



Casa Grande High School Handbook

2020 - 2021

Casa Grande High School

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This handbook is a reference for school and district programs and policies.
A printed copy is available, upon request, at the Casa Grande High School Main Office.

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Mission & Vision



Mission

Casa Grande High School believes that education is a shared responsibility involving students, staff, family and the broader community.

Our mission is to foster strong relationships and to build a safe, inclusive, and collaborative environment where all students are engaged and challenged to achieve their highest potential.

Vision

Upon graduation, all Casa Grande students will be

Broadly Literate, Civically Engaged, Highly Employable,
& have a **Personal Vision** for their future.

It's a Great Day to be a Gaucho!

Visit: [Casa Grande High School Website](#)

Programs and Services

Stay Informed

The Casa Grande website <https://www.petalumacityschools.org/casagrande> is your best resource for current school information. You can find the daily announcements, athletic packets, information from the counseling department, and important school forms and teacher contact information on the website. Be sure to check out the Calendar of Events!

Parent Groups and Organizations

We welcome your involvement. Please check the school website to join a group or volunteer. Most dates of meetings are listed on the school calendar.

- **School Site Council (SSC)** is a community-based decision-making group including parents, teachers, students, an administrator, and classified personnel. Focus is on long range planning related to the direction of the instructional program, Action Plan implementation, and staff development. Meetings are usually held the first Thursday of each month at 3:30 pm on campus.
- **Boosters Club** – Parents and friends volunteer at school activities and raise funds for athletics, academic and extracurricular programs. Bingo is a major ongoing fundraising activity. Check the website for meeting dates.
- **ELAC (English Language Advisory Committee)** – Parents, staff members, and students whose common goal is to inform and assist families of English Language Learners. ELAC meets at least four times a year. Participants are also encouraged to participate in district-level (DELAC) meetings, which are posted on the district calendar. Check the website for meeting dates.
- **PTSA (Parents, Teachers, Students Association)** – Parents, teachers, and students develop and maintain programs and projects that benefit the school community. PTSA provides resources, info, networking, and leadership development. Check the website for meeting dates.
- **Project Graduation** – Parents and volunteers organize and manage a safe, fun, and memorable graduation night for the graduating Casa Grande High School Class of seniors. Check the website for meeting dates.
- **LCAP (Local Control Accountability Plan)** – Parents from each site within Petaluma City Schools as well as district staff participate in the budgetary accountability plan for the school districts supplemental funding.

ASB Student Government Class

Students (including class officers) plan and coordinate student activities from rallies to school dances and lunchtime activities. This class is a great way to get involved and develop leadership and organizational skills. See your counselor for more information.

Honor Societies at Casa Grande

Membership in the National Honor Society, Casa Grande Honor Society, and California Scholarship Federation are not automatic; **students must apply each semester**. Applications for membership in these organizations may be picked up and must be returned to the Honor Society Advisor. The final day for sign up for the fall semester is the last school day in September. **Late applications will not be accepted.** The final day for sign up for the spring semester is the last school day in January. A copy of the student's current transcript must accompany **each** application. Dues for **each** honor society are \$3.00 per semester. Details for membership are described below:

- **California Scholarship Federation:** Students must earn ten (10) points as explained on the CSF application. It is imperative that students read and understand the application and the accompanying course list. Students who have a grade below C are not eligible. Physical Education grades are not included. Students earn a *Life Membership* if they are members of CSF for four or five of the last six semesters (one semester must be in the senior year and freshman year is excluded). Students earn a *Life Membership Highest Honor* if they are members of CSF for six semesters (excluding the freshman year). Students who earn a *Life* or *Life Highest Honor Membership* will receive a gold tassel, a CSF pin, a certificate, and a seal on their diploma.
- **National Honor Society:** Students must have a cumulative GPA of 3.0 or higher. Students may not have a D or F for the semester for which they are applying. Seniors who are members of National Honor Society in their senior year will receive a gold and blue tassel at graduation.
- **Casa Grande Honor Society:** Students must have a cumulative GPA of 3.0 or higher. Students may not have a D or F for the semester for which they are applying. Students also must have been involved in at least ten hours of extracurricular

activities (clubs/sports/band/ community service or other school activity) for the semester for which they qualify. This activity MUST be verified with a signature on the application by the advisor, coach or teacher. Seniors who are members of Casa Grande Honor Society in their senior year will receive a blue and gold cord at graduation.

Student Clubs

Student activities include club and team sports, contests, the Car Show, Battle of the Bands, and other great events. Club sign-ups occur at Club Rush in both the fall and spring. Current clubs include: Best Buddies, Bike, Big House Book Club, Diversity, Dominican Republic, Eyes Open, Fashion, French, Gay-Straight Alliance, Guitar, Jesus, Habitat for Humanity, Health Occupations Students of America (HOSA), Helping Hands, Hip Hop, Interact, Key, Math, Organic Garden, Panel of Young Americans, Positive Images. (This is not a complete list of clubs.) To create a new club, contact the Student Activities Director.

Athletics

All sports schedules are available on the Casa Grande website, <https://www.petalumacityschools.org/casagrande> under the *Athletics* Tab. Events are also listed in the daily school announcements. School sports are competitive. Teams conduct try-outs and placement does not guarantee any specific amount of playing time. The coach determines all decisions for tryouts and playtime.

Eligibility: Information about athletic eligibility is included in the Sports Clearance packet which is available online through the Casa Grande web page. Coaches may have additional requirements to maintain eligibility. Incomplete grades are not considered passing. If there is a question or issue regarding any athletic team, first contact the coach, then the Athletic Director and, if necessary, an Assistant Principal.

Fall Sports

Football
Girls Tennis/Golf/Volleyball
Co-ed Cross Country

Winter Sports

Boys/Girls Basketball
Co-ed Wrestling
Boys/Girls Soccer

Spring Sports

Boys Baseball/Golf/Tennis
Girls Softball
Co-ed Badminton/Swimming/Track
Boys/Girls Lacrosse

School Counselors

Counselors guide students on pathways to college, post-secondary education, employment, and careers. Counselors help students with personal, social, and academic needs, and monitor grades, attendance, and behavior with the goal for student success. Check the website for your counselor's contact information.

Student Academic Progress

Student academic progress may be monitored in two ways:

- AERIES Parent Portal (<https://portal.petk12.org/parent/LoginParent.aspx>). Teachers post current assignment grades providing a current snapshot of student's academic progress. All parents receive instructions on how to set up and activate their account. All parents are encouraged to monitor their students' academic progress often using AERIES Parent Portal.
- Progress Reports are mailed home every 6 weeks. Progress report grades are not posted on transcripts. Semester grades are final grades that are recorded on transcripts.

We encourage parents/guardians and students to communicate with teachers or counselors for any progress grade that is a D or F. Low marks indicate that a student is not progressing satisfactorily in a course and is at risk of failing the course and earning no credit for that course.

Schedule Changes - Counseling

Changes to student schedules are extremely difficult to make. Therefore, only students with an incorrect placement in math or language level or missing classes will be given preference for changes. To help ensure academic success, students may not change a class after the third week at the start of each semester. Generally, requests for specific teachers will not be granted. Students may drop a class up to the end of the first 6-week grading period, but cannot add a class that late in the semester. \All students are required to maintain 5 classes on their school schedule. Please confer with your student's counselor with questions about schedules.

Dropping a Course - Counseling

If a class is dropped after 6 weeks, grading policy states that a student will receive an "F" on the transcript for that course, unless otherwise decided by the principal or designee because of unforeseen and serious extenuating circumstances. This policy is to discourage students from dropping classes after 1/3 of a semester has passed. Students who must drop a class after

6 weeks should see their counselor to complete the Request to Drop a Class form. **Note of caution:** When students drop a course, they will not receive credit for that course, which could jeopardize graduation status. Ultimately, it is the student's responsibility to meet graduation requirements of 220 credits in the appropriate subject areas.

Celebrations of Success

Students are honored in many ways at Casa. We host an array of award ceremonies, including Golden Gaucho. Awards for academics, sports, personal improvement, and community achievement are presented annually. Houses and clusters recognize students throughout the year. Petaluma also hosts an Education Foundation which awards Petaluma seniors over \$200,000 each year in scholarships.

Graduation

A high school graduation ceremony will be held each year to recognize students who have successfully completed the required course of study and earned the right to receive a diploma. (Board Policy 5127.) Participation is voluntary and considered a privilege. Students may qualify to earn a diploma yet be restricted from participation in the ceremony if not considered to be in "Good Standing" (listed in the section **Student Behavior**) due to attendance and/or behavioral issues. The principal conducts an appeal hearing for extenuating circumstances. Students and their parents/guardians are required to read, sign, and fulfill a Graduation Ceremony Contract in order to participate.

Standardized Tests

There are several types of standardized tests administered in high school:

- **English Language Proficiency Assessments for California (ELPAC)** – is given each year to all students who are identified as English Learners (English learners are defined as students who speak a primary language other than English at home) to identify a student's English fluency level and need for English support. English learners may be re-designated when they have achieved an advanced level of English proficiency. Earning a high level of English proficiency on the ELPAC is a key requirement in earning the California State Seal of Biliteracy.
- **California Assessment of Student Performance and Progress (CAASPP)** is based on the idea that high-quality assessments can contribute to improved teaching and learning and can ultimately help prepare all students to graduate high school ready for college or career. The CAASPP standardized tests are aligned with the Common Core State Standards and measure student growth in English language arts and literacy and mathematics in grades 3 through 8 and 11. These tests are administered in April and May.
- **Early Assessment Program (EAP)** - is part of the CAASPP assessment for 11th graders. The EAP measures readiness for college-level English and mathematics for the California State University and community college systems. A Level 4 – "Standard Exceeded" means that a student will be exempt from taking the CSU and participating CCC placement tests, and you will be able to move directly into college-level courses upon enrollment.
- **Advanced Placement (AP)** - these exams are voluntary and are usually taken in conjunction with AP courses offered at Casa. AP exams are given over a two-week period in May. Students with high AP scores may receive college credit for specific courses; however, this varies between colleges and majors. AP tests cost about \$95.00 per subject. Reduced exam fees are available for students with economic hardship.

College and Career Center

The Casa Grande College and Career Center is located in Room H-4 of the Counseling/Student Services building and is staffed by a Career Center Outreach Specialist who provides students and parents with information about career and college options staffs the center. Hours are Monday through Friday from 8:00am to 3:00 pm while school is in session. Resources include career and college reference materials, financial aid information, and computers with internet access. Please check the Casa Grande website at www.casagrandehighschool.org for more information about career and college opportunities.

Library

The Big House Library is generally open Monday through Thursday from 8am to 3:30pm and on Friday from 8am to 3pm. Students with a free period may only use the library if they are working on an assignment for school and are considerate toward the classes and other students using the library. The Librarian and the Library Assistant can help you with homework, research and finding a really great book. The library website can be accessed through the school website. **NO FOOD OR DRINK IS ALLOWED IN THE LIBRARY.**

Bilingual (Spanish) Support

Casa Grande has bilingual support staff on campus. The Bilingual Instructional Assistants work in classrooms, helping students who are learning English. They provide additional support by interpreting at parent meetings, maintaining the bilingual telephone line, translating written materials sent home, mentoring students, and maintaining the school-community

link. Messages may be left on the bilingual office phone line at 778-4770. The Bilingual Instructional Assistants also provide tutoring support during office hours and after school. Students may stop by the bilingual office in Counseling for more information.

Safe School Support

Safe Schools Support Personnel work with students to address personal or school-related concerns and help Casa maintain a safe school environment. Casa offers Project Success, a student support program designed to assist students in making healthy choices regarding friendships, peer pressure, substance abuse, and other related issues.

Student Success Team

Students who appear to be struggling with learning may be recommended for a Student Success Team (SST) meeting. The purpose of the SST is to determine if there is any type of barrier to the student's success due to emotional or learning issues and to identify strategies for supporting the student. A teacher, counselor, parent/guardian, school nurse, or school psychologist may make a request for an SST. The process begins with a verbal or written request for an SST with the student's counselor. The counselor will collect pertinent information to determine if an SST is warranted. The parent/guardian is an integral part of the SST process. If an SST is warranted, the parent/guardian, the student's teachers, counselor, and other appropriate people will be invited to attend the SST.

Speech and Language Therapist

The Speech and Language Therapist works with students who qualify for Special Education (IEP or 504 Plans) due to a communicative disorder. The Speech and Language Therapist can address various speech disorders. Should you have any concerns or questions about a student's communicative abilities, please consult your student's counselor to schedule a Student Success Team meeting to determine eligibility for services.

School Psychologist

The school psychologist collaborates with teachers, parents, and school personnel to create a safe, healthy, and supportive learning environment for all students. The school psychologist addresses students' learning and behavior problems, works to improve classroom management strategies or parenting skills, and assesses students with learning disabilities. Should you have any concerns or questions about a student's learning abilities or behavior, please consult your student's counselor to schedule a Student Success Team meeting to determine eligibility for services.

Nurse and First Aid

Our nurse is on-site at least once a week. First Aid is always available from those in the Attendance Office. All prescribed medicine is kept in the nurse's office and is ONLY dispensed with a parent's and physician's written approval. In order to take any medication, students must present a doctor's note and the medication must be kept in the Attendance Office. Students may then come to the Attendance Office to take medication. Any medication, including over-the-counter pain relievers, may not be carried on campus. The Casa Grande Health Clinic is open Mondays, Thursdays, and Fridays, from Noon to 4:00pm. For more information, please call (707) 559-3484.

Campus Supervisors

Campus Supervisors help keep Casa safe and secure. The Casa Grande team of campus supervisors is an essential resource for both students and staff. Campus Supervisors help students find their way around campus and help students find support services when needed.

School Website

Our school website is <https://www.petalumacityschools.org/casagrande> Our website includes current school news, schedules, the school calendar, the iPad Handbook, and information about courses and testing.

Aeries Parent Portal

Parents and students use the Aeries Portal to access information regarding grades, attendance and other class information. Parents may get more information on the portal by visiting the district website (<http://www.petalumacityschools.org/>) and following the link on the left for portal information. Parents may ask for access information through the Casa Grande front office. Students may request information by visiting the school library. School re-registration and class enrollment information are accessed through the Parent Portal. Maintain accurate parent contact information through the Aeries Parent Portal. Most school-to-parent communication is through email or by phone.

Turnitin

Turnitin is an online plagiarism screening tool. It also provides feedback to students and includes evaluation tools for teachers. It is the responsibility of students to set up a Turnitin account and to use it when submitting written work. Please ask your English teacher if you have questions about how to use Turnitin or how to set up an account. Library staff can also assist you.

Office Hours

Office hours are offered from 2:30 to 3:00 on Monday, Tuesday, Thursday, and Friday. All students are strongly encouraged to attend every day. 9th & 10th graders who receive a D or F on their last report card should attend office hours every day for a **minimum** of six weeks, until they improve grades to a C- or higher. Casa Grande's Academic Review Team (ART) identifies students with a need for academic support as defined by their grades. Students can receive individualized help from teachers during Office Hours. **Any student who chooses not to attend Office Hours must leave campus by 2:30 so that we are able to maintain the academic focus of our campus.** All student athletes are encouraged to attend until practice begins (practice will not begin until after 3:15). Other interventions such as Peer Mentoring or Homework Lab may be available during Office Hours.

Student Attendance

On-Time Policy

It is expected that students will arrive to all classes on time. The on-time policy is as follows:

- *A student who arrives late to any class (late is defined as entering the class after the tardy bell has rung; some teachers require students to be seated before the bell) will receive a detention slip from the teacher and is expected to serve detention within two days.*
- *The student will serve a detention either the same day or the next school day. It is the student's choice.*
- *Detentions are 1 hour. Students report to Student Services in H-5 for the detention either after Office Hours on Monday, Tuesday, Thursday, or Friday (3:05); or immediately after school (2:00) on Wednesday. Detentions may not be served during Office Hours.*
- *Students who do not report for an assigned detention will receive two lunch detentions, one as a consequence for being late and one for failure to serve the first detention.*
- *A student who fails to serve the double detention will receive an in-house suspension for one school day.*
- *Students who have an excused tardy or return to school with an off-campus pass (for example, after a doctor's appointment) should first report to the Attendance Office where they will be given a pass to class. No detention will be assigned.*
- *Students who intentionally cut class or who are more than 30 minutes late to class are considered absent for that class period and will receive detention. Parents/guardians have 72 hours to clear an unexcused tardy of more than 30 minutes. Any single period of unexcused absence will result in two after school detentions. Once these detentions are issued, the absence may not be cleared.*

Absences

Excused Absences - are absences due to health reasons, family emergencies, and justifiable personal reasons, such as, juvenile detention, court appearance, funeral service, or religious holiday. Classwork missed due to an excused absence should be completed within a reasonable timeframe. The makeup work and/or tests can be reasonably equivalent to, but not necessarily identical to, the academic content you missed. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. Communicate with teachers to make arrangements for all missed classwork due to an excused absence.

How to Excuse an Absence

Parents/guardians can excuse absences with a written note or call to the Attendance Hotline, 24 hours a day at 782-9055 (English) or 778-4770 (Spanish). The note or phone call must state the date and periods missed and the reason for the absence. Please call in excused absences daily, however, there is a 72-hour window to clear absences. All Attendance Hotline messages and paper notes are logged and retained for the current school year.

If a student becomes ill during the school day (including lunch or break), the student should sign out through the Attendance Office.

If the student has an appointment during the school day, call the Attendance Office at 778-4686 or see the Attendance Clerk before the school day begins to get an off-campus pass. It is most efficient if the off-campus pass is issued at the beginning of the day. If the student will return to school after the appointment, the student must check in with the Attendance Clerk before going to class.

Impromptu student pickup is discouraged.

Unexcused or Unverified Absences - are absences that include, but are not limited to, oversleeping, car trouble, a late ride, intentionally missing class, unverified absences, family vacations or trips out of town, suspensions, and detainment in juvenile hall. Students who miss classwork because of unexcused absences shall be given the opportunity to make up missed work unless the student has excessive unexcused absences. "Excessive" is defined as missing more than 25% of the instructional time of a grading period without a legal excuse. If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for non-performance. Teachers may assign make up work when a student is absent to ensure academic progress, not punishment. (Board Policy 5121)

Students are responsible for knowing when they have been marked absent in class. If the student believes an absence was marked in error, the student should see the Attendance Clerk for a correction form.

Notification of Unexcused or Unverified Absences

After school on the day of an unexcused or unverified absence, a computerized call will be made to the student's main phone number listed in the Aeries Student Information System stating that one or more teachers have marked the student absent. A prompt conversation between parent/guardian and the student should be followed by a call to the Attendance Hotline to excuse or correct the attendance record.

When an Unexcused or Unverified Absence Becomes a "Cut"

If an absence is not excused by a parent/guardian or corrected by a teacher within the 72-hour window, the student will receive an email notification of an unexcused absence. If the absence is not cleared by noon the next school day, the absence will be recorded as a "cut". One unexcused period absence will result in two detentions.

Truancy

Truancy letters are issued based on the number of accumulated unexcused period absences:

- **1st letter - 9 period cuts (equivalent to 3 full days).** Review attendance record and make corrections immediately. Attend all classes.
- **2nd letter - 12 period cuts.** Parent and student are legally mandated to attend a School Attendance Review Team (SART) meeting with an administrator and counselor.
- **3rd letter - 15 period cuts.** Parent and student are legally mandated to attend a School Attendance Review Board (SARB) meeting with administrators, community members, mental health staff, and possibly law enforcement. This Board decides under what conditions you may attend school and what school you are able to attend. At this level of truancy, the District Attorney's office may be notified and require the family's presence at a court hearing.

Consequences of continued truancy could result in:

- Fines
- Required parental school attendance with student
- Placement in Juvenile Hall
- Suspension, restriction or delay of student driving privileges
- Revoked or denied work permit

(AR 5113.1, EC 48293, EC 48264.5, EC 49164)

Independent Study

An Independent Study contract is available to students who will miss 5 days or more due to a family emergency, family trip, or other necessary absences. Pick up the Independent Study contract from the Attendance Office at least one week before the absences are scheduled and follow the process explained on the contract.

Upon return to school, the student must check into the Attendance Office on the return date listed on the Independent Study contract in order for the absences to be excused and to receive credit for work completed.

Students who will be absent for more than 3 weeks due to travel or medical reasons should contact their counselor for guidance.

Evidence of Residency

Reasonable evidence of residency to enter the district may be established by documentation, including, but not limited to, property tax/rent/utility payment receipts or declaration of residency executed by the family. If enrollment is based on false evidence, the enrollment will be revoked. Before this happens, a written notice of the facts leading to the decision is sent home. Within 10 school days, you can schedule a meeting with a hearing officer. If this meeting is not scheduled, your child's enrollment shall be revoked 11 school days after the date of notice.

Inter and Intra District Transfers

Students who reside in Petaluma but outside Casa Grande boundaries may attend Casa Grande by obtaining an Intra-District Transfer Permit. The application process for intra-district transfer requests begins at the school of current attendance. The

application is reviewed by Administration at both sites and forwarded to the District Office for approval. Families may also participate in the open enrollment process. If you reside outside PHSD boundaries, your child may attend Casa Grande if they have an Inter-District Attendance Permit approved by both your home district and Petaluma City Schools administration. You need to begin the application process at the district office in your area. Intra-district and inter-district transfers must be renewed yearly and may be revoked because of excessive truancy or continual disruption of the educational program.

Student Behavior

Students in “Good Standing”

A student in good standing earns a 2.0 GPA or higher, has no failing grades, has no/or a limited number of tardies/cuts, has no/or a limited discipline record, has no missing textbooks or fines and is a positive member of our learning community by:

- Doing the assigned work for classes, including homework, to the best of their ability.
- Being in class on time and not wandering the campus when classes are in session.
- Following classroom and school rules.
- Being attentive while teachers are teaching.
- Attending all classes and clearing all absences with a phone call or note from parent(s)/guardian(s).
- Discussing concerns with teacher’s discipline or class content at the end of the class period, during office hours, or after school.

A student considered **not** to be in “good standing” by Administration may be restricted from participating in school activities such as graduation, dances (including prom), leadership posts, sports, other contests, field trips, and 6th grade outdoor-ed camp, etc.

School Rules to Know

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in accordance with Board policy and administrative regulations.

Digital Citizenship and Responsible Use of Technology: Because Petaluma City Schools is committed to the use of technology and the Internet for educational purposes, every student in the district is issued an iPad each year. We are what is called a 1:1 district.

Navigating cyberbullying, privacy, safety, and other digital dilemmas is a real challenge for schools. iPads have allowed teachers to enhance and extend curricula in exciting, innovative, and engaging ways. Along with the advantages of using technology also comes the need to educate students about responsibility and safety when using computers and the Internet. Petaluma City Schools is working with Common Sense Media to build a positive school culture that supports the safe and responsible use of technology by ensuring that students build skills around critical thinking, ethical discussion, and decision making in terms of digital media use.

For helpful information about teen media use, go to the Common Sense Media website at <https://www.commonsensemedia.org>. In order to comply fully with the federal Children’s Internet Protection Act (CIPA), the school district uses various filtering and monitoring devices and techniques. However, no system is 100% foolproof and we cannot guarantee the appropriateness of all materials that can be accessed on the Internet.

Permission to Use the Internet: For protection of students and parental information about technology use at school, parents must read and sign several technology use electronic forms that are available on the Aeries Parent Portal. These forms are part of the Data Confirmation process required of parents at the start of each school year. The three electronic forms that relate to student use of technology at school are:

- Chromebook Use Agreement
- Internet Use Agreement

These forms must be read and signed by parents before students can be given a Chromebook or use the Internet on campus. Students who do not adhere to the district’s rules may locate inappropriate material. Although teachers will review the information regarding responsible Internet and media use as explained in the above documents, we expect parents to review the Internet Use Agreement and the Chromebook Use Agreement with your student.

Bring Your Own Device-For students who choose to not use a district provided Chromebook:

Electronic Devices: Students may use personal electronic devices (cell phone, iPod, etc.) before and after school and at lunch, but not during class time. Students are instructed to keep their phones on “silent” during class time or turn in at teacher’s request. During final exams, cell phones will be collected by the teacher until the final exam period is over.

In case of emergency, parents may reach students by calling the school. A school official will then contact the student. If a student uses a cell phone during instruction, a school employee shall direct the student to turn off the device and/or shall confiscate it. Repeat offenses may lead to the confiscation of a device. Refusal to surrender a device will be considered defiance and will result in disciplinary action. The teacher may choose to turn the device over to Student Services for further disciplinary action. A parent will be required to pick up the device at the end of the school day (Board Policy 5131).

The school is not responsible for lost, stolen or damaged electronic devices.

Harassment: Harassment of students (including 8th grade graduates and students on other campuses) or staff, including bullying, cyberbullying, intimidation, hazing or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering will not be tolerated (Board Policy 5131 & CA Ed Code 48900) and may be cause for expulsion.

Cyberbullying: Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, videos, sounds or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes “sexual cyber bullying” which is the dissemination of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. Cyberbullying also includes breaking into another person’s account and assuming that person’s identity in order to damage that person’s reputation or friendship. The use and distribution of video and/or photographs for the purposes of harassment or inciting a fight, including posting video of photographs of an event that has occurred, is considered cyberbullying. Cyberbullying is a serious form of harassment and is a violation of school, district policy and state education code. **Any student found engaging in cyberbullying will be subject to discipline sanctioned by Board Policy and California Education Code, and may be reported to the police for criminal investigation.**

Academic Integrity, Cheating and Plagiarism: Casa Grande High School is committed to developing ethical, responsible students. Academic integrity is highly valued. Cheating and/or plagiarism are not tolerated. Consequences may include loss of credit for the assignment or the entire course, suspension from class and/or suspension from school. For a major incident or a repeat offense, students will be referred to Student Services for disciplinary action that may include contract, suspension, involuntary transfer or expulsion.

- **Cheating** includes, but is not limited to, copying another’s work in whole or part, passing off another’s work as one’s own, plagiarism, planning to cheat, disseminating content, copying and/or disseminating test content or answers, or anything that creates a misimpression about one’s own or another student’s performance.
- **Plagiarism** is a form of cheating where students attempt to pass off someone else’s written work as their own. Plagiarism includes, but is not limited to, copying from a web site, reference, textbook, or other materials when writing a report without providing written credit to the author. **It is unnecessary to copy an entire article for the copying to be plagiarism.**
- Students are encouraged to work together to problem solve and build understanding. However, there is a distinct difference between collaboration and copying. If a student allows her/his work of any kind to be copied, **either knowingly or from lack of appropriate oversight**, he/she will be considered to be cheating and, per board policy, will receive the same consequences as the student doing the copying.
- **Helping someone else cheat is considered to be cheating**, even if the cheating doesn’t actually occur. Students who cheat or aide others in cheating will receive a failing grade on the assignment(s) in question.
- Students are expected to guard the security of all tests and papers.
- A teacher may reasonably conclude that students are cheating if, during a test, they are seen looking at another student’s paper.

Teachers may collect phones and digital devices prior to exams. Students are encouraged to leave devices at home if they are unwilling to surrender them. **A student who refuses to turn over her/his cell phone or digital device will forfeit the opportunity to complete the exam.**

- If a student is seen using a cell phone or digital device for any purpose during an exam, a teacher may reasonably assume that the student is cheating. The teacher has the right to confiscate the phone or device and the exam, and to give a zero grade on the exam.
- If a student uses a cell phone or digital device to disseminate test documents or answers, or attempts to disseminate, duplicate or share test content in any way, the incident will be considered a compounded incident of cheating, and consequences will reflect the seriousness of the act. Consequences may include, but are not limited to, suspension or expulsion.
- If students try to change grades, grade books, transcripts, or any records relating to performance, attendance, or behavior, the consequences may include, but are not limited to, recommendation for expulsion or transfer.

- Teachers will attempt to contact parents/guardians to discuss any incident of cheating. Students or parents may appeal any decision about cheating directly to the teacher within a reasonable time after they are informed of the cheating.
- Cheating is generally handled in a progressive manner. The first incident will result in an F on the assignment and the student will be placed on an Accountable Behavior contract. Further incidents or very serious offenses may result in an F in the course for the semester (regardless of whether the student cheated in the same class) and/or suspension or expulsion.

The list above is intended to address issues related to academic integrity but is not comprehensive. Teachers and administrators will use professional judgment and discretion as new forms of cheating arise. Please refer to the Petaluma City Schools Discipline Chart (at the end of this handbook) for further information about consequences.

Gang Activity (Board Policy 5114.5): Casa Grande will not tolerate threats or the harmful influence of any group that advocates drug use, violence, or disruptive behavior. For this policy, a gang is two or more people who form an allegiance to engage in acts that are threatening or criminal, and/or include harassment, intimidation, threats, or violence. The Administration works with local law enforcement agencies to share information and prevent gang activity. Gang clothing and I.D. items are NOT allowed including, but not limited to, bandanas, belts, numbers, area codes and colors.

Searching and Questioning Students: School officials have the right to open and inspect a student's possessions when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity. School officials may also search students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or school/district rules. Searches for possession of alcohol, drugs, and related paraphernalia are permitted and are conducted in accordance with the law or school/district rules. Search includes review of digital devices, such as phones. The district shall notify parents/guardians when a student has been subjected to a search as soon after the search as possible. Law enforcement officers have the right to interview and question students on school premises. If the officer needs to interview or question the student immediately, the principal or designee shall accommodate the process in a way that causes the least possible disruption to the school, gives the student privacy, and models exemplary cooperation with community law enforcement.

Off Campus Policy: The off campus policy ensures the safety of students and maintains a focus on academic endeavors. No students may leave campus during the morning nutrition break. Freshmen (9th) and Sophomores (10th) must stay on campus during lunch. Parking lots are off limits unless 11th and 12th grade students are going to and from their cars. Students may not sit in cars in parking lots during passing periods or lunch and loitering in or around cars is not permitted. The student parking lot is off limits during class time.

Visitors on Campus: ALL visitors to campus must check in and obtain a visitor's pass available in the main office. Visitors must be on campus for school business; drop-in visits and student "shadowing" are not permitted.

Personal Property: Students are responsible for protecting their property. It is expected that valuables (including cell phones, large amounts of money) will be left at home. Backpacks and personal belongings should be put in **locked** lockers during P.E. class.

The school is not responsible for personal property, nor is the school responsible for any item that is left in the office. Do not leave valuable items in the main office for pick-up by a student or parent.

Physical Education Department Lock Policy: P.E. lockers are provided to every student enrolled in Physical Education for a given term, semester, or year. The lockers have a built-in lock and are given a unique combination at the start of every school year. Students are encouraged not to share lockers or locker combinations. However, as the year goes on students have a tendency to walk away from their locker without locking it or find themselves sharing their combination with another student for one reason or another. Unfortunately, no matter how innocent the intentions are, it often poses the opportunity for theft. In an attempt to mute theft activity in the locker rooms the P.E. staff is strongly suggesting a second lock system. The second lock should be a combination lock and that combination should be reported to the Physical Education staff at the start of the school year. In case of any unforeseen problems or issues we may need access to the locker and would need the combination to be on file. We stress the fact that this is a DOUBLE LOCK system and not simply an alternative to the school issued lock. ***Both locks should be secured whenever the student leaves the locker room.***

Driving and Parking Rules: Driving on campus requires a valid driver's license, proof of insurance, and pre-registration in H-5. Students receive a current student-parking permit that must be displayed in the lower left windshield of the car. Student parking is in the back student parking lot or Juliet parking lot only. Students are expected to drive cautiously in the student lots due to frequent student drop offs and many pedestrians. Students who drive or park recklessly or who violate driving or parking regulations will be disciplined, which may include termination of campus parking privileges for

the remainder of the school year. Horseplay in the parking lot is prohibited. **Students may not loiter or sit in cars in the parking lot during break, lunch, or an off-period.** No parking is allowed in faculty lots or designated "Staff" parking spaces. Parking laws are enforced on campus; tickets are given for parking in Disabled parking spaces as well as red zones.

Dance Rules and Expectations: Students planning on going to any dance must have a good attendance record. Any student who has 6 or more unexcused or unverified absences during the six-week period prior to a dance will not be permitted to buy dance tickets or attend a dance. Students must sign a Dance Contract and Dance Agreement to attend any dances.

- You have to pre-pay to attend school dances. Payments are made at office hours and lunch the week of the dance. There will be no payments accepted after lunch on Thursday or at the door. Payments are not transferable or refundable.
- **Students MUST have a Casa Grande ID card to pay for tickets and must have a photo ID to enter a school dance.** (Only 1 payment per ASB card, except for Homecoming and Prom.)
- If students are on a suspension, they are not allowed to attend a dance.
- Dances are for Casa Grande students ONLY, except Homecoming and Senior Prom. For these two dances, guests must be at least 14 years old and have an approved guest form on file by the Wednesday prior to the dance. Forms for Homecoming and Prom are available in the Student Services Office, H-5. All campus dances are from 7 pm to 10 pm. There is no admittance after 8:30 p.m. unless pre-approved on an individual basis by an administrator.
- Once students leave a dance they cannot return.
- No shoes can be worn on the gym floor.
- If a student dresses or dances inappropriately, they will be asked to leave.
- Do not bring valuables to dances and activities.
- If a student is under the influence of drugs and/or alcohol at a dance, they will be suspended and **not be allowed to attend future dances (including Prom).** Parents will be called to pick up any student suspected of being under the influence and police may be contacted.
- Prom is a special occasion for seniors who are in good standing. Attendance at the Prom is governed by a contract that outlines specific requirements and expectations. Prom information is shared with all senior students early in the spring semester.

Student Attire: Casa Grande High School has a dress code that is based on the principle that school is a professional work environment. All student attire must be appropriate so that it does not detract from the learning process. No low cut, transparent, backless or strapless garments are allowed. Exposed midriffs are not allowed. Skirts, shorts and pants must be an appropriate length (fingertip length or longer) and fit so as not to detract from classroom instruction or inhibit movement. Undergarments for boys and girls should not be visible. Pants must be fastened at the waist and may not expose undergarments. Shoes must be worn at all times. Any clothing (including hats) that promotes gangs, drugs, alcohol, tobacco, guns or violence, is sexually explicit or suggestive, uses profane or abusive language, or debases and/or exploits a group is not allowed. Examples of inappropriate logos on clothing are Cookies, Lagunitas, Hooters, Weed, etc. A predomination of any color may be considered to be gang affiliation and/or contributing to an unsafe school environment. Hats may be worn in class if the teacher approves. If a student violates the dress code, he/she may be asked to change clothes or may be sent home for the remainder of the day. Repeated dress code violations may result in further disciplinary action. **Board Policy**

Banned Items: Any illegal substances (drugs or alcohol), weapons of any kind including all knives, gang I.D. items, permanent/graffiti marking pens, stink bombs, tobacco, lighters or matches, vaping devices of any type, squirt guns, water toys and balloons, spray paint are all banned from campus. Possession of any of these items will result in disciplinary action.

Appropriate Physical Contact: Appropriate physical contact is expected during school and at all school-related events. Public displays of affection which are viewed as offensive or cause others discomfort may be cause for disciplinary action. Again, school is a work environment and all conduct should reflect that expectation.

Free Expression: Student rights to free expression include the use of bulletin boards, distribution of printed materials or petitions, the wearing of buttons and badges, and the right to expression in school publications. Prohibited are words that are obscene, libelous, and slanderous, violate lawful school regulations or disrupt the operation of the school, and those that fall below professional standards of English and journalism. Students must have prior approval from administration before posting or distributing any materials. Materials must be posted with blue painter's tape only. Trees, lights, roofs, etc. are off-limits for posting.

Senior Pranks: Senior pranks disrupt school and generate costs and additional work for those who are also responsible for preparing facilities for graduation and organizing other graduation activities. Pranks cause serious damage to school property

that can result in police involvement, arrests and large fines. Pranks that cause damage to the school campus and community will be treated as vandalism and may be cause for suspension and/or exclusion from graduation activities. A school class may be required to pay for the custodial cost to clean up the prank.

Skateboards and Bikes: Skateboards and bikes cannot be ridden on campus before, after, and during school hours (including office hours and lunch). Safely carry your skateboard and store it appropriately in a classroom. Park and lock your bicycle in designated bike areas. Riding or standing on a skateboard on campus (including bus circle and parking lots) by the owner or others, violates this permission. Confiscated items may require adult pickup and denial of privilege of bringing them to school.

Books and School Property: Take good care of Chromebooks, school books, and school property. Students must pay for lost, stolen, damaged, missing iPads and/or books. **Class schedules and diplomas are not released until all fines are paid/books returned.** Families are encouraged to participate in the iPad Coverage Program.

Food and Drink: Don't throw anything, including food, anywhere on campus. Use trashcans and recycling containers, which are placed in every classroom as well as all around campus. **Food and drink are allowed in class at the teacher's discretion. Food deliveries from any outside vendors are prohibited.**

Gifts: Please do not bring (or have delivered) balloons, flowers, gifts, etc. to school. We do not notify students of their arrival.

Athletic Code of Conduct for Players, Coaches and Spectators

Players will:

- Show respect for themselves, teammates, coaches, opponents and officials.
- Use no foul language, trash talk, negative gestures or actions to provoke a negative response or fighting. Maintain NCS eligibility requirements throughout the season/semester.
- Be in attendance at school a minimum of two block schedule periods before being allowed to play in competitions on any given day.

Coaches will:

- Be consistent, attempt to instruct in a positive manner, and use appropriate language at all times.
- Not tolerate un-sportsmanlike behavior or actions.
- Place the safety and welfare of players as the highest priority.
- Allow no student to practice or play competition without a completed Athletic Participation Clearance Form.
- Allow no student to play competition without verifying G.P.A. and game day attendance.
- Hold athletic practices after the school day has ended.

Parents, Students, and other Spectators will:

- Show cordial courtesy to visiting teams and officials.
- Support and promote the proper ideals of sportsmanship and fair play.
- Respect the rules and regulations of the school site and California Education Code (i.e., no smoking on any school campus).

Violation of the Athletic Code of Conduct may result in revocation of all privileges to attend athletic events. There are no in-and-out privileges for any spectators during athletic events. Those asked to leave are NOT permitted any return privileges.

Petaluma City Schools Discipline Chart

<https://www.petalumacityschools.org/Page/186>

At the end of this handbook is a link to the Petaluma Schools Discipline Chart on the Petaluma City Schools website. This chart includes many of the reasons students are disciplined and the consequences that can be assigned. School personnel may be called upon to respond to situations that are not specifically delineated in the chart. In those instances, the school may refer to Ed. Code, board policies, administrative regulations, customary practices, previous incidents, and/or other pertinent documents to make an informed decision regarding consequences. Students may be suspended or expelled for acts that occur at any time while on school grounds; while going to or coming from school; during the lunch period, whether on or off campus; during, going to, and coming from a school sponsored activity; or while on the grounds of another school. Teachers can require students' presence before or after school, assign a tardy detention with 24 hour notice, call parents/guardians and/or request a meeting, suspend from class one or two days, require a behavior contract, ask for suspension or permanent removal from class, and refer to an administrator to determine further consequences. Administrators can also assign detentions and/or school service including campus cleanup; In School Suspension (ISS) or suspensions from school of up to five days in length; and a site discipline hearing to consider a recommendation for expulsion.

Know The Expulsion Laws: The principal or superintendent may recommend expulsion for the commission of any of the acts listed as grounds for suspension or expulsion. Students may be removed from district schools if continued presence causes a danger to yourself or others, or if other means of correction have repeatedly failed to correct unacceptable behavior.

The Governing Board shall order students expelled upon finding they committed any of the following acts:

- Possessing, selling, or otherwise furnishing a firearm or a reasonable facsimile of a firearm
- Brandishing a knife at another person
- Unlawfully selling or furnishing a controlled substance (alcohol and/or other drugs)
- Committing or attempting to commit a sexual assault or committed a sexual battery
- A second offense for possession and/or use of alcohol or drugs/drug paraphernalia in a student's junior high and high school years

The principal or superintendent shall recommend expulsion for any of the acts below, unless the superintendent/principal finds the expulsion inappropriate due to the particular circumstance:

- Causing serious physical injury to another person
- Possessing any knife, explosive, or other dangerous object of no reasonable use to the student
- Unlawful possession of any controlled substance except for the first offense of the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis
- Robbery or extortion
- Assault or battery, as defined in Penal Code Sections 240 and 242, upon any school employee

Involuntary Transfer

Causes of involuntary placement in continuation high school, community day school, or an appropriate alternative program include:

- Involvement in suspendable situations and no adjustment after suspensions, detentions, and conferences with parents and appropriate school personnel
- Causes for suspension or expulsion or accumulating twenty (20) days of suspension (includes junior high years and previous schools attended)
- Habitual truancy or irregular attendance from lawfully required instruction
- Those who were not placed in any school during the first five weeks of a semester
- Those who were placed in a continuation high school of another district and are not recommended to return to a comprehensive high school

Placements are for the balance of the semester in which the conduct occurred and the following semester. You are not guaranteed placement back at your home school.

Uniform Complaint Procedures – Annual Notification

Students and/or their parents/guardians have the right to file a complaint regarding alleged discrimination based on ethnicity, religion, age, gender, sexual orientation, color, or disability and to address alleged failure to comply with adult ed, migrant ed, and special ed laws. Complaints must be filed in writing to a compliance officer, identified below, no later than six (6) months from the date the alleged discrimination occurred or the date you first obtained knowledge of the alleged discrimination, unless the time for filing is extended by the Superintendent. Complaints will be investigated and a written decision sent to you within 60 days. If you are not satisfied with the decision, you may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education in Sacramento, California. A copy of the local educational agency's policy and complaint procedures may be obtained through the superintendent's office. You may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state courts. You must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. Further information may be available through a public or private interest attorney, the Sonoma County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

Title of Compliance Officer: Liz Chacon, Director of Student Services

Address: 200 Douglas St., Petaluma, CA 94952

Telephone Number: (707) 778-4619

Sexual Harassment

Non-Discrimination/Sexual Harassment Policy

Students, prospective students, employees, prospective employees, parents of students, employment agencies referring applications to the Petaluma City (Elementary) and Petaluma Joint Union High School Districts of Sonoma County, CA, and all unions and professional organizations, are hereby notified that said Districts do not discriminate on the basis of sex in the educational programs, employment, or activities which they operate and that such requirement not to discriminate is contained in Title IX, Sections 901, 902 of the Education amendments of 1972, 86 Stat., 373, 374, 20 USC 1681, 1682.

The Governing Board prohibits discrimination against and /or harassment of district employees, and job applicants at any district site or activity on the basis of actual or perceived, race, ethnic group, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy. The district will not tolerate sexual harassment in any form per District Policies 4119.11, Sexual Harassment and 5145.3, Nondiscrimination/Harassment. These policies are available at all school sites or at the District Office.

The Districts have designated the Human Resources Administrator as employee of said Districts, to coordinate said Districts' efforts to comply with said law. Any person having a complaint under said law should notify the Human Resources Administrator, 778-4608, or (a) principal in any K-6 (elementary) school; or (b) the appropriate secondary (junior/senior high) school administrator and/or designee.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is made a term or condition of academic status or progress.
- Submission to, or rejection of, the conduct is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose of having a negative impact upon academics, or creates an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct is used as the basis for decisions regarding benefits and services, honors, programs, or activities in the educational institution.

Conduct that may constitute sexual harassment includes, but is not limited to:

- Suggestive or obscene notes, invitations, objects, pictures, cartoons, slurs, jokes, epithets.
- Assault, touching, impeding or blocking movement, leering, and/or gestures.
- Continuing to express sexual interest after being informed that it is unwelcome.
- Engaging in sexual behavior to control, influence, or affect opportunities, grades, and/or the learning environment of a student.
- Offering benefits, such as grades and recommendations, in exchange for sexual favors.

What Can Someone Do When He or She Feels Sexually Harassed?

Informal Resolution:

Students are not required to inform the person engaging in the conduct that it is unwanted, offensive, and must stop, but are encouraged to do so. Students may ask for help from a teacher, counselor, or administrator to resolve the alleged harassment or file a complaint.

Formal Complaint:

Any student who believes he or she is being sexually harassed by an employee or student shall promptly report the facts of the incident(s) and the name of the person involved to a staff member with whom they are comfortable. That person shall report the incident to the school site Title IX officer and/or principal. All staff, upon personal knowledge of an alleged incident of sexual harassment, is obligated to report it to the school administration within 3 school days.

- The site Title IX Officer or principal will file a written report of the alleged incident. All investigations shall be handled in a serious, sensitive and confidential manner.
- A copy of the report, along with a copy of the *Petaluma District Sexual Harassment Policy* shall be mailed to the parent and a copy forwarded to District Administration.
- Disposition of the complaint may include, but is not limited to, disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Any individual may appeal the findings of an investigation to the District Governing Board within a reasonable time from the date of the finding. **All site administrators at Casa Grande are Title IX officers.**

Hate-Motivated Behavior

Behavior or statements intended to discriminate against or injure, intimidate, interfere, or threaten anyone on the basis of race, ethnicity, culture, gender identity, sexual orientation, disability, religious beliefs or practices shall not be tolerated. A student who feels a victim of hate-motivated behavior shall immediately contact a school administrator. If the student feels the administrator has not remedied the situation, a complaint may be filed in accordance with district procedures.

Staff who receives notice of hate-motivated behavior or personally observes or reasonably suspects such behavior shall promptly notify the principal and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline. In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are victims of hate-motivated behavior.

Child Abuse

Reporting known or suspected incidences of child abuse is mandatory. Employees must cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse. Mandated reporters include but are not limited to teachers, aides, classified and certificated employees, administrators, and supervisors of child attendance, district police or security officers, and administrators, presenters or counselors of a child abuse prevention program.

Nondiscrimination Statement

The State of California, Department of Education (CDE), is committed to ensuring equal, fair, and meaningful access to employment and education services. The CDE does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The Office of Equal Opportunity is charged with overseeing, leading, and directing the CDE's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in CDE employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Office of Equal Opportunity. 11/10/2015 from www.cde.ca.gov/re/di/eo

Here is the link to the Petaluma City Schools Student Discipline Guidelines Chart –

Grades 7-12:

<https://www.petalumacityschools.org/Page/186>