



CASA GRANDE  
ELEMENTARY  
SCHOOL DISTRICT #4

*"A Community of Learners, Leaders, and Innovators"*

# STUDENT HANDBOOK

## 2019-2020

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# CASA GRANDE ELEMENTARY SCHOOLS

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

## SCHOOL HOURS

7:55 a.m. Classes Begin Grades K-5

2:45 p.m. Dismissal for Grades K-5

8:38 a.m. Classes Begin Grades 6-8

3:45 p.m. Dismissal for Grades 6-8

### **CACTUS**

#### **MIDDLE SCHOOL**

1220 East Kortsen Road

Phone: 421-3330

Fax: 421-7425

Mr. Robert Quiñones

### **CASA GRANDE**

#### **MIDDLE SCHOOL**

260 West McMurray Boulevard

Phone: 836-7310

Fax: 836-2399

Mr. Christopher Laughland

### **CHOLLA**

#### **ELEMENTARY SCHOOL**

1180 East Kortsen Road

Phone: 836-4719

Fax: 836-1963

Ms. Azure Sullivan

### **COTTONWOOD**

#### **ELEMENTARY SCHOOL**

1667 North Kadota Ave.

Phone: 836-5601

Fax: 836-1437

Dr. Barbara Wright

### **DESERT WILLOW**

#### **ELEMENTARY SCHOOL**

2172 North Arizola Road

Phone: 876-5397

Fax: 876-0909

Ms. Melissa Pieper

### **EARLY CHILDHOOD**

#### **LEARNING CENTER**

390 East Lakeside Parkway

Phone: 876-0045

Fax: 876-0746

Mrs. Kameron Bachert

### **EVERGREEN**

#### **ELEMENTARY SCHOOL**

1000 North Amarillo Street

Phone: 836-6694

Fax: 421-0423

Mr. Scott Raymond

### **IRONWOOD**

#### **ELEMENTARY SCHOOL**

1500 North Colorado Street

Phone: 836-5086

Fax: 836-2203

Mrs. Robin Rosales

### **MCCARTNEY RANCH**

#### **ELEMENTARY SCHOOL**

2631 North Brown Avenue

Phone: 876-4235

Fax: 876-4292

Mrs. Jessica Quiñones

### **MESQUITE**

#### **ELEMENTARY SCHOOL**

129 North Arizola Road

Phone: 836-7787

Fax: 836-3289

Ms. Julie Holdsworth

### **PALO VERDE**

#### **ELEMENTARY SCHOOL**

40 North Roosevelt

Phone: 421-1650

Fax: 421-3013

Mrs. Joanne Kramer

### **SAGUARO**

#### **ELEMENTARY SCHOOL**

260 West McMurray Boulevard

Phone: 836-7661

Fax: 836-1581

Mrs. Celie Downey-Foye

### **VILLAGO**

#### **MIDDLE SCHOOL**

574 East Lakeside Parkway

Phone: 423-0176

Fax: 423-0177

Mr. Jeff Lavender

### **FOOD SERVICES**

501 South Florence Street

Phone: 876-3630

Ms. Alysia Ruelas

### **TRANSPORTATION**

220 West Kortsen Road

Phone: 836-5231

Ms. Darla Johnson

## OUR DISTRICT

### *“A Community of Learners, Leaders, and Innovators”*

The Casa Grande Elementary School District is comprised of 9 elementary schools, 3 middle schools, and 1 early childhood learning center serving 6,500 students. With approximately 900 employees, the Casa Grande Elementary School District is presently the second-largest school district in Pinal County and is one of the largest employers in the county. The annual operating budget is over \$50 million.

We have been supported in our community by local taxpayers, having passed a Bond election in 2016 to support the construction of a replacement K-8 school, the purchase of many new buses, and security upgrades to all other schools that are being completed this summer. We also had a 10% Override election that passed during the Fall of 2018. Our boundaries encompass over 400 square miles, and lie within the municipal boundaries of the cities of Casa Grande, Maricopa, and Eloy. Our District also lies within the growth boundaries of the City of Coolidge. As the most decorated school district in Pinal County, every day we strive to fulfill our district mission, “Success for Everyone, the Responsibility is Yours and Mine.”

## VISION, STRATEGY & BRAND

In March of 2018, our District put out an open invitation for staff and community members to come together in an effort to re-establish our District’s vision, strategy, and brand. We started a process called ReVISION, and prominent members of our community participated in several facilitated conversations about our vision and purpose; understanding that this will unify our work and provide clarity, inspiration, and alignment for everything we do.

We asked our community to ‘dream big’, and to let us know the best they would want for our schools 10 years from now. We had many amazing responses indicating our community wants our schools to be:

- leaders in innovation;
- A+ schools of excellence;
- places where students are in charge of their learning; and
- drivers of excellence and change.

They also indicated they want our district to be:

- a place with robust resources and compensation;
- considered the best place to work and learn; and
- an award winning district where teachers line up for future employment.

Finally, our community told us they want our students to be exceptional communicators, problem solvers, good neighbors, and ready members of our future workforce.

In over a year and a half, our community went through a process of developing a new Vision statement that encompassed the sentiments heard throughout the meetings, re-committed to our existing Mission, and re-designed our logo and brand to portray an image that more closely aligned with our new direction and purpose. We also redefined our Core Values, and this summer, the Learning Leadership Team operationalized the values so there would be no mistake about what they mean to our workplace culture and what we want for our learners.



## **Our Mission**

*"Success for Everyone. The Responsibility is Yours and Mine."*

## **Our Vision**

(Established 2018)

*"A Community of Learners, Leaders, and Innovators"*

# **CORE VALUES**

**Compassion**

**Equity**

**Excellence**

**Responsibility**

**Collaboration**

**Learning**



## **VISITORS ON CAMPUS**

Visitors are always welcome, and we encourage parents to visit our schools. However, for the safety of the students, all parents and other visitors must report to the front office for a visitor's pass.

## **REGISTRATION**

A child must be five (5) years old prior to September 1 of that school year to enroll in kindergarten. A child must be six (6) years old prior to September 1 of that school year to enroll in first grade. A birth certificate or other acceptable proof of age of your child, a record of immunizations, and proof of residence are required if you are enrolling for the first time in our schools.

## **STUDENT RECORDS**

The Governing Board has established policies for the collection and release of student records. Parents may review their child's records and school employees will assist in interpreting these records. Parents are required to sign for the review or release of school records.

## **CUSTODY – PARENT VISITATION RIGHTS**

In most cases, when parents are divorced, both mother and father continue to have equal rights to their children. However, if you have legal papers that limit the rights of one parent in matters such as custody or visitation, please provide a copy to the school. Unless this information is on file in the school office, equal rights must be provided to both parents.

## **SCHOOL DRESS CODE**

The District encourages students to take pride in their attire as it relates to school. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Only tailored pants, shorts, and skirts that are hemmed may be worn. Shorts and skirts must be long enough to reach the student's fingertips with arms at one's sides. Bare midriffs, halter tops, and spaghetti straps are not to be worn. Shoes must be worn at all times. Jewelry may not be worn if it presents a safety hazard to self and/or others. Body piercing jewelry, other than earrings, is prohibited. Profane, offensive, or defamatory writing or pictures on clothing or jewelry is not acceptable. No hats, bandannas, "colors," items with price tags visible, or other gang-related apparel is permitted. Clothing with obscene language or symbols, symbols of drugs, sex, or alcohol are prohibited. Pants must be worn at one's waist. Distracting hair color or style, temporary and permanent tattoos are also prohibited. Students at Palo Verde and Mesquite Elementary Schools are expected to wear school uniforms that meet the stated criteria. Uniform guidelines and expectations are available at the school sites.

## **SCHOOL SUPPLIES**

The school district provides textbooks, paper, pencils, library books, and other school supplies free to all students. However, it is the student's responsibility to care for these materials. Parents may be requested to pay for any school supplies lost or not properly cared for by the student.

### **CELLULAR TELEPHONE PROCEDURES**

Until recent years, schools typically prohibited students from bringing cellular telephones to school, due to concerns about loss or theft of the telephones, or due to problems associated with the potential disruption of instruction caused by ringing or vibrating telephones. Nowadays, however, many parents want their children to carry cellular telephones in order to maintain contact with their child after school, at athletic events or after-school activities. Although school officials would prefer that cellular telephones be left at home, we recognize the value that many parents place on these telephones for providing for the safety and well-being of their children. When students do bring cellular telephones to school, parents need to be aware of the following:

- Cellular telephones must be turned off during the school day, during passing periods between classes, or while riding a school bus. They should be stored so that they will not distract from learning, or lead to incidents of theft or damage, such as might occur on the playground, bus, etc.
- Cellular telephones that are in use during the school day or on school buses are subject to confiscation by the principal's office. Students who have been guilty of misconduct with a cellular telephone may be required to check the telephone in and out of the office each day.
- Schools are not responsible for loss, damage, or theft of cellular telephones.
- While students are on campus, cellular telephones may be turned on outside of school hours only with the permission of the principal or his/her designee.
- Students in possession of cellular telephones with offensive or inappropriate photos or texts may be subject to disciplinary action and criminal charges, even if the photos or texts originated from an off-campus source.
- District Policy JIH provides that school officials have the right to search students' personal property, including cellular telephones, when there is reason to believe that the search will produce evidence of a violation of the law or school rules.
- Students who violate school rules concerning cellular telephones are subject to discipline including detention, suspension, and expulsion
- Parents with questions about the use of cellular telephones should contact their child's teacher or the school principal

### **ATTENDANCE AND TARDINESS**

Regular attendance will help a student enjoy school and reach his/her full potential. Absences and tardiness disrupt learning and cause a student to be less successful in school. Students should be in school each day unless they are ill. If an unexcused absence or tardy is recognized, you will receive an automatic call notification from the school to inform you.

Parents are responsible for notifying the school in advance or at the time of any absence from school. The parents also must provide at least one (1) telephone number, if available, so that the school can promptly notify them of any absence. This telephone number must be given at the time of enrollment of the student, and the school must be notified promptly of any changes in the telephone number.

## **BUS INFORMATION**

Elementary students living more than one (1) mile from school are eligible for bus service. Students must follow all rules and regulations concerning bus transportation (as listed in the in order to assure the safety of all children. Those students who do not follow the bus rules may lose the privilege of riding the school bus. If students are suspended from the bus, parents will be responsible for providing transportation to school.

Students must have written permission from parents and the principal to board or leave a bus that is not their designated bus or bus stop. Students must behave properly at bus-loading areas. Students who damage or deface school property, including buses, will be severely disciplined and will be required to pay for any necessary repairs.

## **INSURANCE**

Accident insurance for students is available from a private insurance agency. This insurance is a limited accident policy and is available at any time during the school year in the school office.

## **LOST AND FOUND**

Please check with the school office for any items lost at school. Items can be more easily returned to the rightful owner if the child's name appears on the lost article.

## **LEAVING SCHOOL EARLY**

There are occasions when parents wish to check students out of school before the end of the school day. Parents must report to the school office to sign children out of school. A note should be sent to the child's teacher in the morning if parents would like to have their child dismissed early on any given day. If students return to school before the end of the school day, they must check back in with the office before reporting to their classrooms. Please note, valid photo identification such as a state issued drivers license/ID card, passport, or any other government provided identification must match the approved list of family contacts on the student record in order for the child to be released.

## **RESPECT FOR SCHOOL PROPERTY**

The school buildings and equipment are furnished by the citizens of the community through tax dollars. This investment must be protected. Students who damage any school property will be held responsible for payment of repairs. In the case of minor children, parents will be held liable for damages. We ask parents to help us protect this community investment by teaching children respect for public property.

## **REPORT CARDS AND PARENT-TEACHER CONFERENCES**

Students are issued report cards four (4) times during the school year at nine (9) week intervals. Parent-teacher conferences are scheduled twice during the school year, at the end of the first and third grading periods. However, parents are encouraged to contact teachers on a regular basis in order to monitor their child's progress.



## **SCHOOL VOLUNTEERS**

Adult volunteers often work at each school in various capacities during the school year. Parents, senior citizens, education majors in college, and retired teachers enjoy volunteering time to help students. If you are interested in volunteering, contact the school principal.

## **HOMEWORK AND MAKE-UP WORK**

Homework is an accepted part of the educational process. It will be assigned in most cases on a variable basis, and some work should be expected each night. Extra homework time should be expected when students are absent and need to do make-up work.

It is very important for students to make up work missed when absent from school. **It is the student's responsibility to ask the teacher for make-up work.**

Parents may call the school to request make-up work for students who may be absent for several days. Please give the teachers and office 24 hours to collect homework assignments.

Parents are requested to help their children by establishing some homework guidelines and cooperating with the teacher in seeing that the assignments are completed. If you have a question regarding homework, please contact your child's teacher.

## **PROMOTION AND RETENTION**

The purpose of student promotion or retention is to place students in the school program where the child's educational needs will be most appropriately served. Parents will be contacted at the end of the first grading period if their child is not meeting the standards for promotion. A parent conference will be requested at the end of the second grading period if the student continues to achieve below his/her expected level. Each child will be given individual consideration and a decision will be made only after careful study of facts relating to all phases of his/her growth and development.

## **CURRICULUM**

### **READING/LANGUAGE ARTS**

The Casa Grande Elementary School District offers a Language Arts Program which emphasizes the integration of Reading, Writing, Listening, Speaking, and Language Concepts. The development of students' phonemic awareness, phonics, vocabulary acquisition, reading comprehension, and appreciation of literature is emphasized in each reading lesson.

Daily experiences in reading are extremely important to becoming a good reader. Teachers in the Casa Grande Elementary School District provide students with experiences that will improve their fluency in phonics and word recognition, as a means of enabling them to make meaning from what they read. Throughout the Language Arts Program, students are required to complete products or outcomes to demonstrate their understanding of written and spoken language. Such products or outcomes may include written expression, remarks during a discussion, or an oral, dramatic, artistic, or graphic presentation.

The Language Arts Program consists of basal texts, core literature, phonics, language experiences, and reading instruction in all content areas. The District's goal is to equip each student to skillfully use written and spoken language as a means to fully profit from participation in the educational system and to become informed, thinking citizens.

## **MATHEMATICS**

Concept development, practical application computation, and problem-solving skills are emphasized at every grade level. Math instruction is developmentally based and designed to prepare our students to successfully apply math concepts and methods to solve the many daily problems they will encounter which require numerical reasoning.

## **SOCIAL STUDIES**

Lessons cover social, economical, historical, political, and geographical relationships affecting the family, community, state, nation, and world.

## **SCIENCE**

The Casa Grande Elementary science program is designed to teach science concepts and is used with a variety of demonstrations, experiments, and projects.

## **MUSIC**

All students in Grades 1-5 have a regularly scheduled music class to develop skills in singing, playing rhythm instruments, listening, movement, and musical literacy. In addition, students in Grade 5 may participate in band.

## **CITIZENSHIP AND PERSONAL DEVELOPMENT**

Instruction is designed to foster self-reliance, cooperation, responsible behavior, and goal-setting. Emphasis is also placed on leadership, respect for others and problem-solving.

## **SAFETY, HEALTH, AND NUTRITION**

Students learn about basic anatomy, wise food choices, and proper exercise. Also included are such things as avoiding accidents at home and school, traffic safety, dealing with emergencies, chemical abuse prevention, and personal safety. A summary of the Governing Board's policies relating to substance abuse prevention is included in this handbook.

## **CURRICULUM ENRICHMENT**

The Curriculum Enrichment (CE) program for gifted students serves Grades K-8. The CE students are placed after scoring at or above the 97th percentile on state-approved tests or through the use of established multiple criteria measures. Various service models are available for those who qualify. Enriched learning opportunities are offered by teachers (who have an endorsement in gifted education) through a variety of materials and ideas allowing students to master the CE objectives. Opportunities exist for any child to be screened for CE. Contact your school principal with questions.

## **MEDIA CENTER**

Media centers not only include library books, but other exciting learning materials as well. These books and materials are for student and teacher checkout. The emphasis is on using the resources available for the development of research skills and for enrichment activities. Help your child learn to care for library books and return them on time so others may use them. Students are charged for books damaged or lost.

## **PHYSICAL EDUCATION**

Physical education is required for all students in Grades 1-5. Skills and motor activities appropriate to the age of the students are taught. For students Grades 6-8, physical education is an available elective class for middle school students. Please see your school registrar for elective course listings.

## **PARENT'S RIGHT TO KNOW**

As a parent of a student in the Casa Grande Elementary School District, you have the right to know the professional qualifications of the teachers who instruct your child. Please speak with the school principal to obtain more information.

## **ANNUAL ACHIEVEMENT TESTING**

The state of Arizona requires that student achievement tests be administered each year. The state tests are administered annually in Grades 3-8. Test results are provided to parents. State testing is one of the ways the Casa Grande Elementary School District measures student achievement. Other assessments are used throughout the year to monitor student progress and to make adjustments.

## **COMPUTER LITERACY**

The Governing Board of the Casa Grande Elementary Schools believes it is important for young people to be introduced to the computer as a basic tool in education. The goal for computer education will be to teach students computer literacy, digital citizenship, and critical thinking.

## SPECIAL PROGRAMS

**TITLE 1 PROGRAM:** All K-5 students are eligible for services.

**CHRONIC HEALTH PROBLEMS:** The Casa Grande Elementary School District is committed to providing an appropriate education to all students including those with chronic health conditions resulting from illness, disease, or accident. Instructional provisions will be determined on an individual basis to ensure continuous learning that is integrated with the regular education program as much as possible. No student certified as having chronic health conditions will be penalized for absences as long as absences are due solely to illness, disease, or accident.

**HOMELESS EDUCATION ASSISTANCE:** If your family is experiencing transitional housing, your child has certain rights including continuing their education in their home school, free transportation from transitional housing location, and participation in the meal program. For more information contact: Anita Salazar, McKinney-Vento Liaison at 876-3245.

**ENGLISH LANGUAGE LEARNERS' PROGRAM:** Instruction in English is provided for non-English and limited-English speaking students of any nationality.

**SPECIAL EDUCATION:** The Casa Grande Elementary School District provides an array of special services to students identified as disabled under the Individuals with Disabilities Education Act (IDEA) from preschool (age 3) through the eighth grade. The special services selected for a student will be designed to support participation in the Arizona Academic Standards at a level appropriate to the child. Special education services may include children enrolled in private and home schools within the Casa Grande Elementary boundaries of jurisdiction. Appropriate referrals will be given to students 0-3 years of age.

The established policies and procedures and/or parent rights for special education services in the areas of Child Find, Evaluation, Free Appropriate Public Education, Discipline, and ESY may be obtained or viewed by contacting the Director of Special Education at 876-3242.

Effective September 21, 2006, ARS 15-891 Arizona Scholarships for Pupils with Disabilities Program, became law. The purpose of this notice is to advise parents of all options available pursuant to this article. If you are dissatisfied with your child's progress:

1. You have the opportunity to enroll your child in another public school within the district, or request an Arizona Scholarship to a qualified public school from the Arizona Department of Education.
2. You may also choose to enroll your child in an adjacent school district that has available space and that has a program that complies with the child's IEP. Detailed information regarding this program, including a copy of the law and application form, may be obtained at the Arizona Department of Education web site at: [www.azed.gov](http://www.azed.gov).

**POLICE AND FIRE DEPARTMENTS:** In cooperation with the Casa Grande Police and Fire Departments, officers may visit all schools instructing the students in bicycle/tricycle safety, fire safety, personal safety, drug/alcohol abuse prevention, and responsible citizenship.

### HINTS FOR SAFETY

Please go over the following with your child:

1. Walking to and from school:
  - A. Start early enough so you arrive five (5) to ten (10) minutes before the bell rings, without rushing.

- B. Walk on the sidewalk. If there is no sidewalk, walk to the left of the road, facing oncoming traffic.
  - C. Never run between parked cars.
  - D. Look in all directions before crossing the street. Use marked crosswalks.
  - E. Never accept a ride or a gift from a stranger.
  - F. Obey the crossing guard when present.
2. Riding your bike:
- A. Cross only at marked crosswalks by walking the bike across the street.
  - B. Ride single, never double. Observe all traffic rules.
  - C. Use a chain and padlock on your bike. We suggest you register your bike with the Casa Grande Police Department. The school is not responsible for your bike or other personal property brought to school.
3. During the school day:
- A. Play safely. Do not throw sand, rocks, or anything else that can hurt people.
  - B. Do not “roughhouse” or “play fight.”
  - C. Leave knives and other unsafe objects at home.
4. While at school or home:
- A. Say “no” to drugs.
  - B. Only use medication following your parents’ directions and according to your physician’s prescription.
  - C. Report anyone who offers you drugs to your parents, police, teachers, or principal.
  - D. Ask for help if you have a problem with drugs. Talk to your parents, teacher, school nurse, principal, or school psychologist.

## CAFETERIA

Breakfast and lunch costs are announced at the beginning of each school year. Milk, to complement a sack lunch, is also available in the cafeteria for an additional fee. A child may charge a meal **only in an emergency**. Prompt payment for charged meals is expected.

Casa Grande Elementary Schools participate in a federally subsidized program which offers free and reduced-price meals to students who qualify, based on family income. Information and an application are sent home with students in the fall.

You are always welcome to join us for lunch when you visit school. Call us as early as possible on the day you want to come so we can plan for you. Parents and school staff members pay adult prices for lunch.

Students are not allowed to go home for lunch regularly, unless parents stop by the school office and fill out a **Permission Form**. However, for an occasional lunch at home, just send a signed note.

## HEALTH/SCHOOL NURSE

Registered nurses provide health screenings such as vision and hearing throughout the school year. If you do not wish for your child to participate in health screenings, contact the school health office. Nurses are an important part of the school team because healthy children are better learners. In addition to comforting boys and girls, the nurse is a resource person to teachers and may be called on to help teach nutrition, cleanliness, dental care, basic safety, and health rules. Nurses are scheduled at each school.

## HEALTH HABITS

**The following are important health habits:**

1. Get plenty of sleep.
2. Eat a balanced diet.
3. Wear comfortable clothing and sturdy shoes.
4. Bathe regularly.
5. Brush teeth after eating and before going to bed.
6. Wash hair regularly. Head lice can be a problem affecting many children because it is a very contagious condition. Children should not share combs and brushes with classmates.
7. Wash hands before and after meals and after using the bathroom. This is the single most important factor in the control of hepatitis and a host of other contagious diseases.

If you have questions about good health habits, contact your family doctor, clinic, or your school nurse.

## MEDICATION

If your child needs to take medication at school, bring it to the nurse's office and complete a **Consent for Medication** form. Information on the form includes the child's name, dosage, time of day to be taken, and expected duration of treatment. By law, we cannot dispense medication unless it is in the original, labeled container. Over-the-counter drugs, such as aspirin and cough syrup, are dispensed under the same guidelines because seemingly harmless drugs can be misused and cause severe reactions. Boys and girls should never bring medicine to school without the nurse's knowledge.

## WHEN TO STAY HOME

We think good attendance is vital, but not when it may jeopardize the health of others. If your child becomes ill at school, we will notify you as soon as possible. The best place for a sick child is at home, in the care of mom or dad. If you think your child may be ill, check with your doctor before sending him/her to school.

**Some signs of illness are:**

- |                          |                       |
|--------------------------|-----------------------|
| 1. Restlessness at night | 7. Nausea or vomiting |
| 2. Fever                 | 8. Red, watery eyes   |
| 3. Runny nose            | 9. Flushed face       |
| 4. Sneezing and coughing | 10. Headache          |
| 5. Sore throat           | 11. Facial Swelling   |
| 6. Rash                  |                       |

Children with these symptoms do not belong in school. For their own well-being and for the safety of others, children should wait until they are completely well before returning to school.

## EMERGENCY CARDS

We require all parents to complete an emergency medical referral card for each of their children every year. This card tells us how to contact you or another responsible adult if your child becomes ill or is injured at school. **Please let us know if your address, home phone, business phone, or emergency phone number change. It is of vital importance to keep each student's emergency card up-to-date.** Ailments such as diabetes, epilepsy, cardiac disease, asthma, and allergies are some of the diseases which should be noted on health records and discussed with the school nurse.

## IMMUNIZATIONS

Many advancements have been made in medicine to help prevent childhood diseases. To help protect your child, Arizona law requires immunization against Rubella (measles), Rubella (German measles), Poliomyelitis, Diphtheria, Tetanus, Pertussis, Hepatitis B and Mumps. As with most rules, there are exceptions. Children can be exempted if a physician certifies that one or more of the immunizations would endanger the child's life, or if parents submit a signed statement that immunizations are contrary to their religious or personal beliefs.

Although the law allows exemptions, the Pinal County Health Department may tell us to exclude your child from school if there is an outbreak of any of these diseases.

**\*All children must have verifiable records of required immunizations or a signed exemption before being allowed to attend school.\***

## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

In accordance with Governing Board Policy JII, the Casa Grande Elementary School District has established procedures for addressing occurrences of bullying, harassment, and intimidation. Students, who feel they are the victim of harassment, bullying, or intimidation, have the right to anonymously provide a report to school officials. Within 30 calendar days of a complaint, a report must be made to a school administrator or professional staff member. All reports of allegations will be documented and investigated by school administration.

## DISCIPLINARY ACTION

Casa Grande Elementary Schools have established the following guidelines to ensure consistency in discipline at all schools. We want parents to know that school rules are designed to protect all children and that students who break the rules will be treated firmly but kindly and appropriately.

All regulations governing the conduct of students apply while in school, traveling to and from school, and at school functions.

Most boys and girls will never have serious discipline problems, but to protect the rights of all our children, it is important that parents and students understand the consequences of misbehavior.

**INFORMAL TALK:** A teacher or administrator will talk with the student to discuss the student's behavior. The parent may be contacted if necessary.

**CONFERENCE:** A conference will be held with the student, the teacher, and the administrator to develop a plan for changing the behavior. The parents may be contacted if necessary.

**PARENT INVOLVEMENT:** The parents may be contacted to schedule a conference with the student, administrator, and other school personnel to develop a plan for changing their child's behavior.

**SUSPENSION OF PRIVILEGES:** The school administrator or teacher may notify the parent of privilege suspension. These privileges include bus, playground, cafeteria, media center, or classroom participation.

**DETENTION:** Students who cannot follow school rules may be assigned detention. This takes place either before school, at lunch time, at recess, or after school. If the detention takes place before or after school, parents will be notified prior to the detention. It is the parents' responsibility to provide transportation for before-school or after-school detention.

**CONFINEMENT:** Confinement is permissible only with written parental consent, except in instances in which a student poses imminent physical harm to oneself or to others. Should confinement be used, then the principal or teacher is required to make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

### ***SEVERE DISCIPLINARY ACTION***

- A. Parent custody – students are released to the custody of the parent for the duration of the school day.
- B. Summary suspension – when the student's behavior causes a clear and present danger to self or to others, a suspension may be immediate.
- C. Short suspension – the school principal may suspend a student for up to nine (9) days. The parent and the student will be informed as to the District's due process procedures.
- D. Long-term suspension – a hearing officer may suspend a student for a maximum of one (1) calendar year. Formal notification will include instructions regarding the District's due process procedures.

### **OFFENSES LEADING TO EXCLUSION FROM SCHOOL**

The Governing Board of the Casa Grande Elementary School District defines the following types of offenses which may lead to short-term suspension, long-term suspension or expulsion from the District's schools. The type of exclusion from District schools will necessarily be dependent upon the facts of each particular offense, as disclosed.

#### **Offenses of Possession, Use, Distribution or Sale**

1. Possession of any dangerous weapon.
2. Possession of, or use of, alcoholic beverages on school property or during participation in any school-related activity.
3. Possession of, distribution or sale of, or use of any illegal drugs, drug paraphernalia or chemical substances on school property or during participation in any school-related activity.
4. Possession of, distribution or sale of, or smoking of any cigarettes, cigars, pipe or other tobacco products.



5. Possession of, distribution or sale of, any illegal or prohibited material.
6. Possession of, distribution or sale of, any explosive material or any material likely to cause harm or injury to others.
7. Possession, on the student's person, under a student's control or in the student's backpack or desk, of any item or substance the possession of which is a crime in Arizona.

#### **Offenses Relating to Attendance and General Conduct**

1. Unexcused absences from class.
2. Truancy.
3. Repeated violation of attendance laws.
4. Leaving school grounds without permission.
5. Being habitually late for school or class.
6. Misconduct on a school bus.
7. Refusal to serve detention when assigned to detention hall.
8. Insubordination.
9. Use of obscenities.
10. Incurability - failure to abide by specific school rules in spite of previous disciplinary or rehabilitative efforts.
11. Attending school or school-related activity while under the influence of alcohol.
12. Attending school or a school-related activity while under the influence of illegal drugs or illegal chemical substances.
13. Sexual harassment.
14. Sexual misconduct.

#### **Offenses Affecting Property of Others**

1. Opening or entering, or attempting to open or enter, another student's locker or desk without the student's permission.
2. Willfully damaging, or attempting to damage, walls, furniture, equipment, textbooks or any other real or personal property.
3. Stealing, or attempting to steal, any personal property.
4. Setting a fire or attempting to set a fire, in or around school buildings or on school buses.
5. Tampering and/or unauthorized use of security systems, or fire alarm or safety systems.

#### **Offenses Involving Danger to Other Persons**

1. Assaulting any other person.
2. Intimidation of others.
3. Performing any actions which constitute a hazard to oneself or to others.
4. Reporting by telephone, in writing, or in person, a threat known to be false.
5. Disrupting the school program, especially where such disruption interferes with the educational program of other students.
6. Actions constituting a danger to the welfare of others or to oneself.
7. Actions which corrupt, or tend to corrupt, the morals of minors.

#### **Miscellaneous Offenses**

1. Forging a signature on any school-related document, or presenting any school-related document with a signature known to have been forged.
2. Any conduct which disrupts classwork or involves substantial disorder or invasion of rights of others.
3. Any conduct related to gang activities.
4. Any action constituting a violation of the Arizona Criminal Code.

## DISTRICT POLICY

### ***PREVENTION OF STUDENT CHEMICAL USE AND ABUSE***

The purpose of this policy is to educate and protect the students and staff of the school concerning the non-medical use of chemicals. Alcohol, narcotic drugs, marijuana, and other dangerous drugs shall be considered chemicals when interpreting this policy. This policy includes the possession or use of chemicals on school property as well as during school activities off school property. It is the responsibility of the school district to teach health education, aid in personal development, attitudes, and maintain proper discipline.

**This policy specifically forbids any pupil or other person to be under the influence of, to use, to have in his/her possession, or to distribute in any way, drugs and alcohol on school property or at school-sponsored activities off school property.** All school district employees shall be responsible for alerting designated personnel as to possible chemical use or abuse by students. Law enforcement agencies, proper medical personnel, and parents shall be notified when a violation of this policy may occur. Searches of lockers, outer clothing, desks, purses, and backpacks or similar items within the school or at school-sponsored activities may be conducted. When it has been determined that a student is involved in the distribution, possession, or use of chemicals, he/she may be suspended for up to ten school days and referred to the Superintendent for further action. A hearing may then be held at which time the District may return the student to school, extend the suspension, expel the student, or follow alternative procedures.

All medication must be kept in the nurse's office. Students who need to have access to medical drugs shall have a signed note from their parents with written directions about how to use the drug as provided by the physician. Students who are in the possession of medically approved drugs, but have not followed the directions described above, shall be warned for the first offense. For subsequent offenses, he/she will be disciplined according to normal school disciplinary policies. Students who distribute such drugs to others will be considered, under the procedure, as distributing chemicals for non-medical purposes. Student counseling on chemical use and abuse should be conducted by qualified counselors. This counseling should be available to students who desire this service. Trust between the student and staff will be maintained as much as possible. Student needs and the health and safety of the student and others will be addressed by all staff.

# Casa Grande Elementary Schools School Calendar 2019 - 2020

ICA

Adopted: 11-29-18

Revised: 11-26-18

JULY				
M	Tu	W	Th	F
1	2	3	4\$	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30!	31!		

OCTOBER				
M	Tu	W	Th	F
	1	2^	3	4
7	8	9	10#	11#
14*	15*	16*	17*	18*
21	22	23^	24	25
28	29	30	31	

JANUARY				
M	Tu	W	Th	F
		1\$	2*	3*
6	7	8^	9	10
13	14	15^	16	17
20	21	22	23	24
27	28	29^	30	31

APRIL				
M	Tu	W	Th	F
		1	2	3
6	7	8^	9	10\$
13	14	15	16	17
20	21	22^	23	24
27	28	29	30	

AUGUST				
M	Tu	W	Th	F
			1!	2!
5	6	7	8	9
12	13	14^	15	16
19	20	21	22	23
26	27	28^	29	30

NOVEMBER				
M	Tu	W	Th	F
				1
4	5	6^	7	8
11\$	12	13	14	15
18	19	20^	21	22
25	26	27+	28\$	29*

FEBRUARY				
M	Tu	W	Th	F
3	4	5^	6	7
10	11	12^	13	14
17\$	18	19	20	21
24	25	26^	27	28

MAY				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13^	14	15
18	19	20^	21	22
25\$	26	27	28	29

SEPTEMBER				
M	Tu	W	Th	F
2\$	3	4	5	6
9	10	11^	12	13
16	17	18	19	20!
23	24	25^	26	27
30				

DECEMBER				
M	Tu	W	Th	F
2	3	4^	5	6
9	10	11^	12	13
16	17	18	19	20+
23*	24*	25\$	26*	27*
30*	31*			

MARCH				
M	Tu	W	Th	F
2	3	4^	5	6
9	10	11	12#	13#
16*	17*	18*	19*	20\$
23	24	25	26	27
30	31			

JUNE				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

ISSUANCE OF REPORT CARDS			
Qtr	Cut-off Date	# of Days in Qtr	Issue Date
1st	10/4/19	43	PTC
2nd	12/20/19	47	01/12/20
3rd	03/06/20	43	PTC
4th	05/20/20	47	05/20/20

PARENT-TEACHER CONFERENCES	
October	10-11, 2019
March	12-13, 2020

School Days	No School
^ Early Dismissal	! District in-service/ work day
# Parent-Teacher Conference	\$ Paid holiday
+ Early Release Staff/Students	* No school/no work

SCHOOL HOLIDAYS	
Labor Day	September 2
Fall Break	October 14 - 18
Veterans Day	November 11
Thanksgiving	November 28 - 29
Christmas Break	December 23 - January 3
Martin Luther King Day	January 20
Presidents Day	February 17
Spring Break	March 16 - 20
In-Lieu Day	April 10
Memorial Day Observed	May 25

OTHER SPECIAL DATES	
New Teacher In-Service	July 23 - July 29
Teacher In-Service/Work Days	July 30 - August 2
Classes Begin	August 5
Teacher In-Service/Work Day	September 20
State Testing Window	TBD
Student Check Out	May 20
Teacher Check Out	May 20



**CASA  
GRANDE  
ELEMENTARY  
SCHOOL  
DISTRICT #4**