



**CASA GRANDE  
ELEMENTARY  
SCHOOL DISTRICT #4**

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

# **STUDENT HANDBOOK 2023-2024**

**[WWW.CGESD.ORG](http://WWW.CGESD.ORG)**



**@CGESD4**



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**220 W Kortsen Blvd  
Casa Grande, AZ 85122  
520-836-2111**

**GOVERNING BOARD**

Jerry Stabley . . . . . President  
Blanca Varela . . . . . President Pro Tem  
Michael Cruz . . . . . Member  
Lorenza Martinez. . . . . Member  
Adelphia Sisson . . . . . Member

**ADMINISTRATION**

Dr. Adam Leckie . . . . . Superintendent  
Nicole Wheatcroft . . . . . Chief Financial Officer  
Robert Quiñones . . . . . Director, Leadership & Engagement  
Jennifer McClintic . . . . . Director, Learning Support  
Jan Draper . . . . . Director, Teaching & Learning  
Stacy Howell . . . . . Director, Talent Acq. & Employee Serv.  
Lisa Bradshaw. . . . . Director, Digital Learning & Strategy

## **SCHOOL HOURS**

7:45 a.m. Classes Begin Grades K-5

3:00 p.m. Dismissal for Grades K-5

8:30 a.m. Classes Begin Grades 6-8

4:00 p.m. Dismissal for Grades 6-8

7:45 a.m. Classes begin for COIL

2:45 p.m. Dismissal for COIL

## **OUR SCHOOLS**

School	Grades Served	Phone	Address	Principal
Early Childhood Learning Center	PreK	520-876-0045	390 E Lakeside Pkwy	Ms. Lisa Dempsey, Director
Cholla Elementary School	K-5	520-836-4719	1180 E Kortsen Rd	Mrs. Marcy McCue
Cottonwood Elementary School	K-5	520-836-5601	1667 N Kadota Ave	Mr. David Owen
Desert Willow Elementary School	K-8	520-876-5397	2172 N Arizola Rd	Mrs. Melissa Davey
Ironwood Elementary School	K-5	520-836-5086	1500 N Colorado St	Mrs. Robin Rosales
McCartney Ranch Elementary School	K-5	520-876-4235	2631 N Brown Rd	Mrs. Jessica Quiñones
Mesquite Elementary School	K-5	520-836-7787	129 N Arizola Rd	Mrs. Celie Downey-Foye
Palo Verde Elementary School	K-5	520-421-1650	40 N Roosevelt Ave	Mrs. Carol Wrightson
Saguaro Elementary School	K-5	520-836-7661	260 W McMurray Blvd	Mrs. Mandy Curry
Cactus Middle School	6-8	520-421-3330	1220 E Kortsen Rd	Ms. Rebecca Romo
Casa Grande Middle School	6-8	520-836-7310	260 W McMurray Blvd	Mrs. Samantha Sarnowski
Villago Middle School	6-8	520-423-0176	574 E Lakeside Pkwy	Ms. Stephanie Sander
Center for Online & Innovative Learning	PreK; 4-6	520-836-6694	1000 N Amarillo St	Mr. Scott Raymond
CGESD Online Learning Academy	K-8	520-836-6694	1000 N Amarillo St	Mr. Scott Raymond

## **OUR DISTRICT**

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

The Casa Grande Elementary School District is comprised of 9 elementary schools, 3 middle schools, 1 C-STEM Academy (COIL), 1 K-8 online academy (CGOLA), and 1 Early Childhood Learning Center (ECLC) serving about 6,500 students. With approximately 950 employees, the Casa Grande Elementary School District is presently the second-largest school district in Pinal County and is one of the largest employers in the county. The current annual operating budget is over \$70 million.

We have been supported in our community by local taxpayers, having passed a Bond election in 2016 to support the construction of a replacement K-8 school, the purchase of many new buses, and security upgrades to all other schools that are being completed this summer. We also had a 10% Override election that passed during the Fall of 2018. The bond override election will occur again in November 2022. Our boundaries encompass over 400 square miles, and lie within the municipal boundaries of the cities of Casa Grande, Maricopa, and Eloy. Our District also lies within the growth boundaries of the City of Coolidge. As the most decorated school district in Pinal County, every day we strive to fulfill our district mission, “Success for Everyone, the Responsibility is Yours and Mine.”

## **VISION, STRATEGY & CORE VALUES**

### **Our Mission**

***“Success for Every One. The Responsibility is Yours and Mine.”***

### **Our Vision**

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

### **Our Core Values**

**Compassion  
Equity  
Excellence  
Responsibility  
Collaboration**

# **POLICIES AND PROCEDURES**

## **VISITORS ON CAMPUS**

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

## **REGISTRATION**

A child must be five (5) years old prior to September 1 of that school year to enroll in kindergarten. A child must be six (6) years old prior to September 1 of that school year to enroll in first grade.

A birth certificate or other acceptable proof of age of your child, a record of immunizations, and proof of residence are required if you are enrolling for the first time in our schools.

## **STUDENT RECORDS**

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

## **CUSTODY – PARENT VISITATION RIGHTS**

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

## **SCHOOL DRESS CODE**

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Students at Palo Verde Elementary School are expected to wear school uniforms that meet the stated criteria. Uniform guidelines and expectations are available at the school sites.

- A. Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).
- B. Clothing must not be see-through and must cover a student's undergarments, chest and torso, when standing or sitting. Bare midriffs, halter tops, and spaghetti straps are not acceptable. A bare midriff will be defined as any exposed skin between the bottom of one's shirt and top of one's pants.
- C. Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera. Slippers and any footwear judged as unsafe may not be worn on campus.
- D. Jewelry shall not be worn if it presents a safety hazard.
- E. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

- F. Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- G. Subject to the above, no hats, bandanas, other head coverings, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical Professional.
- H. Obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons on clothing are prohibited.
- I. Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105.
- J. Hats and sunglasses may be worn outside.

Exceptions for special activities or health considerations may be pre approved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

## ***SCHOOL SUPPLIES***

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

## ***CELLULAR TELEPHONE PROCEDURES***

Although school officials would prefer that cellular telephones be left at home, we recognize the value that many families place on these telephones for providing for the safety and well-being of their children.

If students bring cellular telephones to school, parents need to be aware of the following:

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



Parents with questions about the use of cellular telephones should contact their child's teacher or the school principal.

## ***ATTENDANCE AND TARDINESS***

Regular attendance will help a student enjoy school and reach his/her full potential. Absences and tardiness disrupt learning and cause a student to be less successful in school. Students should be in school each day unless they are ill.

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

## ***BUS INFORMATION***

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

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

## ***INSURANCE***

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

## ***LOST AND FOUND***

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

## ***LEAVING SCHOOL EARLY***

There are occasions when parents wish to check students out of school before the end of the school day. Parents must report to the school office to sign children out of school. A note should be sent to the child's teacher in the morning if parents would like to have their child dismissed early on any given day. If students return to school before the end of the school day, they must check back in with the office before reporting to their classrooms.

## ***RESPECT FOR SCHOOL PROPERTY***

The school buildings and equipment are furnished by the citizens of the community through tax dollars. This investment must be protected. Students who damage any school property will be held responsible for payment of repairs. In the

case of minor children, parents will be held liable for damages. We ask parents to help us protect this community investment by teaching children respect for public property.

## ***TECHNOLOGY***

CGESD provides 1:1 Technology in our classrooms. Devices are checked out to students at the middle schools and the CGESD Online Learning Academy. They may also be checked out to individual students at the elementary schools and COIL based on program needs. Kindergarten and 1st-grade students use iPads. 2nd through 8th-grade students use Chromebooks. Depending on individual student needs, a different device may be used by students other than those listed here. These devices are school property and should be treated with respect, as stated in the previous section “Respect for School Property.”

A Device Protection Plan is offered by CGESD for devices checked out to students at the middle schools and the CGESD Online Learning Academy. The Device Protection Plan is \$25 per device. Parents/Guardians need to opt in by completing the Device Protection Plan Agreement form and submit payment by the 8th day of school (or the 8th day of enrollment if after the start of the school year). The Device Protection Plan is not in effect until both the agreement and payment have been received by the school site. Intentional damage is not covered by DPP- the full fine amount is charged if the damage is found to be intentional.

The fines to be charged for device replacement and repairs are listed below:

<b>Item</b>	<b>Fine to be Assessed</b>	<b>Fine to be Assessed with Device Protection Plan (DPP)</b>
Total Device Loss	\$300	\$150
Screen	\$100	\$50
Keyboard, Bezel, Camera, USB Port, Charging Port, or Charger	\$50	\$25
Sticker Removal/Device Cleaning	\$25	\$12.50
Other Items	Varies	Determined at 50% of cost

Fines will be assessed based on an assessment of damage by a CGESD IT Technician and reported to the school site. The school site will inform parents/guardians of any fines incurred by their child as soon as it is determined. Invoices will be provided by the school site to the parent/guardian.

All students are provided a Google Workspace for Education account that includes email. A “walled garden” is set up so that students can only share files and communicate with students and staff within Casa Grande Elementary School District. Accounts for students are also set up for additional educational programs. A list of all approved digital programs can be found at <https://cgesd.app.learnplatform.com/new/public>

Filtered internet access is made available to all students. WiFi is available at all school sites. District devices are configured to automatically connect to this network. In addition, all student accounts are monitored for appropriate use using the Bark for Schools program. Bark for Schools notifies school administrators of concerning online behaviors including, but not limited to, cyberbullying, profanity, violence, hate speech, sexual content, depression, and suicide/self-harm. Legal guardians will receive a notification to set up an account within the Bark for Schools Parent Portal in order to receive alerts for after-school hours and during breaks. Appropriate use expectations are outlined in the CGESD Acceptable Use Agreements.

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

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

## ***SCHOOL VOLUNTEERS***

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

### ***Making up work missed during absences***

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

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

If you have a question regarding your student's assignments or grades, please contact your student's teacher.

## ***RETENTION or ACCELERATION***

The purpose of acceleration or retention is to place students in the school program where the child's educational needs will be most appropriately served. Parents will be contacted at the end of the first grading period if there are indicators that their child is not meeting the standards for promotion. A parent conference will be requested at the end of the second grading period if the student continues to achieve below expected levels. Each child will be given individual consideration and decisions will be made only after careful study of the complete body of evidence.

## ***CURRICULUM***

### **READING/LANGUAGE ARTS**

The Casa Grande Elementary School District offers a Language Arts Program which emphasizes the integration of Reading, Writing, Listening, Speaking, and Language Concepts. The development of students' phonemic awareness,

phonics, vocabulary acquisition, reading comprehension, and appreciation of literature is emphasized in each reading lesson.

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

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

## MATHEMATICS

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

## SOCIAL STUDIES

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

## SCIENCE

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

## FINE ARTS

All students in Grades 1-5 have a regularly scheduled Fine Arts class to develop skills in music, performance arts, and/or Art. In addition, students in Grades 5-8 may participate in band.

## CITIZENSHIP AND PERSONAL DEVELOPMENT

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

## SAFETY, HEALTH, AND NUTRITION

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

## GIFTED AND TALENTED DEVELOPMENT

Gifted and Talented services are provided to identified students based on need in grades K-8. Students will continue to access foundational skills within the general education classrooms via differentiation strategies. All learning opportunities are geared towards the ongoing assessment of needs for additional specialized interventions and/or accommodations. Students will receive support and guidance to develop socially and emotionally as well as in their area of talent. We utilize the 90th percentile on state-approved tests or through the use of established multiple criteria measures for gifted identification. Within the Multi-tiered Systems of Support Framework (MTSS), learning opportunities are modified based on student need by classroom teachers with adjustments in abstraction, complexity, pace, and depth through a variety of materials and instructional practices. Opportunities exist for any child to be screened for gifted and talent development services. Contact your school principal with questions.

## MEDIA CENTER

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

## PHYSICAL EDUCATION

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

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

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

## ***ANNUAL ACHIEVEMENT TESTING***

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

## ***DIGITAL LITERACY***

The Governing Board of the Casa Grande Elementary Schools believes it is important for young people to be introduced to the computer as a basic tool in education. The goal for computer education will be to teach students digital literacy, digital citizenship, and critical thinking. CGESD uses the Arizona Computer Science Standards and the Arizona Educational Technology Standards in its Digital Literacy instruction.

## ***SPECIAL PROGRAMS***

### **TITLE 1 PROGRAM**

All K-5 students are eligible for services.

### **CHRONIC HEALTH PROBLEMS**

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

### **HOMELESS EDUCATION ASSISTANCE**

If your family is experiencing transitional housing, your child has certain rights including continuing their education in their home school, free transportation from transitional housing location, and participation in the meal program. For more information contact: Zayda Boudreau, McKinney-Vento Liaison at 876-3256.

### **ENGLISH LANGUAGE LEARNERS' PROGRAM**

Instruction in English is provided for non-English and limited-English speaking students of any nationality.

### **SPECIAL EDUCATION**

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

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

### **POLICE AND FIRE DEPARTMENTS**

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

**HINTS FOR SAFETY-** Please go over the following with your child:

1. Walking to and from school:
  - a. Start early enough so you arrive five (5) to ten (10) minutes before the bell rings, without rushing.
  - b. Walk on the sidewalk. If there is no sidewalk, walk to the left of the road, facing oncoming traffic.

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

## **CAFETERIA**

Breakfast and lunch costs are announced at the beginning of each school year. A child may charge a meal only in an emergency. Prompt payment for charged meals is expected.

Casa Grande Elementary Schools participate in a federally subsidized program that offers free and reduced-price meals to students who qualify, based on family income. Paper applications are available at your school front office, Nutrition Services office, and the district website. Visit us at [www.cgesd.org](http://www.cgesd.org) or contact 520-876-3411. You are always welcome to join us for lunch when you visit the school. Call us as early as possible on the day you want to come so we can plan for you. Parents and school staff members pay adult prices for lunch.

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

## **SCHOOL COUNSELING**

The CGESD comprehensive school counseling program is an integral part of the educational program. School counselors work closely with administration and instructional staff to support students and help students develop academic, social, emotional, and career skills which enable them to become productive citizens.

School counselors teach classroom lessons, meet with students individually and in groups, support families, and help with referrals to outside agencies when needed. If you DO NOT want your student to see a school counselor individually or in a group; please contact your student's school principal with your request.

## ***HEALTH/SCHOOL NURSE***

Registered nurses and Health Technicians provide health screenings such as vision and hearing throughout the school year. If you do not wish for your child to participate in health screenings, contact the school health office. Nurses are an important part of the school team because healthy children are better learners.

### **HEALTH HABITS**

The following are important health habits:

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

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

### **MEDICATION**

If your child needs to take medication at school, bring it to the nurse's office and complete a **Consent for Medication** form. Information on the form includes the child's name, dosage, time of day to be taken, and expected duration of treatment. By law, we cannot dispense medication unless it is in the original, labeled container. Over-the-counter drugs, such as aspirin and cough syrup, are dispensed under the same guidelines because seemingly harmless drugs can be misused and cause severe reactions.

### **WHEN TO STAY HOME**

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

Some signs of illness are:

- Restlessness at night
- Nausea or vomiting
- Fever
- Red, watery eyes
- Runny nose
- Flushed face
- Sneezing and coughing
- Headache
- Sore throat



- Facial Swelling
- Rash

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

## EMERGENCY CARDS

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

## IMMUNIZATIONS

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

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

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

## ***STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES***

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

## ***DISCIPLINARY ACTION***

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

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

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

- **INFORMAL TALK:** A teacher or administrator will talk with the student to discuss the student's behavior. The parent may be contacted if necessary.
- **CONFERENCE:** A conference will be held with the student, the teacher, and the administrator to develop a plan for changing the behavior. The parents may be contacted if necessary.
- **PARENT INVOLVEMENT:** The parents may be contacted to schedule a conference with the student, administrator, and other school personnel to develop a plan for changing their child's behavior.
- **SUSPENSION OF PRIVILEGES:** The school administrator or teacher may notify the parent of privilege suspension. These privileges include bus, playground, cafeteria, media center, or classroom participation.
- **DETENTION:** Students who cannot follow school rules may be assigned detention. This takes place either before school, at lunchtime, at recess, or after school. If the detention takes place before or after school, parents will be notified prior to the detention. It is the parents' responsibility to provide transportation for before-school or after-school detention.
- **CONFINEMENT:** Confinement is permissible only with written parental consent, except in instances in which a student poses imminent physical harm to oneself or to others. Should confinement be used, then the principal or teacher is required to make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

## SEVERE DISCIPLINARY ACTION

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

## OFFENSES LEADING TO EXCLUSION FROM SCHOOL

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

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

1. Possession of any dangerous weapon.
2. Possession of, or use of, alcoholic beverages on school property or during participation in any school-related activity.
3. Possession of, distribution or sale of, or use of any illegal drugs, drug paraphernalia or chemical substances on school property or during participation in any school-related activity.
4. Possession of, distribution or sale of, or smoking of any cigarettes, cigars, pipe or other tobacco products.
5. Possession of, distribution or sale of, any illegal or prohibited material.
6. Possession of, distribution or sale of, any explosive material or any material likely to cause harm or injury to others.
7. Possession, on the student's person, under a student's control or in the student's backpack or desk, of any item or substance the possession of which is a crime in Arizona.

**Offenses Relating to Attendance and General Conduct**

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

**Offenses Affecting Property of Others**

1. Opening or entering, or attempting to open or enter, another student's locker[WU29] or desk without the student's permission.
2. Willfully damaging, or attempting to damage, walls, furniture, equipment, textbooks or any other real or personal property.
3. Stealing, or attempting to steal, any personal property.
4. Setting a fire or attempting to set a fire, in or around school buildings or on school buses.
5. Tampering and/or unauthorized use of security systems, or fire alarm or safety systems.

**Offenses Involving Danger to Other Persons**

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

**Miscellaneous Offenses**

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

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

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

This policy specifically forbids any pupil or other person to be under the influence of, to use, to have in his/her possession, or to distribute in any way, drugs and alcohol on school property or at school-sponsored activities off school property. All school district employees shall be responsible for alerting designated personnel as to possible chemical use or abuse by students.

Law enforcement agencies, proper medical personnel, and parents shall be notified when a violation of this policy may occur. Searches of lockers, outer clothing, desks, purses, and backpacks or similar items within the school or at school-sponsored activities may be conducted. When it has been determined that a student is involved in the distribution, possession, or use of chemicals, he/she may be suspended for up to ten school days and referred to the Superintendent for further action. A hearing may then be held at which time the District may return the student to school, extend the suspension, expel the student, or follow alternative procedures.

All medication must be kept in the nurse's office. Students who need to have access to medical drugs shall have a signed note from their parents with written directions about how to use the drug as provided by the physician. Students who are in the possession of medically approved drugs, but have not followed the directions described above, shall be warned for the first offense. For subsequent offenses, he/she will be disciplined according to normal school disciplinary policies. Students who distribute such drugs to others will be considered, under the procedure, as distributing chemicals for non-medical purposes.

Student counseling on chemical use and abuse should be conducted by qualified counselors. This counseling should be available to students who desire this service. Trust between the student and staff will be maintained as much as possible. Student needs and the health and safety of the student and others will be addressed by all staff.