



Casa Grande High School Handbook

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 & Profile of a CGHS Graduate

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](#)

Student Attendance

On-Time Policy & Tardies

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 on the next available detention day. Detentions are 30 minutes. Students report to the Multi for detention right after school on Tuesday or Thursday (2:40-3:10); or Wednesday (2:15-2:45). Detentions may not be served during Office Hours. No late entry to detention will be permitted.
- 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. Tardies must be cleared by the guardian listed in Aeries within 72 hours.
- 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 (up to 3 days, 5 days if out of state)
- court appearance
- funeral service
- religious holiday
- job interview

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). Parents can also email attendance at casagrandeattendance@petk12.org. The communication must state the date and periods missed and the reason for the absence. Please communicate about excused absences daily, however, there is a 72-hour window to clear absences. All Attendance Hotline messages, paper notes, and digital communications 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. The student's parent or guardian must call or come into the Attendance Office to authorize the student's release.

Off Campus Permits

If the student has an appointment during the school day, call the Attendance Office at 778-4686, see the Attendance Clerk before the school day begins, email casagrandeattendance@petk12.org, or use Parent Square to get an off-campus pass. Only contacts listed in Aeries are permitted to request off campus passes. It is most efficient if the off-campus pass is issued at the beginning of the day and pass requests submitted after 2:00 pm (1:30 on Wednesdays) will not be issued. 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 highly 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 (without independent study, including college visits)
- suspensions
- detainment in juvenile hall

Students who miss class work 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, For any absences not excused during the day, 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 and parents will receive a message from ParentSquare that evening informing you of your student's absence. You can [find out more about how to submit an attendance note through ParentSquare here](#). ([Información en español sobre cómo enviar notas de asistencia aquí.](#))

A prompt conversation between parent/guardian and the student should be followed by a call to the Attendance Hotline, an email to casagrandeattendance@petk12.org, or a response to the Parent Square notification 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 records 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)

Short Term Independent Study

A Short Term 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, preferably before the first period of the day, 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.

Student Norms & Expectations

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/ 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 during instruction.
- 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 to **not** 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, etc. If a student is not in “good standing” and wants to participate in graduation, the principal can conduct 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.

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 the PCS Discipline Matrix. School rules are listed in the Discipline Matrix with potential consequences for misbehavior.

PCS Discipline Matrix

The PCS Discipline Matrix includes many of the reasons students are disciplined and the consequences that can be assigned for each infraction. 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 California Education Code, board policies, administrative regulations, previous incidents, and/or other pertinent documents or information to make informed decisions regarding consequences.

Students may receive consequences for actions that occur:

- at any time while on school grounds
- going to/coming from school
- during the lunch period (whether on or off campus)
- during, going to/coming from a school sponsored activity
- while on the grounds of another school

Administration will partner with staff and parents to support all students following individual infractions through co-development of restorative behavior plans and supports. Possible other means of correction (OMC) could include Behavior Contracts, Restorative Conversations, Circles, Letters of Apology, and more.

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 a chromebook 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. Chromebooks 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 and parents about responsibility and safety when using computers and the Internet. 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 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. Parents are expected to review the Internet Use Agreement and Chromebook Use Agreement with your student to ensure that they are being safe online and adhering to district policy.

Electronic Devices: Students may use personal electronic devices (ie: cell phone) before and after school, at nutrition break and lunch, **but not during class time**. Students are instructed to keep their phones on “silent” during class time or turn them in to a phone caddy at the teacher’s request. 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*). During final exams, cell phones will be collected by the teacher until the final exam period is over. In case of an emergency, parents may reach students by calling the school. A school official will then contact the student. **The school is not responsible for lost, stolen, or damaged electronic devices.**

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 photographs or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. Cyberbullying also includes hacking 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 inappropriate use of technology. 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, 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. **Students do not have to copy an entire article for it to be considered 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.
- Students who cheat or aid 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. At the discretion of the teacher, the first incident may result in an F on the assignment and parent notification. Students may 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 Matrix (at the end of this handbook) for further information about consequences.

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. Searches may include review of digital devices, such as phones or chromebooks. 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 (ie: cell phones and 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. Students have the option to bring their own lock as a second lock. 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 located in the Ely and Juliet parking lots 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 and their parent/guardian must sign a Student Dance Policy Agreement to attend 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 ticket payment per ASB card, ASB rates not allowed 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 no older than 20 years old, and have an approved guest form on file by the set deadline prior to the dance. 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. Students may not leave dances before 9:30.
- Once students leave a dance they cannot return.
- No shoes can be worn on the gym floor.
- If a student dresses or acts 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, will receive consequences and may **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 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. One of CGHS’s graduate profile learner outcomes is being highly employable. All student attire must be professional. Clothing must be worn so that genitals, buttocks, and chest are covered with opaque material. Undergarments for all students should not be visible. Shoes must be worn at all times. Any clothing (including hats) that promote gangs, drugs, alcohol, tobacco, guns or violence, or are sexually explicit/suggestive, use profane or abusive language, or debase and/or exploit a group are not allowed. Examples of inappropriate logos on clothing are Cookies, Lagunitas, Playboy, Hooters, etc. A predominance of any color may be considered to be gang affiliation and/or contributing to an unsafe school environment. If a student violates the dress code, they may be asked to change clothes. Repeated dress code violations may result in further disciplinary action.

Banned Items: Any controlled or illegal substances (tobacco, drugs, 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, imitation firearms, water toys and balloons, and spray paint) are all banned from campus. Possession of any of these items will result in disciplinary action. The items may be confiscated until the end of the year, and then returned to a parent or guardian.

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 professional 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 (except at graduation or other school ceremonies), 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. 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 that cause serious damage to school property 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. Students may be required to pay for the custodial cost to clean up the prank.

Skateboards and Bikes: Students are not permitted to ride skateboards or bicycles on campus (including during office hours and at lunch). Students must safely carry skateboards and store them appropriately in a classroom. Park and lock bicycles 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, chargers, school books, and other school property. Students must pay for lost, stolen, damaged, missing school issued devices, property, and/or books. Families are encouraged to participate in the Chromebook Insurance Coverage Program. **Class schedules and diplomas are not released until all fines are paid/books and materials returned.**

Food and Drink: Do not throw anything, including food, anywhere on campus. Use trash cans and recycling containers, which are placed in every classroom as well as all around campus. **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.

Athletics 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 unsportsmanlike 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 or drinking 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.

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: Maite Iturri, Director of Student Services

Address: 200 Douglas St., Petaluma, CA 94952

Telephone Number: (707) 778-4960 **Extension:** 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.

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! In addition, Casa Grande uses [Parent Square](#) to communicate with our families.

Academics

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 snapshot of students' academic progress. All parents receive instructions on how to set up and activate their account. In addition, parents must confirm their data at the beginning of each school year. This process assures the school that all contact information is correct and up to date. All parents are encouraged to monitor their students' academic progress often using the 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.

Office Hours

Office hours are offered from 2:40-3:10 on Monday, Tuesday, Thursday, and Friday. All students are strongly encouraged to attend. 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. **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, Homework Lab, and English Learner bilingual tutoring may be available during Office Hours.

ART Program

Casa Grande's Academic Review Team (ART) identifies students with a need for academic support as defined by their grades. The program targets 9th-10th grade students with 2 or more failing grades and effectively assigns each student to a case manager (administrator or counselor) with additional support from teams of grade-level teachers. Students can also receive individualized help from staff during Office Hours. The program culminates in a Student Led Conference at the end of the semester.

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. 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.

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.

Library

Casa Grande High School has one of the only fully staffed high school libraries in Sonoma County, thanks to Petaluma's Measure K Parcel tax. Students have access to over 10,000 print materials, databases, research support and free b&w printing. The credentialed Teacher-Librarian conducts digital and information literacy, as well as research instruction for all grade levels and subject areas. The library operates with a responsive patron-based collection policy. Students and staff are encouraged to request materials for pleasure reading, academic or occupational research, and professional development. In accordance with the ALA, our library has a diverse collection with resources from many points of view. Our library's mission is to provide access to information for all users in support of their First Amendment right to borrow, read, view, and listen to the resources provided. Each family has the right to determine which library resources are acceptable for their own children, and must accord the same right to other parents. We are open from 7:30am until 4:00pm five days a week.

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.

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 to sign up for the fall semester is the last school day in September. **Late applications will not be accepted.** The final day to 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.

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. A valedictorian and salutatorian will be honored at graduation as well as other awards and recognitions of achievement. (Board Policy 5127). Participation is voluntary and considered a privilege. Students may qualify to earn a diploma yet may be restricted from participation in the ceremony if not considered to be in "Good Standing" due to attendance and/or behavioral issues.

Counseling Support

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. See below for your counselor's contact information.

- *Paul Koene (A - Co) - pkoene@petk12.org*
- *Brett Sklove (Cr - Gin) - bsklove@petk12.org*
- *Kathy Jelin (Gio - Maq) - kjelin@petk12.org*
- *Julie Powaser (Mar - Ri) - jpowaser@petk12.org*
- *Shana Friedman (Ro - Z) - sfriedman@petk12.org*

Schedule Changes

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

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.

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. 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.

Mental Health Services

If a student feels like they are needing to talk with someone, our mental health counselors are available. If he/she would like to speak with one of them, please complete this Google Form below with contact information and answer a couple of quick questions. They will get in touch about setting up a meeting time.

[Casa Grande High School Individual and Group Counseling Self-Referral Form/Formulario de Autorreferencia para Consejería Individual y Grupal](#)

Student Support Staff

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, Tuesdays, and Wednesdays, from 8:00am to 4:00pm. For more information, please call (707) 559-3484.

Student Advisor

The student Advisor supervises students to ensure that campus rules and regulations are being observed; handles minor classroom behavioral referrals; makes appropriate conflict interventions with students; assists students in promoting resolving of conflicts or personal problems; assists students and staff in emergency situations; conferences with students, teachers, counselors regarding student behavior; contacts parents regarding such matters as student classroom behavioral referrals and attendance; develops a friendly and supportive relationship with students while ensuring their

compliance with school rules and regulations; refers students to proper channels for assistance for social/emotional support.

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.

ASB & Student Leadership

Student Clubs and Activities

Student activities include club and team sports, dances, rallies, spirit weeks, Homecoming events, talent shows, Holiday Fair, Sights and Sounds, Car Shows, and other great events. Club sign-ups occur at Club Rush in the fall semester. Please see the CGHS website under the "Student" tab for an up-to-date list of clubs, presidents and advisors. If you'd like to join a club throughout the year, reach out to the club president for meeting time and location. To create a new club, contact the Student Activities Director.

ASB Student Government

Students plan and coordinate student activities from rallies to school dances to lunchtime activities. This class offers you the opportunity to take leadership within your grade level class as a class officer or as a committee head where you get to work with students from all grade levels to innovate and execute successful events. The ASB program also works to improve school climate and culture through various events/traditions like Staff Buddies, Random Acts of Kindness Week, Wellness Week, etc. If you are looking to get involved and develop leadership and organizational skills, see your counselor for more information or go to the CGHS ASB instagram page @casagrandeasb.

Student Advisory Council

The CGHS Student Advisory Committee is a school-wide, student-centered advisory group which utilizes diverse student voices and perspectives to inform administrative and other school policy-making decisions. Students are encouraged to discuss how decisions being made impact their ability to operationalize the graduate profile, and the representation from this group of students embodies the Casa motto, "Everyone Has a Place at the Big House". Please email Assistant Principal Christina Lee with any questions pertaining to The Student Advisory Committee at clee@petk12.org.

Athletics

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 playing time.

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

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.