitute an absence. This procedure is repeated each period of the day. Three tardies equal one unexcused absence.

2. **Absences**

Students who are absent (undocumented) for more than 9 instructional days, during a given semester class, will lose credit in that class. On the 10th absence the computer will replace the grade with an "NC" for No Credit. **Once a student has lost credit in a class, he or she must still attend that class.** Failure to do so will result in disciplinary action.

Documented absences, school related absences, homebound, ISS and OSS DO NOT count against a student's attendance record.

A. **Documented Absences include:**

- Court Documents
- Detention Documents
- Funeral Notice for Bereavement
- Immigration appointment
- Medical and Dental Notes

It is recommended that appointments be scheduled outside the regular school day.

B. **Undocumented Absences include:**

- Parent excused
- Unexcused



Documentation must be provided within 48 hours of a student's return to class. Parents are still required to call the school or provide notes to explain absences. Parental note and/or phone call does not necessarily excuse an absence. Such absences WILL be counted against the student's attendance record.

10 Absences per class period = NO CREDIT in that class!

Consequences of Undocumented Absences may include:

- After School Detention
- Loss of parking privileges for the current semester and for the following semester
- Inability to attend field trips
- Community service
- Loss of credit

Parents' Responsibilities

Parents should make every effort to schedule routine medical appointments, family functions, and vacations during school holidays or breaks.

Minimize your child's

- Oversleeping
- Car problems
- Staying home to care for younger children
- Visiting friends or relatives
- Minor aches and pains
- Employment conflicts

Supply documentation for

- Bereavement
- Court
- Dental visits/medical visits
- INS appointments

Make-up Work

The student is responsible for getting his/her own work.

1. Students are allowed one school day to make up assignments for each day of excused absence. This also includes absences due to assignment of ISS/OSS.
2. Work cannot be "made up" for credit for unexcused absences.



Miscellaneous

Change of Address, Telephone Numbers and Email Addresses

It is very important that all students notify the guidance and attendance office immediately of any change of address or telephone number at (520) 316-3326 attendance or (520) 316-3343 guidance.

Telephones:

The office and teacher telephones are business phones and are **NOT AVAILABLE FOR PERSONAL CALLS**. Students may use the **SECURITY 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 emergency calls from parents, a message will be delivered to the student in class.

Administration's Discretion

******The administration retains the right and privilege to issue consequences for acts of behavior not specifically stated herein and to alter any consequences, as they consider necessary. Furthermore, the administration reserves the right to amend any provisions in this handbook which they deem to be in the best interest of the educational process. We promise that students are the focus of all our efforts.***



2009-2010 Student Council Officers Are:

- Student Body President.....Ralph Belloc
- Student Body Vice President.....Danica Dela Cruz
- Student Body Treasurer.....Brandon Johnson
- Student Body Secretary.....Ashley Collins

- Senior President.....Joy Oladokun
- Senior Vice President.....Melissa Shafer
- Senior Treasurer.....Evelyn Fuller
- Senior Secretary..... Raena Holt

- Junior President.....Shelby Emmert
- Junior Vice President.....Ashley Lau
- Junior Treasurer.....Jamee Mason
- Junior Secretary.....Ashley Fitzgibbons

- Sophomore President.....Kassie Johnson
- Sophomore Vice President.....DJ DeLuca
- Sophomore Treasurer.....Desirai Browning
- Sophomore Secretary.....Anesia Estrada

- Freshman President.....John Telles II
- Freshman Vice President.....Eddie Cassidy
- Freshman Treasurer.....Precious Manu
- Freshman Secretary.....Victoria Belloc

HOME OF THE COUGARS

School Song

Blue is for Loyalty
 Cougars into the Fight
 Gold is for Victory
 And we will win this game tonight
 When we have Victory
 We'll be on our way to Fame
 Our Honor Defend
 We will fight to the End
 And win this Game



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