

*Dear Queen Creek High School Student,*

*I would love to take this opportunity to welcome you to the home of the "Bulldogs." Queen Creek High School is proud to be a school focused on academic excellence. We offer a variety of educational tracks that suit the needs of our diverse student population including honors and AP courses, university bound courses, vocationally bound courses and credit recovery options. I encourage you to read all of the information in this handbook as it will be helpful to you throughout the school year. We have done our very best to prepare for your arrival and we hope that together we can work to make the 2015-2016 school year a rewarding one!*

*Respectfully,*

*Dr. Farnsworth*

# QUEEN CREEK HIGH SCHOOL

2015-2016

Student Handbook and Planner

## High Achievement In A Safe & Caring Environment

22149 East Ocotillo Road

Queen Creek, Arizona 85142

**Front Office :** (480) 987-5973

**Attendance :** (480) 987-5967

**Fax :** (480) 882-1276

**Email:** [scummar@qcusd.org](mailto:scummar@qcusd.org)

**Web site :** [www.qcusd.org](http://www.qcusd.org)

**Principal:** Dr. Joseph Farnsworth

**Assistant Principal:** Mr. Paul Reynolds

**Assistant Principal:** Ms. Julie Oster

**Assistant Principal:** Mr. Gregory Keith

**CTE Director:** Dr. Tiffannie Sechrist

Name:	_____
Address:	_____ _____ _____
Phone:	_____



## Guiding Principles

**Our mission, in partnership with our parents and community, is to prepare all students today for tomorrow by fostering:**

### ***High Achievement in a Safe and Caring Environment***

**We value students.** Each child is unique. We provide an environment where individuality and talents are respected and each student's greatest potential will be attained.

**We value quality teachers.** We strive to recruit, retain and support excellent teachers. Our staff should be highly qualified and credentialed professionals who consistently develop their skills and knowledge of instructional practices for the benefit of their students.

**We value small class sizes.** We believe small classes provide the best learning environment for students and teachers.

**We value our community's history.** We strive to uphold a sense of tradition, citizenship, integrity, and strong work ethic.

**We value quality education.** We provide the best education for each student by challenging, supporting, and preparing them for the 21<sup>st</sup> century; to be innovative and culturally educated; and to be life-long learners.

**We value college and career readiness.** Students will graduate with critical thinking, problem-solving, technical and leadership skills along with the ability to communicate globally.

**We value opportunities for students to participate.** We provide multiple opportunities for students to participate in high quality extra and co-curricular activities.

**We value family and community involvement.** Their support is critical to our overall success.



2015-2016

First Semester

Table listing dates and events for the first semester, including July 22 (First Day for Students), August 12 (Early Release), September 7 (Labor Day - No School), and December 21 - January 1 (Winter Break - No School).

Second Semester

Table listing dates and events for the second semester, including January 4 (School Resumes), February 15 (President's Day - No School), March 7-18 (Spring Break - No School), and May 19 (Commencement).

\*Changes in state mandated testing may be added to the school calendar



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**Annual Public Notification of Nondiscrimination**

Queen Creek Unified School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Queen Creek Unified School District does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). Steve Ray, Director of Special Education, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142. 480-987-5935.

**Notificación de Non Discriminación (Spanish Version)**

Queen Creek Unified School District no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El Queen Creek Unified School District tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden remitir por al coordinador de compliance. Steve Ray, Director of Special Education, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142. 480-987-5935.

# Queen Creek High School Fight Song

Get tough and fight Queen Creek Bulldogs  
Get tough and fight for victory  
Fight for the purple; protect our gold  
Show the school what you can do... (Shout) FIGHT! FIGHT! FIGHT!  
Onward and upward climb our dogs  
On with the honor, poise and pride  
You know what to do, so  
Go and get it too!  
And bring back home a victory for Queen Creek High!

# Queen Creek High School Alma Mater

In the valley where the sun shines,  
'Neath the sky so broad and blue,  
Stands a school called Queen Creek High School,  
We'll remember you.  
Queen Creek, Queen Creek, where our teachers taught us,  
Queen Creek, Queen Creek, with our friends so true,  
When our days here all have ended,  
We'll remember you.





## ATHLETICS

Go to: [qchsathletics.org](http://qchsathletics.org)

### **AIA REQUIREMENTS**

All participants in interscholastic activities must be in compliance with all student eligibility rules. These eligibility rules include enrollment, attendance, domicile, transfer, recruiting, academic and scholarship, age limit/birth record, physical examination, parent/guardian consent, student insurance, amateur standing, clinic/summer camps, competition on school sports only and try-outs.

### **NO Pass NO Play**

In Compliance with State mandates regarding the **No Pass No Play Policy**, students are required to earn a passing grade in all classes. Freshmen through Juniors must be enrolled in six credit earning classes. Seniors must be enrolled in at least five credit earning classes and on track to graduate. To participate in practice or games, student athletes, freshmen through juniors, must be in attendance four (4) classes the day of the game. Seniors must be in attendance three (3) classes the day of the game. Students participating in extra-curricular activities must meet the eligibility requirements. Students, parents and coaches are reminded to constantly check StudentVue so the student athlete is warned of any failing grades. For purpose of eligibility, a percentage of **65% and above is required**. Grades will be updated and checked on a weekly basis. Specific requirements can be found in board policy.

If a student is suspended out of school, he/she may NOT practice, travel, or play in any contest during the time of suspension. New or transferring students must meet all the State AIA and District requirements.

Note: Students may practice with their team or group while ineligible. However, students may not travel with their team or compete while ineligible.

### **Athletic Packet**

All student athletes are required to submit an athletic packet to the Athletic Director before participating in any sport/season. Before students are cleared to participate in any sport, they must obtain a Gold Card that will be issued to them after their athletic packet has been submitted and athletic fees have been paid in full.

### **Insurance**

Students must show proof of insurance or purchase insurance through the school Athletic Office.

### **Physicals**

AIA By-Laws 15.7.1 - A student shall not be allowed to practice or compete in interscholastic athletics until there is on file a record of a physical examination performed by a doctor of medicine (MD), osteopathic physician (DO), certified registered nurse practitioner (NP), or a certified physician's assistant (PA-C)...The physical examination for the following school year shall be given on or after March 1, 2014 and are valid through May 2015.

**Participation in Athletics**

Parents are responsible to inform the school/coaching staff of any student illness or injury that may have an impact on the student's health and safety during participation in athletic and/or physical education programs. An athletic participation fee of \$150.00 is charged per season with a cap of \$700.00 for individual families.

**August 3, 2015**

*Football*

**August 10, 2015**

*Cross Country, Girls Badminton, Girls Volleyball, Golf, Swimming & Dive*

**November 3, 2015**

*Basketball, Soccer, Wrestling*

**February 8, 2016**

*Baseball, Softball, Track, Tennis, Boys Volleyball, Sand Volleyball*

**Athletic Events Charges**

General Admission charges to Football, Volleyball, Basketball and Wrestling events are as follows:       Adults: \$5.00 &   Students: \$3.00

**Student Pass valid for home athletic events \$30.00**

**Family Passes**

This is for all home games for the entire year excluding Region and State Playoff games:

Two People .....	\$150.00
Family (up to 5 immediate family members/2 adults only) .....	\$200.00
Family (over 5 immediate family members/2 adults only) .....	\$250.00





## ATTENDANCE & BELL SCHEDULES

### **ABSENCES**

- An absence is defined, as a student not being present in his/her assigned classroom during his/her assigned period.
- An unexcused absence is any absence from one or more class periods, which has not been excused by a parent **and** does not meet the excusable absence requirements.
- Truancy is 5 days of unexcused absences.
- **A student who reaches 10 absences, excused or unexcused, during a semester may lose credit in the class or classes in which the 10 days are recorded. The following procedure will be followed:**
  - Parents will be notified when students reach 5, 7, and 10 absences.
  - When students reach eight (8) or more absences they will sign the Audit Notification warning in a conference with administration.
  - If students exceed nine (9) absences for any one class they will be placed on audit status for that course.
    - Students will remain in the class on audit status and may lose credit.
    - Students will need to complete and turn in the Excessive Absence Appeal Form with proper documentation verifying the absences.
    - Administration will determine if the appeal is granted
- Students who are habitually truant are subject to disciplinary action ranging from detention to suspension.
- By state law, a student must be withdrawn from school after 10 consecutive days of absences. Parents may request a re-entry conference if the absences have been due to illness.
- As specified by state code and school rules, students may only be excused from school for:
  - Personal illness or illness in the family
  - Court appointment (Documentation must be provided)
  - Quarantine in the home (Health officials set length)
  - Death of a relative
  - Observance of a religious holiday
- A student is considered absent if he/she has **missed more than 10 minutes of class.**
- A parent wishing to have a student excused before the close of the day must go to the school office and sign the student out. Photo ID is required to sign a student out of school.
- Seniors that are 18 years of age or older may request a self-excusing form upon parent request. These forms are available in the Attendance Office and require administrator approval.

### **Steps to follow when absent**

Parent/guardian should call the Attendance Office at **480-987-5967** as early as possible each day the student is absent. The Attendance Office opens at 6:30 a.m. Parent/guardian should call by 9:30 a.m. or the automated phone caller will notify the parent/guardian.

Upon returning to school the following steps should be followed:

- Prior to entering class, students must check in with the attendance office.
- If the parent/guardian has not called to excuse the absence then it will be marked as an unexcused absence.
- The Attendance Clerk will then issue the student an *Admit Form* only if it is an excused absence.
- **Any absence not excused by parent contact or proper documentation such as a medical/dental appointment card will be considered unexcused. Any absence not excused within 48 hours will be considered unexcused.**  
All absences not verified by a parent/guardian or authorized by an administrator will remain unexcused.
- Once a student is on campus, a parent cannot excuse their son/daughter without signing them out through the office.

### **TARDIES**

Attendance is taken each period at the beginning of class. All tardies are recorded. **A student who reaches ten (10) absences, excused or unexcused, during the semester may lose credit in the class or classes in which the ten (10) days are recorded.**

### **TARDY CONSEQUENCES**

- All students who have accrued four (4) or more tardies in one school week will be assigned to Saturday School (3 hours).
- Any student who does not attend an assigned Saturday school will be given additional consequences.

### **MAKEUP WORK**

- It is the student's responsibility to initiate scheduling for make-up work.
- Excused absence - Students will be allowed the number of days absent, plus one day to make up the assignments. Work that was assigned prior to an absence will be due upon return to class. In most cases, if the absence is related to a school function where the student will miss more than a day of school, the work may be turned in before leaving for the school activity.
- Unexcused absence - Students are accountable for all work missed. **Students may turn in missed work for 50% credit. Late work will be accepted up until the end of the unit.**

## BELL SCHEDULES

### Regular Bell Schedule

\*Monday\*

0 Hour	
Period 1	
Period 2	
Period 3	9:28 - 10:33
Period 4A Class	10:37 - 11:32
2 <sup>nd</sup> Lunch	11:32 - 12:02
Period 4B Class	11:07 - 12:02
1 <sup>st</sup> Lunch	10:33 - 11:03
Period 5	12:06 - 1:02
Period 6	1:05 - 2:00

### Achievement Hour Bell Schedule

\*Tuesday - Friday\*

0 Hour	6:30 - 7:25
Achievement Hour	7:25 - 8:00
Period 1	8:04 - 8:59
Period 2	9:03 - 9:58
Period 3	10:02 - 10:57
Period 4A Class	11:01 - 11:48
2 <sup>nd</sup> Lunch	11:48 - 12:18
Period 4B Class	11:31 - 12:18
1 <sup>st</sup> Lunch	10:57 - 11:27
Period 5	12:22 - 1:09
Period 6	1:13 - 2:00

### Late Start Bell Schedule

0 Hour	N/A
Period 1	10:00 - 10:30
Period 2	10:35 - 11:05
Period 3	11:10 - 11:40
Period 4A Class	11:45 - 12:15
2 <sup>nd</sup> Lunch	12:20 - 12:50
Period 4B Class	12:20 - 12:50
1 <sup>st</sup> Lunch	11:45 - 12:15
Period 5	12:55 - 1:25
Period 6	1:30 - 2:00

### Assembly Bell Schedule

0 Hour	6:30 - 7:25
Period 1	7:30 - 8:13
Period 2	8:18 - 9:01
3A Assembly	9:06 - 9:41
3B Assembly	9:46 - 10:21
3C Assembly	10:26 - 11:01
Period 4A Class	11:06 - 11:49
2 <sup>nd</sup> Lunch	11:54 - 12:24
Period 4B Class	11:41 - 12:24
1 <sup>st</sup> Lunch	11:06 - 11:36
Period 5	12:29 - 1:12
Period 6	1:17 - 2:00

### Early Release Bell Schedule

0 Hour	6:30 - 7:25
Period 1	7:30 - 8:01
Period 2	8:06 - 8:37
Period 3	8:42 - 9:13
Period 4	9:18 - 9:49
Period 5	9:54 - 10:25
Period 6	10:30 - 11:00
Lunch	11:00 - 11:30

**FALL FINAL EXAM SCHEDULE**

**Thursday, December 17 and Friday, December 18, 2015**

0 Hour 6:30 - 7:25

**Thursday, December 17, 2015**

Period 1 7:30 - 8:50  
Period 2 8:55 - 10:10  
Period 4 10:15 - 11:30

**Friday, December 18, 2015**

Period 3 7:30 - 8:50  
Period 5 8:55 - 10:10  
Period 6 10:15 - 11:30

**SENIOR SPRING FINAL EXAM**

**Thursday, May 12, 2016**

0 Hour **FINAL** 6:30 - 7:25  
Period 1 **FINAL** 7:30 - 8:50  
Period 2 8:55 - 9:25  
Period 3 **FINAL** 9:30 - 10:50  
Period 4A 10:55 - 11:25  
2<sup>nd</sup> Lunch 11:30 - 12:00  
Period 4B 11:30 - 12:00  
1<sup>st</sup> Lunch 10:55 - 11:25  
Period 5 **FINAL** 12:05 - 1:25  
Period 6 1:30 - 2:00

**Friday, May 13, 2016**

0 Hour **FINAL** 6:30 - 7:25  
Period 1 7:30 - 8:00  
Period 2 **FINAL** 8:05 - 9:25  
Period 3 9:30 - 10:00  
Period 4A **FINAL** 10:05 - 11:25  
2<sup>nd</sup> Lunch 11:30 - 12:00  
Period 4B **FINAL** 10:40 - 12:00  
1<sup>st</sup> Lunch 10:05 - 10:35  
Period 5 12:05 - 12:35  
Period 6 **FINAL** 12:40 - 2:00

**SPRING FINAL EXAM SCHEDULE**

**Wednesday, May 18 and Thursday, May 19, 2016**

0 Hour 6:30 - 7:25

**Wednesday, May 18, 2016**

Period 1 7:30 - 8:50  
Period 2 8:55 - 10:10  
Period 4 10:15 - 11:30

**Thursday, May 19, 2016**

Period 3 7:30 - 8:50  
Period 5 8:55 - 10:10  
Period 6 10:15 - 11:30

**FINAL EXAMS**

- All courses at Queen Creek High School require comprehensive semester final exams
- All students are required to take the final exam during the designed exam schedule
- Students that are absent during their final exam(s) will be issued a zero (0) on the exam which will be calculated into their semester grade
- Students with an excused absence during 1<sup>st</sup> Semester exam week must make up their final exam(s) within two (2) weeks after the start of the second semester
- Students with an excused absence during the 2<sup>nd</sup> Semester exam week must make up their final exam(s) within two (2) weeks of the end of school
- It is the student's responsibility to initiate scheduling a make-up time for their final exam(s) with the designated teacher(s) or office staff.



# COUNSELING & GUIDANCE SERVICES

## **COUNSELING AND GUIDANCE SERVICES**

The Queen Creek High School Counseling and Guidance Center offers services to students in three major domains: academic advisement, career guidance, and personal/social development. Counseling and guidance services are available for all students, their parents, and school staff. Students may see the counselor regarding anything that concerns them. To make an appointment with your counselor, sign up with the counseling reception clerk before/after school or during lunch only.

- **Academic Advisement Services** include assistance with high school registration, placement, four-year planning, and progress monitoring. Further, each student will have access to information about post secondary opportunities, including college selection, admission procedures and financial aid applications. Many scholarships are offered through the counseling office. If you are interested in a scholarship, or other financial aid, contact the counselor as soon as possible. Many scholarships pertain to a particular interest or have certain restrictions. With all these possibilities, there should be some type of financial aid available to you if you have need. Information on colleges, careers and scholarships are found online at [www.qchs.qcusd.org](http://www.qchs.qcusd.org).
- **Career and College Guidance** will focus on helping students to identify their career interests and aptitudes, providing information on the entire spectrum of career options, and suggesting course selections that will prepare students for chosen career areas. Beginning with the class of 2013, all students will be required to complete an Education Career Action Plan (ECAP). Additionally, students interested in attending a college, university, or technical/trade school are encouraged to take advantage of assistance in this area. Students may be:
  - Advised of school entrance requirements and necessary paperwork to begin the admission process.
  - Assisted with preparing for entrance exams (SAT/ACT/Acuplacer).
  - Given financial aid information.
  - Assisted with financial aid forms.
  - Taken on field trips to various school campuses to help students with making informed decisions about where to obtain post-secondary education and training.
  - NCAA Eligibility Center can be accessed through the QCHS Athletic website at [qchsathletics.org](http://qchsathletics.org). under "Files & Links" and then "corecoursegpa.com".
- **Personal Counseling** will be offered on a prevention, intervention, and referral basis. Students are encouraged to consult with the counselor on an individual basis when they are faced with a problem or concern which so preoccupies them that they are unable to deal with the demands of school and home life.
- **Students in Distress:** Students in distress who are reporting or exhibiting great pain, anxiety, depression, physical or mental suffering or are expressing suicidal/ homicidal ideations will be referred to the school psychologist and the Student in Distress Protocol will be followed to help students and parents get the appropriate treatment and intervention.
- **Substance Abuse Education Program:** QCHS has developed a Substance Abuse Education Program for students who are found to be in violation of a first

offence of bringing banned substances to school as defined by the student code of conduct. This is intended as an educational program only and not as treatment of addiction issues. Students may be required to participate in the program along with other discipline as an intervention to help students and parents understand the issues effecting their education.

Counseling services are available for all students. Appointments with the counselor can be made before/after school or during lunch time with the counseling clerk. Appointments will be set so as not to interfere with the student's academic schedule if possible. All attempts will be made to render service as quickly as possible.



## DANCES & ACTIVITIES

### **DANCES AND ACTIVITIES**

- Students must show their guest passes and I.D. card at all dances.
- Students in grades 9-12 can only attend senior high activities. Middle school students may not attend high school dances. (Even if they are enrolled in high school classes)
- Guests must be under the age of 21.
- Students will not be issued refunds for prepaid student activities.

### **Guests**

- Guest passes, **for dances**, may be obtained through the Administration Office. Students will be given a *Guest Pass Request* form to complete. The Principal or Assistant Principal must approve all guests. Only one guest per student.
- The student obtaining the pass is responsible for the behavior of their guest. Guest must be accompanied by student obtaining guest pass at all times.
- Only enrolled QCHS students may request a guest pass.
- Guest passes must be submitted to administration 2 weeks prior to any dance.

### **Chaperones**

- Dances will be chaperoned appropriately based on the number of participants.

### **Rules**

- Once a student leaves the facility, they must immediately leave the property. There will be no re-admittance.
- School rules apply to school activities. The student code of conduct will govern the conduct of all activity participants.
- Students on suspension are not eligible to attend any activity.
- No person will be admitted if he/she appears to be under the influence. Use, possession, sale or distribution of alcohol, tobacco or drugs is against school policy and students will be subject to appropriate school discipline. Students with guests are responsible for the behavior of their guests and will serve the consequences of the student code of conduct if they do not ensure the proper conduct of their guests.
- Students are responsible for their own transportation to and from the dance. If not picked up in a timely manner students may not be able to attend the next dance. Vehicles at a school function are an extension of the student. If inappropriate items as defined in QCUSD Disciplinary or School Board policy are found in a vehicle at a school function the driver and passengers may be subject to the same disciplinary action.

### **Clean-up**

- The sponsoring organization is responsible for organizing and supervising the clean-up.
- Clean-up must be done immediately after the activity. If it is a weekend and there is no activity scheduled the next day, clean up must be completed before noon the next day if the activity is held on school grounds. Trash must be bagged, and any spills must be mopped up. All decorations and trash must be removed.

### **Prom**

Only juniors and seniors may attend the Prom. Students who do not attend the school or have not attained junior status are not permitted to attend unless invited by a junior or a senior with an approved Guest Pass. Students attending Middle School are not permitted to attend the prom, even if invited by a junior or senior.



## DRESS CODE

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board takes pride in the appearance of its students. Dress reflects personal integrity and implies attitudes toward self, school and conduct. Therefore students are expected to dress and groom neatly in apparel suitable for school activities. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health and safety of others. **Clothing that is disruptive or that detracts from the educational process or is destructive to school property is inappropriate.** Because the school environment is a workplace, acceptable clothing for school may be different than clothing that may be worn in other environments. State health standards require footwear to be worn at all times when on school campus.

When in doubt, parents and students should select more conservative clothing. Students deemed inappropriate in their attire will be directed to the Administration office to obtain acceptable clothing and may result in further disciplinary action. Parents will be notified for repeat offenses.

**The following items are considered inappropriate for the school settings:**

- Any attire such as, but not limited to: exposing chest, cleavage, abdomen, genital area, or buttocks.
- Any attire deemed to be gang related or affiliated with a negative group. This includes any altered clothing such as, but not limited to: bandannas, memory shirts, and headgear, including do-rags and hairnets.
- Any "in memory" attire.
- Any attire that is deemed to be vulgar, profane, racially or sexually suggestive, or obscene or promotes violence threats or intimidation.
- Any attire that presents a risk to the health, safety or general welfare.
- Any attire that creates a threat, intimidation, or undue pressure.
- Jewelry that presents a safety hazard to self and/or others, this includes spiked jewelry, chains or other potentially dangerous accessories.
- Clothing or patches that advertise, display, or encourage the use of alcohol, tobacco (in any form), drug paraphernalia, weapons, violence and/or illegal substances of any type.
- Low-cut shirts, see-through shirts, bare-midriff shirts, or clothing that is backless or razor-back shirts that are revealing (No visible spaghetti straps showing).
- Pajamas and/or slippers.
- Hats worn in any building.
- Tank tops with shoulder widths less than 1 1/2 inches.
- Muscle shirts, undergarments worn as outer garments, tube tops, short skirts or short shorts (minimum hemline of shorts & skirts is to the end of fingertips), excessively baggy and/or sagging pants or shorts, trench coats, any clothing that allows your underwear to show.
- Visible tattoos that are considered inappropriate.

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 administrators will make the final decision regarding the appropriateness of any student's appearance. Any apparel which the administration determines to be unacceptable in light of community standards is prohibited. This includes but is not limited to clothing which offends or disrupts the educational process.

***Students who violate the dress code policy are subject to the disciplinary code. Please see table on page 39 for discipline matrix pertaining to dress code.***





# GENERAL STUDENT INFORMATION

## ACTIVITIES PROGRAM

Queen Creek High School offers extensive opportunities for all students to participate in the activities of their choice as an integral part of their school program. Club and class experiences are designed as an extension of the academic needs and interests of all students.

## CLUBS & ORGANIZATIONS

Academic Decathlon	FFA – Future Farmers of America	
Badminton	Football	Skills USA – Graphic Design
Band	Freshmen Class	Sand Volleyball
Baseball	Golf	Soccer
Basketball	HOSA (Health Occupations)	Softball
Boys Volleyball	Junior Class	Sophomore Class
Bulldog Buddies	Link Crew	Special Olympics
Choir	National Technical Honor Society	Spirit Line
Cross Country	National Honor Society	Student Council
Dance	Orchestra	Swim and Dive Team
DECA	Physics	Tennis
Drama/Thespians		
FCA –	Robotics	Track
FCCLA – Early Childhood Development		
FCCLA - Culinary	Senior Class	Volleyball
FCCLA – Fashion and Design	Skills USA –	Wrestling
	Skills USA –Carpentry	Yearbook

## AREAS RESTRICTED TO STUDENTS

The following areas are restricted to students during the school day. A written pass (from administration or designee) is required for student access to:

- Parking lot
- Gym (unless assigned to a class) and gym hallways
- Athletic Fields (unless assigned to a class)
- Performing Arts Center (unless assigned as a class)
- Hallways during lunch, class time, before or after school
- LDS Church parking lot or building unless assigned to a class

***Students are not allowed in hallways or classrooms during their lunch unless supervised by faculty.***

## ASSEMBLIES

Assemblies are held for a variety of purposes: to teach, to entertain, to display school spirit, to celebrate and to honor various students, teams, clubs, and/or organizations. Members of the audience should respect and show courtesy toward the rights of the performer(s) and/or speaker(s). All assemblies are considered part of the regular school day. Students are required to attend assemblies, arrive on time, and sit with their assigned classes. Students who do not attend their assigned assembly are subject to disciplinary action.

## BOOKSTORE

Textbooks are distributed in the classroom. Students are required to pay for all lost or damaged books. This includes defacing or removing bar codes. Students that have outstanding books on our records will not be issued books for the next school year until those books are either returned or paid for. Students are responsible for returning the EXACT book that was checked out to them. Barcodes must match student who checked them out or credit will not be given. Students are responsible for returning books to the

class they were checked out from. Do not give books to your teacher to return. All fees, such as lost book payments, class fees, athletic fee, and parking fees are paid to the Bookstore Manager. No refunds of fees will be given after three (3) weeks from the beginning of the semester.

### **BUS PASSES**

Any student wishing to ride a bus, other than their normally scheduled one, will need to obtain a bus pass from the Administration Office. A note written and signed by a parent (student name, bus number, who student is riding with or bus stop, contact number and date) requesting their child to ride a different bus must be turned in to the Administration Office at least 30 minutes prior to the end of the school day. No phone calls will be accepted for bus passes except in emergency situations. The Administrative Office will issue a temporary bus pass for students who have forgotten their student ID. However, only two (2) passes will be written for each student per semester. If a student exceeds this amount they will need to set up an alternative mode of transportation.

### **CLOSED CAMPUS**

Queen Creek High School is a closed campus. Students may **NOT** leave the campus once in school (if they have an assigned class) or are at lunch. Parents who sign out their students must do it through the Attendance Office. Once school has started, any student needing to leave school, without a parent/guardian present to sign them out, will need to have a written and signed note from parent/guardian or a phone call placed to the Attendance Office prior to the start of school.

### **COMMUNICATION**

#### **• TELEPHONE**

**If a parent/guardian needs to contact their son or daughter, during the regular school day, please contact 480-987-5973.** We respectfully request that parent/guardian only do this in the case of an emergency. There is a designated phone in the front office for student emergency use only. **Parents should not call their son/daughter's cell phone during the school day as cell phones are not allowed during class time.**

#### **• ITEM DROP OFF**

Items needing to get to your student during the school day are to be dropped off at the Front Office. Only items of an emergency nature are to be dropped off, helping to minimize on classroom disruption. Balloons and celebratory items are limited to one or two items.

#### **• E-MAIL**

To communicate with a faculty member through e-mail, use all lower case letters, no spaces, initial of first name, last name and @qcusd.org - Example ([idoie@qcusd.org](mailto:idoie@qcusd.org))

#### **• STUDENTVUE**

QCHS is using StudentVue to post grades and homework for students. You can login at anytime to check your student's current grades, homework, missing assignments, and test scores. It is completely secure, no one else can see your personal information. To access the website go to <http://qc.apsc.org/pxp> and type your student's name and password. Please make sure your contact information is up-to-date. This system is a great way to keep communication open between teacher, student and parents.

### **EMERGENCY PROCEDURES**

State law requires that all schools practice evacuation drills. The purpose of these drills is to acquaint all students with the different exits depending on the area they may be in at the time of the evacuation drill. In case of an evacuation drill, students must exit in an orderly, efficient manner. In the unlikely event of a fire, bomb or other emergency requiring the evacuation of the building, notification will be given by sounding the fire alarm, making an announcement over the public address system, or sending a message in the case of a power outage. When notification is received, students should follow the evacuation plan posted in their rooms. Students who are in the breezeways, restrooms or lunchroom during the emergency should evacuate through the nearest exit and then report to a teacher at the

gathering site for their class. Students should not attempt to return to classrooms during an emergency evacuation. EXCEPTION: When there is an emergency lockdown situation, students and teachers will remain in their classrooms until further notice. Official notice will be given as to where and how the students and teachers will evacuate.

**FOOD IN CLASSES**

No food or drink in the classroom except for bottled water in clear containers.

**GRADUATION REQUIREMENTS**

Students in grades nine through twelve (9-12) must earn 22 credits of acceptable course work in order to graduate from Queen Creek High School.

REQUIRED SUBJECTS	GRADUATION REQUIREMENT 2013 & AFTER	ARIZONA UNIVERSITIES ENTRANCE REQUIREMENTS
English	4	4
Mathematics	4	4 (Algebra +)
Science	3	3 (Lab)
Social Studies	3	2
Modern Language	0	2
Physical Education	1	0
CTE/Fine Arts	1	1 (Fine Art)
Required Courses	16	16
Elective Courses	6	0
Total Required	22	16

\*Students are required to participate in all state mandated testing, per the Arizona Department of Education. Specific testing requirements are subject to change.

**GRADUATION STOLES CRITERIA**

Criteria for the honor of wearing a CTSO stole:

- 3.2 GPA
- Attended 70% of scheduled meetings or events senior year
- Good standing with the CTSO
- Successfully completed at least one CTE class tied to that CTSO
- Participation in at least one competition or event (as further defined by advisor)
- Held position as a CTSO Officer
- NHS & Student Council must meet specific requirements to be approved
- EVIT graduation regalia may not be worn at QCHS Graduation.

**HEALTH SERVICES**

The school Health Office is staffed with a registered nurse certified in school nursing and a part-time health assistant. The RN is also available during regular school hours by phone. The school Health Office is equipped to handle minor illnesses and accidents. Emergencies and serious illnesses will be responded to and referred to appropriate health professionals. The Health Office also helps coordinate care (during the school day) for students with a chronic illness and/or special needs. Any student with a chronic illness should notify the Health Office. **Students, who become ill or are injured at school, should report to the Health Office or other office personnel immediately. They should not leave school without permission.**

- Students may be dismissed from class at any time if the teacher considers it necessary.
- Students who are ill or injured will be sent to the Health Office for attention. Students should come alone to the office unless it is necessary for someone to help them.
- Any pregnant student should inform the nurse.
- A student may visit the Health Office, **in an emergency**, without a permission slip.

- It is important that a student's address, phone number, emergency contact person, and medical information be accurate. Access to this information is vital in case of an emergency.
- Student health screenings are conducted through the health office. These include hearing and vision as recommended by the State of Arizona. Other screenings may include height and weight, dental, and blood pressure. You may exempt your student from any, or all, screenings by giving written notice to the QCHS Health Office yearly.
- House Bill 2295, Chapter 208, 1990 - requires that pupils be suspended from school upon enrollment if documented proof of immunization is not submitted unless the student is exempted due to personal beliefs of the parents, or due to certification that immunization is detrimental to the student's health. This requires that the immunization record be a part of the student's permanent record. This requires exclusion of students who lack documented proof of immunization during outbreaks of communicable and/or preventable diseases.
  - If it becomes necessary for the student to take any form of medication during school hours, a signed note from a parent or guardian must be presented to the Health Office giving permission to administer medicine and relieving the school from liability. School personnel may cooperate if the following conditions are met:
  - Whether a prescription drug or an over-the-counter drug, the medication must come in its original container. Vitamins and supplements will not be administered at school
  - The pharmaceutical label must be on the container of any prescription drug. The label must have the student's name, dosage, times the medication should be given and the physician's name.
  - Parent must provide written direction to the school that the medication is to be administered.
  - For students on campus, medication shall be kept in the Health Office and dispensed through the nurse or by principal's designee.
  - Students may carry their inhalers or epi-pens, as needed, to address their medical needs. The nurse must be notified of the medication and the reason prescribed. The medication must be in the original container and have the student's name, physician and orders for use on the container. Parent permission must be on file. Medication must never be shared between students.
  - Elevator keys are available upon request. There is a \$50.00 charge for any elevator key that is lost. Parent and student signatures must be on the checkout form prior to issuance of keys.
  - Any student with head lice or nits will be sent home.

#### **HOMEWORK POLICY DURING TWO-WEEK BREAKS**

No homework is assigned during the break with the exception of honor and dual enrollment classes. Honor and dual enrollment classes follow a more rigorous curriculum; therefore, students in these courses may have assignments given over break.

#### **HONOR ROLL AND PRINCIPAL'S LIST**

- Students must be enrolled in at least four classes that determine GPA. (A "P" grade is not used to determine grade-point value and does not count toward Honor Roll.)
- Students may have no grade below a "B".
- Students must have a grade point average of 3.25 to 3.74 for Honor Roll.
- Students must have a grade point average between 3.75 or above for the Principal's List.
- Students who are on the Principal's List for the first three quarters will receive recognition at the Spring Academic Awards Ceremony.

#### **IDENTIFICATION CARDS**

Students are required to have their student I.D. card while on campus. ID cards that are damaged or defaced will be required to be replaced at the student's expense. Replacement I.D. cards are \$5.00 and can be purchased at the Bookstore. ID cards are the property of the school. Students must be able to produce their ID card upon request.

### **LEAVING CAMPUS**

Students are to remain on campus until they have completed their class schedule. A parent/guardian **must** sign out their student with the Attendance Office prior to their child leaving campus during the school day. Photo ID is required for verification of guardianship. Seminary students are also required to be signed out by their parent/guardian at the high school's Attendance Office prior to leaving. A phone call during the day is not sufficient. Once school has started any student needing to leave school, without a parent/guardian present to sign them out, will need to have a written and signed note from parent/guardian or a phone call placed to the Attendance Office prior to the start of school. Any student leaving campus, without first being signed out through the Attendance Office, will not be excused for the classes they have missed.

Excuses are as follows:

- Students with doctor and dental appointments may leave in time to meet appointments, provided they check out through Attendance Office and the school has received parental permission.
- Students may be given permission by the principal or designee to leave campus for special needs, with parental approval.
- When a class or groups of students are scheduled to leave campus to participate in a school-sponsored activity, such students must have signed parental permission slips on file in the attendance office.
- **Students are not permitted to transport themselves to off-campus school activities without prior administrative approval, except for off-site school sponsored dances.**
- EVIT students who plan to ride the bus to EVIT must remain on campus until the EVIT bus departs. Leaving campus and returning to ride the bus is prohibited. Students will not be allowed on the bus if they have left campus.

### **LOCKERS**

PE lockers are issued to students involved in PE, athletics and some CTE classes. Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume responsibility for the security of their lockers which will require a student to purchase a lock. **Students should protect their property by keeping their locker locked, guarding the combination and NOT sharing.** Administration will **not** investigate the theft of items not in a locked locker. School authorities may conduct inspections of lockers at any time, for any reason and without notice, without student consent and without a search warrant. Students should not plan on storing books in PE lockers because lockers are limited in use to PE classes.

### **LOST & FOUND AND CONFISCATED ITEMS**

Items which are lost and recovered may be claimed in the front office. Any unclaimed items may be donated to charity at the end of each semester.

### **LOST OR DAMAGED SCHOOL BOOKS/PROPERTY**

Students who sign-out textbooks, library books, or other school property are held responsible for such property and must pay the replacement value if the property is lost or damaged. Students are responsible for returning the book that they were checked out.

### **SCHOOL LIBRARY**

The use of the school library is a privilege. The library is open before school, lunch, during advisory, and after school. To use the library during class, all students must have an ID and a pass from the teacher whose class the student is missing. Students must sign in at the circulation desk regardless of time of day.

Books, including teacher assigned literature studies, can be checked out for a limited time period. Library fines for late books will be assessed on late materials at \$ .10 a day per book. Additional fines will occur for lost or damaged materials up to the replacement cost of the material. Textbooks and reference books are available for students to use in the library.

Computers are available for student use. Printing fees are \$ .10 per page. Students may

not play games on the computers unless the game is part of an educational program.

### **LUNCH**

The lunch period is designed to provide a balanced diet and proper nutrition and opportunities for socialization and relaxation. The cafeteria and amphitheater are places to eat. Each student is responsible for cleaning their table and the area at which she/he eats.

**During lunch hours, students must stay on school property within full view of the supervisors.**

### **PARKING**

The Queen Creek Unified School District provides limited bus transportation. In order to maintain a safe campus environment, regulate student use of vehicles during school hours, and minimize the chances of vandalism, the following regulations have been established:

- **All student-driven motor vehicles, including motorcycles, must be registered with the school office and parked in the designated Student Parking Area, located on the east side of the campus. Students may not park in any other lots on campus during the school day. This includes the lot in the front and the lot to the west. Registration of vehicles needs to be completed prior to parking on campus.**
- Before a student is issued a parking permit, he/she must register the vehicle in the Bookstore, pay a \$75.00 registration fee and complete a parking contract. Half a year parking permit will cost \$40.00.
- Students are issued a vehicle tag. This vehicle tag must be displayed on the rear view mirror so that it is visible to school officials.
- Students may not be in the parking areas or vehicles during the school day without SPECIFIC WRITTEN PERMISSION from the Administrative Office. **This includes lunch hours and breaks.**
- Student-driven vehicles are not allowed in bus-loading areas.
- Students who drive trucks are not permitted to have passengers in the bed of the truck while on school grounds.
- Parking privileges may be revoked if, but not limited to one of the following occurring: reckless driving, failure to drive courteously, failure to provide adequate seating/seat belts for passengers, failure to respond to school rules and authorities, intentionally damaging other vehicles, and leaving campus without approval.
- The school is not responsible for vehicles or a vehicle's contents parked on school grounds. **VEHICLES PARKED ILLEGALLY MAY BE TOWED or Booted** at the owner's expense. This includes the Seminary Parking lot.
- Vehicles should not be used for lockers. Thus, once a student has begun school, he/she shall not return to the vehicle until his/her school day is over. Students are not permitted to sit in cars and loiter in the parking lot.

### **PASSES**

Students must have a pass from the period teacher to which they are assigned, in order to be out of class. Students must check-in and receive permission from the period teacher in order to leave for any other activity including the restroom.

### **PERSONAL PROPERTY**

Any personal property including instruments (music, electronic, etc.) or other materials for classroom use or demonstration, brought on, or left on the school premises is **at the risk of the owner. The school is not responsible for personal property brought on to QCHS campus or at a school event.**

Personal belongings that are not directly related to the educational process are **NOT** allowed to be used during class time. This includes but is not limited to:

- **Electronic devices such as cell phones, iPods, MP3 players, CD players, etc.**
- **Cameras and video cameras are not permitted without prior administrative approval.**
- Cell phones used during class time will be confiscated.

- Skateboards and roller blades may not be brought to school. Items that are deemed inappropriate and interrupt the educational setting will be confiscated. These items will be returned at the end of the school day or parent/guardian pick up may be required as per teacher discretion.

#### **SCHOOL COLORS**

The school colors are purple and gold. Students and staff are encouraged to wear school colors on Fridays.

#### **SEARCHES**

- The administration reserves the right to search and seize when there is reasonable belief that some material or matter, which is detrimental to health, safety, and welfare of the student(s), exist. Lockers are provided as a convenience to the students but remain the property of the school and are subject to its control and supervision.
- Searches on school property may be conducted at any time for the health, safety, and welfare of the school.
- Students may be asked to turn out their pockets, empty backpacks, remove their shoes, socks, hats and coats when there is good cause to believe that some matter or material that is detrimental to health, safety and welfare of the student(s) exists.
- School parking areas will be subject to routine patrols and inspections. Searches of student vehicles may be conducted if there is reasonable suspicion.
- Students may be subject to a search if they are found in an unauthorized area or if they have left campus without permission.
- Trained narcotic/bomb dogs may be used to help maintain a safe environment.

#### **SEIZURES**

School authorities shall seize illegal items or other possessions reasonably determined to be a threat to the safety and security of others. Items seized may be held by the school, returned to the parents or turned over to the police. School records should reflect all items seized.

#### **TUTORING ASSISTANCE**

Various forms of student assistance are available including peer tutors. Students experiencing academic difficulty should talk with their teacher or see a counselor for details.

#### **VALEDICTORIAN AND SALUTATORIAN**

Queen Creek High School's Valedictorian and Salutarian will be determined by a school committee and will not be solely based on grade point average.

#### **VISITORS TO CAMPUS PASSES**

**ALL VISITORS MUST CHECK IN THROUGH THE FRONT OFFICE. Students will not be permitted to bring non-QCHS students to the campus at anytime during the school day.** Visiting parents/guardians must have administrative approval at least 24 hours in advance of the requested visit. Our commitment to academic excellence and school safety necessitates the school establishing this procedure.

#### **WARRANTS**

If a student is arrested and removed from campus, reasonable effort will be made to contact the parent/guardian by school authorities and a school release form will be completed.



## TECHNOLOGY INFORMATION

### **ELECTRONIC INFORMATION SERVICES**

QCHS may provide electronic information services (EIS) and equipment to qualified students. Electronic information services include networks (Internet), databases, and any computer-accessible source of information, whether from hard drives, flash drives, compact disks (CDs), or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of QCHS.

To assure that the EIS and equipment are used in an appropriate manner and for the educational purpose intended, QCHS will require anyone who uses the EIS and equipment to follow its guidelines and procedures for appropriate use. Anyone who chooses to misuse, abuse, or chooses not to follow the EIS agreement may be subject to disciplinary action.

It is important that each user and their parents sign and submit the EIS agreement. This agreement is part of the registration packet. If this sheet is not on file, students will **NOT** be permitted to avail themselves of electronic information services. **QCHS reserves the right to log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time.**

QCHS is not responsible for any service interruptions, changes, or consequences. The school reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services and equipment. QCHS does not assume liability for any user abuse, misuse or any information retrieved via EIS, nor does it assume any liability for information lost, damaged or unavailable due to technical or other difficulties.

### **Terms and Conditions**

Acceptable use of the electronic information services (EIS) and equipment requires that the use of the resources be in accordance with the following guidelines and support the instruction, research, and educational goals of QCHS. The user must:

- Use the EIS for educational purposes only.
- Agree not to submit, publish, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright regulations.
- Keep confidential all home addresses and personal phone numbers.
- Understand that electronic mail is not private.
- Use the network so that it does not disrupt the use of the network by others.
- Assume personal financial responsibility for any services or products incurred without District authorization.
- Abide by the QCHS "Uniform Code of Student Conduct," including but not limited to Article B (Behavior), Section 4 (Vandalism); A.R.S. 15-842, and relating to damage to school property; Article 24, misuse of Electronic Information Services; and all Board policies that may be applicable to any circumstance that may arise.
- Safeguard all software and system security.



# QUEEN CREEK HIGH SCHOOL

## STUDENT CODE OF CONDUCT

### **Governing Board Policy JIC Student Conduct**

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in 13-604, involves a deadly weapon or dangerous instrument or that could posed a threat of death or serious injury to employees, students or other on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for the individual schools.

### **Off Campus Conduct**

School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while off campus during the normal school day. This includes the student's conduct while going to and from school. The school for any misconduct may discipline a student while off campus at the times specified above. See specific areas of behavior for more detail and actions to be taken.

### **Governing Board Policy JKDA Removal of Students from School-Sponsored Activities**

The principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The principal also may remove a student from a specific position, such as office, editor, or captain of an activity, without removing the student from the entire activity.

The principal may remove a student pursuant to the preceding two (2) paragraphs, whether or not the student has been elected, appointed, or assigned to, or has volunteered for, the activity.

Before removing a student from an activity or position as a result of the student's violation of the student discipline policies, rules, and/or regulations, the principal must comply with the notice-and-hearing provisions of those policies, rules, and/or regulations.

Before removing a student from an activity or position for reasons other than a student's violation of the student discipline policies and/or regulations, the principal shall give written notice to the student. The notice shall include the reason or reasons for the removal and the date that the removal is to become effective. If the student disagrees with the principal's determination, the student may, within five (5) school days, request in writing a conference with the principal. The conference shall be held as soon as practicable after the principal receives the written request. At the conference, the student shall be given a full explanation of the reason or reasons for the action taken. The student shall be given an opportunity to present an explanation of the events relating to the action.

If, after the conference, the principal determines that the decision to remove the student from the activity or position is correct, the removal shall become effective on the date indicated in the principal's notice. If, after the conference, the principal determines that action of a less severe nature than removal is warranted, the principal may impose the less severe action. If, after the conference, the principal determines that neither removal nor less severe action is warranted, the prior decision to remove the student shall be rescinded.

### **Governing Board Policy JJC Student Performances/Exhibits/Competition**

Any student or group of students planning to give public performances representing the District shall first secure permission from the principal. Such performances shall be in keeping with the general goals and objectives of the educational program and the following:

- Funds, if collected, shall be credited to the appropriate students activities fund account.
- The participation in the project will not deprive students of time needed to acquire basic skills.
- The regular schedule will not be interrupted unless the majority of the students benefit through their participation.
- The activity shall contribute to the education program.

### **Governing Board Policy JII-FB Student Concerns, Complaints and Grievances**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which

- the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment of the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.



## STUDENT DISCIPLINE

School rules are designed to protect all students. To protect the rights of all students, it is important that parents and students understand the consequences of misbehavior.

The following chart includes a list of common and/or serious student conduct violations, along with a range of recommended consequences. This list is not meant to be exhaustive. Following the chart are terms and definitions of the violations. Intended prohibited conduct may subject the student to the same discipline as an actual violation.

The violations and range of actions listed are meant as guidelines to be followed unless circumstances warrant otherwise, as determined by the principal or other authorized person administering the action.

### DISCIPLINE ACTIONS (Middle and High School)

\*Reported to ADE

\*\*Reported to local law enforcement and ADE

<b>AGGRESSION</b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Aggressive Act (Minor)	Minimum	Conference/Detention	Conference/Suspension
	Maximum	Suspension	Expulsion
Assault (Physical)* Fighting* Aggravated Assault ** Endangerment* (Police Involvement)	Minimum	10-Day suspension	Long-Term Suspension Hearing Alternative Placement
	Maximum	Expulsion	Expulsion
Disorderly Conduct Disruption	Minimum	Conference/Detention	Conference/Suspension
	Maximum	Suspension	Expulsion
Disruption of Education Setting** (Police Involvement)	Minimum	Conference Community Service Detention	Long-Term Suspension Hearing Alternative Placement
	Maximum	Removal From Class Long-Term Suspension Hearing Alternative Placement	Expulsion
Homicide** (Police Involvement)	Minimum	Long-Term Suspension Hearing Alternative Placement	Expulsion
	Maximum	Expulsion	Expulsion
Kidnapping** (Police Involvement)	Minimum	Long-Term Suspension Hearing Alternative Placement	Expulsion
	Maximum	Expulsion	Expulsion
Recklessness	Minimum	Conference/Detention	Conference/Suspension
	Maximum	Suspension	Expulsion
Verbal Provocation	Minimum	Conference/Detention	Conference/Suspension
	Maximum	Suspension	Expulsion

<b>ALCOHOL, TOBACCO &amp; OTHER DRUGS</b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Alcohol** Drugs** Paraphernalia ** Non-Prescribed Drug** Under the Influence** (Police Involvement)	Minimum	Confiscate Materials 10 Day Suspension	Confiscate Materials Long-Term Suspension Hearing Alternative Placement
	Maximum	Long-Term Suspension Hearing Alternative Placement	Expulsion
Smoking** Tobacco Use** Possession** (Police Involvement)	Minimum	Community Service Detention Possible Citation	Suspension
	Maximum	Suspension	Expulsion

<b>ARSON</b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Arson** (Police Involvement)	Minimum	10-Day Suspension Restitution	Long-Term Suspension Hearing Restitution Alternative Placement
	Maximum	Long-Term Suspension Hearing Restitution Alternative Placement	Expulsion

<b>ATTENDANCE POLICY VIOLATION</b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Ditching* Unexcused Absence* Truancy	Minimum	Detention	Removal From Class Suspension
	Maximum	Removal From Class Suspension	Expulsion
Leaving Campus Without Permission	Minimum	Alternative Learning Center	Suspension
	Maximum	Suspension	Suspension
Tardy	Minimum	Conference	Removal From Class
	Maximum	Removal From Class	Suspension

<b>HARASSMENT, THREATS &amp; INTIMIDATION</b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Bullying* (Police Involvement)	Minimum	Conference	10-Day Suspension Hearing Alternative Placement
	Maximum	10-Day suspension Hearing Alternative Placement	Expulsion
Harassment (Non-Sexual) Illegal Discrimination* (Race, color, Creed, National Origin, Age, Gender, Handicapping Condition)	Minimum	Conference Suspension Diversity Training	10- Day Suspension
	Maximum	10-Day suspension	Expulsion
Hazing* (Police Involvement)	Minimum	Conference	10-Day Suspension Hearing Alternative Placement
	Maximum	10-Day Suspension Hearing Alternative Placement	Expulsion
Threat * Intimidation* (Police Involvement)	Minimum	10-Day Suspension	Long Term Suspension Hearing Alternative Placement
	Maximum	Long Term Suspension Hearing Alternative Placement	Expulsion

<b>LYING, CHEATING, FORGERY &amp; PLAGIARISM</b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Cheating Academic Misconduct Plagiarism	Minimum	Teacher Intervention Conference Zero On Assignment Community Service Detention	Zero On Assignment Suspension Removal From Class
	Maximum	Zero On Assignment Suspension	Expulsion
Dishonesty Lying	Minimum	Conference	Conference/Suspension
	Maximum	Suspension	Expulsion
Forgery	Minimum	Conference	Suspension
	Maximum	Suspension	Expulsion

<b>GENERAL SCHOOL VIOLATIONS</b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Appearance/Dress Code	Minimum	Correct Apparel Conference	Suspension
	Maximum	Correct Apparel Suspension	Suspension
Bus Violation	Minimum	Conference	Loss of Bus Privileges
	Maximum	Loss of Bus Privileges	Expulsion From Bus
Chronic Offences	Minimum	Suspension	10-Day suspension Hearing Alternative Placement
	Maximum	10-Day suspension Hearing Alternative Placement	Expulsion
Combustible	Minimum	Suspension	10-Day suspension Hearing Alternative Placement
	Maximum	10-Day suspension Hearing Alternative Placement	Expulsion
Defiance of Authority Abuse of Staff (Police Involvement)	Minimum	Conference Community Service Detention	Removal From Class 10-Day Suspension
	Maximum	10-Day suspension	Expulsion
Electronic Devices	Minimum	Conference Put Away Confiscated	Confiscated
	Maximum	Suspension	Suspension
Gambling	Minimum	Conference	Suspension
	Maximum	Suspension	10-Day suspension
ID Violation	Minimum	Parent Contact Purchase New ID	Parent Contact Purchase New ID
	Maximum	Alternative Learning Center	Suspension
Misuse of Technology or Printed Material	Minimum	Conference	Removal of Access Suspension
	Maximum	Removal of Access Suspension	10-Day Suspension
Negative Group Affiliation (Police Involvement)	Minimum	Conference	10-Day Suspension Hearing Alternative Placement
	Maximum	Expulsion	Expulsion
Off Campus Violent Acts Criminal Conduct (Police Involvement)	Minimum	10-Day Suspension	10-Day Suspension Hearing Alternative Placement
	Maximum	Expulsion	Expulsion
Profanity Out of Class/Undirected	Minimum	Conference to 3-Day Suspension	Conference to 3-Day Suspension
	Maximum	10-Day Suspension	10-Day suspension
Profanity In Class/Undirected	Minimum	Conference to 3-Day Suspension Removal From Class	Conference to 3-Day Suspension Removal From Class
	Maximum	10-Day Suspension	10-Day Suspension

<b>GENERAL SCHOOL VIOLATIONS CON'T</b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Profanity In & Out of Class Directed at Faculty/Staff (Police Involvement)	Minimum	10-Day Suspension	10-Day Suspension
	Maximum	Long Term Suspension Hearing Alternative Placement Expulsion	Long Term Suspension Hearing Alternative Placement Expulsion
Public Display of Affection	Minimum	Conference	Suspension
	Maximum	Suspension	Suspension
Vehicle Violations (Police Involvement)	Minimum	Conference	Suspension and Loss of Parking Privileges
	Maximum	Suspension and Loss of Parking Privileges	Suspension and removal of Parking Privileges

<b>SCHOOL THREAT</b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
School Threat Bomb/Chemical or Biological Threat** Other Threat* Fire Alarm Misuse** (Police Involvement)	Minimum	10-Day Suspension Hearing Alternative Placement	Expulsion
	Maximum	Expulsion	Expulsion

<b>SEXUAL OFFENSES</b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Indecent Exposure (Police Involvement)	Minimum	Conference/Suspension	Suspension
	Maximum	10-Day Suspension	Expulsion
Pornography (Policy Involvement)	Minimum	Suspension	Suspension
	Maximum	10-Day Suspension	Expulsion
Sexting (Police Involvement)	Minimum	Suspension	Suspension
	Maximum	10-Day Suspension	Expulsion
Sexual Acts** (Police Involvement)	Minimum	Suspension	10-Day Suspension Hearing Alternative Placement
	Maximum	10-Day Suspension Hearing Alternative Placement	Expulsion
Sexual Abuse or Sexual Conduct with a Minor or Child Molestation** (Police Involvement)	Minimum	10-Day Suspension	Expulsion
	Maximum	Expulsion	Expulsion
Sexual Assault (Rape)** (Police Involvement)	Minimum	Long-Term Suspension Hearing Alternative Placement	Expulsion
	Maximum	Expulsion	Expulsion
Sexual Harassment* Sexual Harassment with Contact* (Police Involvement)	Minimum	Conference	Suspension
	Maximum	Suspension	Expulsion



<b><i>THEFT</i></b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Burglary** Robbery* Armed Robbery** (Police Involvement)	Minimum	10-Day Suspension Hearing Alternative Placement	Expulsion
	Maximum	Expulsion	Expulsion
Extortion* (Police Involvement)	Minimum	Conference/Restitution	10-Day Suspension Hearing Alternative Placement
	Maximum	Suspension/Restitution	Expulsion
Theft (Police Involvement)	Minimum	Conference/Restitution	10-Day Suspension Hearing Alternative Placement Restitution
	Maximum	10-Day Suspension Hearing Alternative Placement Restitution	Expulsion

<b><i>TRESPASSING, VANDALISM &amp; CRIMINAL DAMAGE</i></b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Destruction of Property* Vandalism or Criminal Damage** (Police Involvement)	Minimum	Community Service Detention Conference Restitution	Suspension Alternative Placement Restitution
	Maximum	Suspension/Restitution	Expulsion
Trespassing (Police Involvement)	Minimum	Conference	Suspension Trespassing Letter
	Maximum	Suspension Trespassing Letter	Long Term suspension

<b><i>WEAPONS &amp; DANGEROUS ITEMS</i></b>			
<b>VIOLATION</b>	<b>RANGE</b>	<b>ACTION FIRST OCCURRENCE</b>	<b>ACTION REPEATED OCCURRENCE</b>
Dangerous Instrument*	Minimum	Suspension	Long Term Suspension Hearing Alternative Placement
	Maximum	Long Term Suspension Hearing Alternative Placement	Expulsion
Weapons** Firearm Including Destructive Devices** Simulated Weapon/Firearm (Police Involvement)	Minimum	10-Day Suspension Hearing Alternative Placement	Long Term Suspension Hearing Alternative Placement
	Maximum	Long Term Suspension or Expulsion	Expulsion

## **TERMS**

**Incident:** An event that occurs on school grounds or at a school-sponsored event that disrupts the orderly functioning of a school or classroom. Incidents range from minor problem behaviors to criminal acts and typically result in referral for disciplinary assessment. An incident is described by the violation(s) that occurred, the people involved, and the date, time, and location of occurrence. Any incident can be further described as bias/hate or gang related, and whether there were physical injuries.

**Violation:** A violation is a crime or infringement of a law, policy, right, or expectation. Please see Definitions of Violations.

**People:** People who may be involved in an incident include an offender, victims, witnesses, and bystanders. These people may be students attending the school, students attending other schools, school staff, vendors, visitors, or others.

**Offender:** an individual that commits a violation. An offender can be a student or non-student and may or may not have a relationship with the school.

**Bias/Hate Related Incidents:** An incident is considered bias/hate related when one could reasonably conclude that it was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Such characteristics include age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation (Hartwick College, Campus Life, Student Life, Office of Campus Safety).

**Gang:** A gang can be described as a group of persons, usually youths, who share a common identity and who often engage in criminal behavior. In contrast to the criminal behavior of other youths, the activities of gangs are characterized by some level of organization and continuity over time. There is no consensus on the exact definition of a gang, however, and scholars have debated whether the definition should expressly include involvement in crime. Some gangs, but not all have strong leadership, formalized rules, and extensive use of common identifying symbols. Many gangs associate themselves with a particular geographic area or type of crime, and some use graffiti as a form of nonverbal communication (Britannica Online Encyclopedia).

**Gang Related Incident:** An incident is considered gang related when an incident occurs where the participants, suspects or victims, are identified as gang members or affiliates.

**Physical Injury:** Incident with injury includes those in which one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches. USED Education Data Exchange Network (EDEN)

**Serious Bodily (physical) Injury:** A bodily (physical) injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. Section 1365(3)(h)).

### ***Definitions of Violations:***

<b>Aggression</b>
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**Aggressive Act (Minor):** Student engages in non-serious but inappropriate physical contact. Include other behaviors that display a low level of hostility.

**\*Assault:** A.R.S. §13-1203 Assault: A person commits assault by 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such person.

**\*\*Aggravated Assault:** A.R.S. §13-1204 Aggravated Assault: A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person commits the assault after entering the private home of another with the intent to commit the assault, 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, 5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties, 6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

**Disorderly Conduct/ Disruption:** Any behavior that interferes or disrupts the educational environment. Student engages in behavior causing an interruption in a class or activity. Disruption could include but not limited to sustained loud talk, yelling, or screaming; noise with material; horseplay or roughhousing, or sustained out-of-seat behavior. A.R.S. § 13-2904.

**\*Endangerment: A.R.S. §13-1201. Endangerment: classification**

A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.

B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.

**\*Fighting:** Mutual participation in an incident involving physical violence, where there is not major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines 10/06) Verbal confrontation alone does not constitute fighting.

**\*\*Homicide:** Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person (Paraphrased from A.R.S. §13, Chapter 11)

**\*\*Kidnapping: A.R.S. §13-1304 Kidnapping; classification; consecutive sentence:**

A. A person commits kidnapping by knowingly restraining another person with the intent to:

1. Hold the victim for ransom, as a shield or hostage; or
2. Hold the victim for involuntary servitude; or
3. Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or
4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person.
5. Interfere with the performance of a governmental or political function.
6. Seize or exercise control over any airplane, train, bus, ship or other vehicle.

B. Kidnapping is a class 2 felony unless the victim is released voluntarily by the defendant without physical injury in a safe place prior to arrest and prior to accomplishing any of the further enumerated offenses in subsection A of this section in which case it is a class 4 felony. If the victim is released pursuant to an agreement with the state and without any physical injury, it is a class 3 felony. If the victim is under fifteen years of age kidnapping is a class 2 felony punishable pursuant to section 13-604.01. The sentence for kidnapping of a victim under fifteen years of age shall run consecutively to any other sentence imposed on the defendant and to any undischarged term of imprisonment of the defendant.

**Recklessness:** Unintentional, careless behavior that may pose a safety or health risk for others.

**Verbal Provocation:** Use of language or gestures that may incite another person or other people to fight.

## Alcohol, Tobacco, and Other Drugs

**\*Alcohol/Drugs:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.

**\*Drug:** The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.

"Drug" means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415)

"Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or other wise introducing into the human body a drug in violation of this chapter (A.R.S §13-3415F.1)

Drugs:

- \*Inhalants
- \*\*Prescription Drugs (Inappropriate Use of )
- \*Over the Counter Drugs (Inappropriate Use of)
- \*\*Illicit Drugs
  - Ecstasy
  - Cocaine or Crack
  - Hallucinogens
  - Heroin
  - Marijuana
  - Synthetic Marijuana (i.e. Spice)
  - Methamphetamines
  - Other illicit drug
  - Unknown drug
- Drug Paraphernalia
- Substance represented as illicit drug

**\*Smoking/Tobacco Use:** The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. § 136-798.03)

A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offence (A.R.S. §13-3622).

## Arson

**\*Arson of a Structure or Property: A.R.S. §13-1703. Arson of a structure or property:** A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.

**\*\*Arson of an Occupied Structure: A.R.S. §13-1704 Arson of an occupied structure:** A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.

A.R.S.13-1701.2 Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling or house, whether occupied, unoccupied or vacant.

### Attendance Policy Violation

**\*Ditching/Unexcused Absences:** When a student is not in attendance for an entire day and does not have an acceptable excuse. Any absence that has not been excused by a parent and approved by the appropriate school official.

**Tardy:** Arriving at school or class after the scheduled start time.

**Truancy:** The state of Arizona requirement for school attendance and definitions for truancy are as follows: [A.R.S. §15-803 School attendance; exemptions; definitions.](#)

- A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
  1. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901 subsection A, paragraph 8, subdivision (c).
  2. The child is accompanied by a parent or a person authorized by a parent.
  3. The child is provided with instruction in a home school.
- B. A Child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. §8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1.
- C. As used in this section:
  1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
  2. "Truant" means an unexcused absence for at least one class period during the day.
  3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

### Harassment, Threat, and Intimidation

**\*Bullying:** Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g. making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships. (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127)

The Queen Creek Schools Governing Board is committed to providing all students with a safe school environment where everyone is treated with respect. Students have the right to be free from any form of bullying. Students, parents and District employees have a right and a responsibility to report incidents of bullying. Reports must be made within 30 calendar days of the last incident.

Any student who:

- Has committed the act of bullying
- Intentionally lies a false report
- Retaliated against another who has participated in any manner in an investigation, proceedings or hearings conducted in response to an investigation of bullying

will be subject to consequences in accordance with Policy JIC, including possible police involvement.

**\*Harassment/Illegal Discrimination Nonsexual:**

[A.R.S. § 13-2921 Harassment; classification; definition:](#)

- A. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:
  1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.

2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.
3. Repeatedly commits an act or acts that harass another person.
4. Surveils or causes another person to surveil a person for no legitimate purpose.
5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.
6. Interferes with the delivery of any public or regulated utility to a person.

**\*Hazing:** A.R.S. § 15-2301. Hazing prevention policies; definitions

- B. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following:
  1. Customary athletic events, contests or competitions that are sponsored by an educational institution.
  2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.
- C. For purposes of this section:
  2. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:
    - a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
    - b. The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.
  3. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that education institution. Refer to Policy Exhibit JICFA-EB, Hazing.

**\*Threats and Intimidation:** When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S.13-1202)

A.R.S. §13-1202. Threatening or intimidating:

- A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:
  1. To cause physical injury to another person or serious damage to the property of another; or
  2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place or assembly or transportation facility; or
  3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.
- B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.

<b>Lying, Cheating, Forgery and Plagiarism</b>
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**Academic Misconduct/Cheating/Plagiarism:** Any action that may cause or enable a student to receive a grade or score on a test, an assignment, or in a class that the student has not legitimately earned.

**Dishonesty/Lying:** To make an untrue statement with intent to deceive, to create a false or misleading impression.

**Forgery:** Falsely or fraudulently making or altering the signature or initials of another person or altering school-related documents.

<b>General School Violations</b>
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**Appearance/Dress Code:** Student wears clothing that does not fit within the dress code guidelines stated by school or district policy. See Regulation JICA-R

DRESS CODE DISCIPLINE	
1st Dress Code	Warning
2nd Dress Code	Warning
3rd Dress Code	Warning
4th Dress Code	Referral
5th Dress Code	Referral
6th Dress Code	Saturday School
7th Dress Code and Beyond	Discretion of the Administrator

**Bus Violation:** All QCUSD students who ride the bus are subject to policies and regulations designed to provide safe transportation. This policy and regulation are available for review on campuses and in the District office. Any behavior which distracts the driver is considered a serious hazard to the safe operation of the bus and jeopardizes the safety of all passengers, the driver and others. Riding the bus is a privilege, not a right, and the consequences of misconduct could result in your child being denied transportation. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school.

Students shall also observe the following specific rules:

- Follow the driver's instructions.
- Keep the aisles clear.
- Remain seated until the scheduled stop.
- Do not change seats; stay in the first seat selected.
- A signed note from the school office is required to get off at a bus stop other than student's regular stop in grades Pre-K through 5. This is a parental responsibility in grades 6-12.
- Keep hands, arms, feet, legs, head, and objects inside the vehicle.
- Talk quietly. Do not yell or use vulgar or abusive language.
- Be courteous to the driver and others.
- Do not throw anything inside the vehicle or from the vehicle.
- No food or drink is to be taken on the bus other than lunches to be eaten at school.
- Smoking is prohibited.
- Do not bring animals, glass containers, weapons, dangerous instruments, tobacco, alcohol, or drugs on the vehicle.
- Any object (musical instrument, class project, etc.) too large to be carried by the student and stored in the same seat with the student will not be transported in the bus.
- Maintain orderly conduct at designated bus stops.
- Students, who cut, deface, or otherwise damage the school vehicle may be suspended or expelled from school. Parents will be liable for damage done to the vehicle by their children.
- It is the responsibility of the parent to provide transportation to school for a child who misses her/his bus.

- Students have the privilege of riding district transportation--it is not a right. Inappropriate conduct at bus stops, on district vehicles, or in the process of boarding or exiting from a vehicle may result in student disciplinary action including, but not limited to, denial of transportation privileges.

**Students must show ID's** and ride their designated bus. Bus passes with administration approval are required for any exceptions.

**Chronic Offenses:** Behavior that repeatedly violates school policy.

**Combustible:** Using, possessing, or selling substance or objects that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, poppers, caps, and lighter fluid.

**Defiance of Authority:** Refusing to comply with reasonable requests of school personnel and /or using or directing abusive or offensive language toward school personnel. Using a disrespectful manner, tone of voice, bodily action/gestures directed toward a staff member.

**Electronic and Printed Material Misuse, including Pornography/Drug Graffiti:** Possession and /or display of vulgar, profane, obscene or other inappropriate material on electronic media (i.e. Internet) and /or printed material. Refer to District EIS student agreement.

**Electronic Devices:** Devices which interfere with the orderly operation of the school setting such as walkmans, cell phones, electronic games, iPods, etc. Electronic devices are not to be used during class time.

**Gambling:** Participating in games of chance for the purpose of exchanging money or goods; possession of gambling devices with the intent to use for gambling purposes.

**I.D. Violation:** School Identification must be in student possession on a daily basis. School Identification should remain intact, undamaged and not defaced.

**Negative Student Group/Gang Affiliation:** Aiding and embedding an infraction or wearing, carrying, or displaying negative student group or gang paraphernalia or exhibiting behaviors or gestures that symbolize negative student group or gang membership; causing and/or participating in activities that intimidate or affect the attendance of another students or the orderly operation of the schools. May or may not have a recognized leader. Stick together on issues. Involve themselves in each other's problems; therefore, perpetuate each other's problems. Refer to JICF and JICF-R. Students associated with another student found in violation of school policy may receive similar consequences as the student in violation of the policy.

**Off Campus Violent Acts/Criminal Conduct:** Committing violent acts off campus or being convicted of a violent or other serious crime off campus, upon finding that the student's off-campus conduct or conviction presents or may present a serious threat to the health, safety, welfare or educational environment of any individual in the school community or the school community as a whole.

**Profanity/Vulgarity:** Abusive, vulgar language. Student delivers verbal messages that include swearing or use of words in an inappropriate way.

**Public Display of Affection:** Including, but not limited to, kissing, sexual touching, embracing or other displays of affection.

<b>School Threat</b>
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**School Threat:** (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm student or staff (National Forum of Educational Statistics, Safety in Numbers).



A.R.S. §13-2911 Interference with or disruption of an educational institution:

- A. A person commits interference with or disruption of an educational institution by doing any of the following:
1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:
    - a. Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of any educational institution.
    - b. Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.
  2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
  3. Intentionally or knowingly refusing to obey a lawful order being pursuant to subsection C of this section.
- B. To constitute a violation of this section, the acts that are prohibited by subsection A. paragraph 1 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution.
- J. For purpose of this section:
3. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspensions is not required for the act to be considered an interference or disruption.

**\*\*Bomb Threat:** Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.

**\*\*Chemical or Biological Threat:** Threatening to cause harm using dangerous chemicals or biological agents.

**\*\*Fire Alarms Misuse:** Tampering with or unnecessary pulling of fire alarms and/or misuse of other fire equipment. Intentionally ringing fire alarm when there is not fire.

**\*Other School Threat:** The incident cannot be coded in one of the above categories but did involve a school threat.

<b>Sexual Offenses</b>
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**Indecent Exposure:** Intentional inappropriate display of body parts considered offensive to social standards. A.R.S. § 13-1402, 13-1403

**Sexual Acts:** A person knowingly engaging in a sexual act with consent.

**\*\*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation:**

A.R.S. §13-1404 Sexual abuse; classifications-A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.

A.R.S. §13-1405 Sexual conduct with a minor; classifications-A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.

A.R.S. §13-1410. Molestation of child; classification-A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.

**\*\*Sexual Assault (Rape):** A.R.S. §13-1406. Sexual assault; classification; increased punishment-A. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

**\*Sexual Harassment:** U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001: Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding. Does not include legitimate nonsexual touching or other nonsexual conduct. For example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher's consoling hugs for a child with a skinned knee. Relevant factors in determining whether behavior rises to the level of sexual harassment include:

- The degree to which the conduct affected one or more students' education.
- The type, frequency and duration of the conduct.
- The identity of and relationship between the alleged harasser and the subject or subjects or the harassment.
- The number of individuals involved.
- The age and sex of the alleged harasser and the subject or subject of the harassment.
- The size of the school, location or the incidents, and the context in which they occurred.
- Other incidents at the school.

**\*Sexual Harassment with Contact:** Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.)

<b>Theft</b>
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**\*\*Burglary (First Degree):** A.R.S. §13-1508 Burglary in the first degree; classification  
A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.  
B. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. It is a class 2 felony if committed in a residential structure.

**\*Burglary or Breaking and Entering (Second or Third Degree):**  
A.R.S. §13-1507 Burglary in the second degree; classification  
A. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein.  
B. Burglary in the second degree is a class 3 felony.

A.R.S. §13-1506. Burglary in the third degree; classification  
A. A person commits burglary in the third degree by:  
1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein.  
2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.

**\*Extortion:** A.R.S. §13-1804 Theft by extortion; classification:

- A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:
1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument.
  2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection.
  3. Cause damage to property.
  4. Engage in other conduct constituting an offense.
  5. Accuse anyone of a crime or bring criminal charges against anyone.
  6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business.
  7. Take or withhold action as a public servant or cause a public servant to take or withhold action.
  8. Cause anyone to part with any property.

**\*Robbery:** Using force or threatening to use force to commit a theft or while attempting to commit a crime. A.R.S. §13-1902 Robbery: A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.

**\*\*Armed Robbery:** A.R.S. §13-1904 Armed Robbery: A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice:

1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.

**Theft:** Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. A.R.S. § 13-1802.

### Trespassing and Vandalism

**\*Destruction of Property/Vandalism or Criminal Damage:** Willful destruction or defacement of school or personal property (National Forum of Education Statistics, Safety in Numbers).

A.R.S. §13-1602 Criminal damage:

1. A person commits criminal damage by recklessly: Defacing or damaging property of another person; or
2. Tampering with property of another person so as substantially to impair its function or value; or
4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner. (i.g., destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles.) Record the cost of repairing or replacing the damaged property.

Graffiti or Tagging: Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places (MSN Encarta Online Dictionary).

Vandalism of personal property: Willful destruction or defacement of personal property.

Vandalism of school property: Willful destruction or defacement of school property.

\* Students at Queen Creek High School should not be in possession of permanent markers outside of the classroom and can be subject to disciplinary action.

**Trespassing:** To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function (SDFS Terms and Definition). The unauthorized presence of a Queen Creek High Schools' student in areas closed to students who are unsupervised this includes both the regular school day and after hours or the unauthorized presence of Queen Creek students on a campus other than their own A.R.S. § 13-1502. Criminal trespass in the second degree: A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.

### Weapons and Dangerous Items

**Weapons:** See Policy JICI, Weapons in School. **Weapons and Dangerous Items:** A.R.S. §13-3101

**\*\*Firearm (Including Destructive Devices):** A.R.S. §13-1311 Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification.

- A. Except as provided in subsection B, an un-emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.

A.R.S. §13-3101. Definitions:

4. "Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.

The following is paraphrased from: 18 USC 921

Firearm: Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive, this includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms.

**\*\*Firearms:**

Handgun or Pistol  
Shotgun or Rifle  
Starter Gun or Pistol  
Destructive Device (Including Bombs and Grenades)  
Other Firearms or Destructive Devices

**\*\*Other Weapons:**

Billy Club  
Brass Knuckles  
Knife with blade length at least 2.5 inches  
Nunchakus

Other Firearms: Firearms other than handguns, rifles or shotguns including:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any weapon described above;
- Any firearm muffler or firearm silencer;
- Any destructive device, which includes: Any explosive, incendiary, or poison gas
  - Bomb
  - Grenade,
  - Rocket having a propellant charge of more than four ounces,
  - Missile having an explosive or incendiary charge of more than one-quarter ounce,
  - Mine or Similar device
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.  
(This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns)

Destructive Device: A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a

projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is designed or redesigned for use as a weapon.

A.R.S. §13-105.11 Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

**\*Dangerous Items**

Air Soft Gun  
B.B. Gun  
Knife with blade length less than 2.5 inches  
Laser Pointer  
Letter Opener  
Mace  
Paintball Gun  
Pellet Gun  
Razor Blade or Box Cutter  
Simulated Knife  
Taser or Stun Gun  
Tear Gas  
Other Dangerous item

**Simulated Firearm:** Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.

**Definitions of Possible Consequences**

**Conference:** The student meets with school officials this meeting may also include the parent when necessary. The student shall be asked to correct the misbehavior. A conference could result in loss of privileges, detention, or work detail. This conference may be documented.

- Community Service: Unpaid service for the benefit of the public.
- Detention: Loss of personal time before, during or after school
- Restitution: Payment to the appropriate authority for damage or loss of property.
- Saturday School: Loss of personal time on Saturday as assigned

**Mediation:** Students and/or school officials meet to confer/mediate. During this meeting, the student shall be asked to correct the misbehavior. This conference will be documented. Students may be asked to sign a "Zero Tolerance Contract".

**Teacher Involvement:** Teachers shall be involved in the implementation and enforcement of the District's disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

**Parent Involvement:** The student's parent is notified by telephone, personal contact or written notification. A conference may be held with the student, the parent, and appropriate school personnel and other individuals concerned. This conference will be documented.

**Alternative Learning Center (ALC)** The student is removed from the regular classroom setting and is assigned to an alternative location. The parent will be notified.

**Short-Term Suspension:** The student is removed from school for a period of ten (10) consecutive days or less. The school principal and/or designed may impose a short-term suspension. The student shall be afforded due process rights in accordance with District regulations. The student's parent is notified by telephone and written notice that the student is subject to suspension. A short-term suspension of ten (10) days or less is not

subject to appeal.

**Ten-Day Suspension with Referral to Hearing Officer/Alternative Placement:** The student is removed from school for a period of ten (10) consecutive days and referred to a Hearing Officer. The student shall be afforded due process rights in accordance with District regulations. The Hearing Officer may impose the following consequences which include, but are not limited to, reassignment to an alternative education setting, long-term suspension, or referral to the Queen Creek Governing Board for expulsion hearing. The Hearing Officer's decisions are not subject to appeal.

**Long-Term Suspension:** The Hearing Officer or the Queen Creek Governing Board may impose a suspension greater than ten (10) days and up to a calendar year. The student shall be afforded due process rights in accordance with District regulations. The student's parent is notified by letter. The long-term suspension can be appealed.

**Expulsion:** The student is denied the opportunity to attend any school in the District by the Governing Board. This decision is not subject to appeal.

**Review of Related District Policies and Regulations**

Governing Board policies and regulations can be reviewed at the District office and on all school sites. Some of the policies are also provided to each student in the student handbook.

**School – Related Criminal and Civil Laws**

**Parent Liability:** Upon complaint of the Governing Board, the parents of minors who have damaged school property shall be held liable for all damage caused by their children.

**Abuse of School Employee:** It is a violation of the law for a person to knowingly abuse a school employee on school grounds or while the employee is engaged in the performance of school-related duties.

**Possession, Use or Sale of Drugs On or Near School Grounds (Drug –Free Zone):** It is unlawful for a person to intentionally be present with one (1) or more persons within three hundred (300) feet of school or its accompanying grounds, or to be present on any public property within one thousand (1000) feet of school or its accompanying grounds, or a school bus stop to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug.

<b>ARTICLE D-SUSPENSION AND APPEAL PROCEDURE</b>
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The Governing Board regards the use of suspension as a step which shall be utilized only when other means of bringing about acceptable behavior have failed; or the nature of the offense is so serious as to endanger the health, welfare, or safety of others or school personnel. Schoolwork missed due to suspension must be made up, credit will be granted if completed in a timely manner.

1. Suspension  
Definition: The temporary withdrawal of the privilege of attending school for a specified period of time.
  - A. Short Term: ten days or less
  - B. Long Term: more than ten days
2. Authority to Suspend - The authority to suspend a student for up to ten days rests with the Principal or designee.
3. Suspension Procedures

- A. Short term suspension Procedures
- (1) The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
  - (2) Authorized District personnel may suspend the student for up to ten days.
  - (3) A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
  - (4) A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
  - (5) No appeal is available for a short-term suspension.
  - (6) If a special education student is suspended for an accumulated of ten (10) days during the school year, a multidisciplinary conference must be held to review the case to determine if the series of short-term suspension is to be considered a significant change in the student's placement. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. Among the factors to be considered are: length of each suspension, proximity of suspension to one another, and total amount of time the suspension is excluded.
- B. Long Term Suspension
- (1) The Principal will recommend to the Superintendent that the student be suspended for more than ten (10) days or that an alternative placement be made.
  - (2) The principal provides the Superintendent and the Governing Board with a written report including summary of facts, evidence, witnesses presented, and findings.
  - (3) An informal hearing with the Superintendent with a written report including summary of facts, evidence, witnesses presented, and findings, may be requested by parents. The request must be made within three (3) days of receiving notice or recommendation concerning the long-term suspension.
  - (4) In addition to steps taken for a short-term suspension, a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent for suspensions more than ten (10) days.
  - (5) A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:
    - The charges and the rule or regulation violated.
    - The extent of the punishment to be considered.
    - The date, time, and place of the formal hearing.
    - A designation of the District's witnesses.
    - That the student may present witnesses.
    - That the student may be represented by counsel at the student's expense.
    - If a hearing officer has been designated, the name of the hearing officer.
  - (6) A formal hearing will be held, during which the student will be informed of



the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent/legal guardian's expense.
  - The student is entitled to a statement of charges and the rule or regulation violated.
  - The student may be represented by counsel, without bias to the student.
  - The student may present witnesses.
  - The student or counsel may cross-examine witnesses presented by the District.
  - The burden of proof of the offense lies with the District.
  - Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
  - The District has the right to cross-examine witnesses, and may be represented by an attorney.
- (7) Both the parents and principal will be notified of the Governing Board's decision.

C. Long Term Suspension Appeal:

- (1) Upon the conclusion of a hearing by hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.
- (2) The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
- (3) The decision of the Board is final.

<b>ARTICLE E- EXPULSION, APPEAL PROCEDURE</b>
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Per A.R.S. 1-342.B The Board may:

Expel pupils for misconduct. Expulsion is the permanent withholding of the privilege of attendance, in any Queen Creek District School, by the Governing Board to reenter.

Expulsion proceedings may be initiated by the principal when: 1) Student has had repeated suspensions for the same or similar infraction which fail to correct the student's behavior, 2) the health, safety, and the educational opportunities of other members of the school community are affected, or 4) as specified in the Uniform Code of Student Conduct.

1. Authority to Expel

The Governing Board, upon the recommendation of the Superintendent and building principal, has the authority to expel a student from participation in all school activities for violation of the Uniform Code of Student Conduct after other disciplinary actions have failed; or when the student's initial violations have been

so severe in the opinion of the Board as to warrant such action.

2. Procedure for Student Expulsion

For all regular education students:

- (1) Student will be granted an informal hearing where there is an accusation for wrongdoing or evidence of alleged misconduct. Once the student has received notice, he/she should then be asked to explain his/her version of the situation. The administration will make every reasonable effort to verify all facts and statements prior to making a judgment.
- (2) If, on the basis of the informal hearing of preliminary investigation, the student appears to be guilty of the misconduct, he/she may be removed from contact with the other students by temporary suspension. Should the student or parent wish to appeal the decision and, therefore, be placed in an alternative educational setting and will be allowed to continue his/her academic assignments pending the outcome of the expulsion hearing. If a clear and present danger to himself/herself or others or school property is present, then the student may be immediately suspended for more than ten (10) days pending the formal hearing.
- (3) The parent will be notified before the student is allowed to leave campus. If unable to locate a parent, the student will be isolated until regular dismissal time and then given a written message to the parent or suspended student. A copy of this message will be mailed to the parent.
- (4) There will be a parent/student conference to review the incident with the Principal. Student/Parent will be informed of due process and appeal rights.
- (5) During the Parent/Student conference with the principal or designee, the following will be discussed:
  - (a) Due process reviewed
  - (b) Expulsion procedure reviewed
  - (c) Parent given the opportunity to withdraw student (alternative forms of education.)
- (6) If the offense is one that could result in expulsion, the Superintendent will set up a formal hearing.
- (7) If the offense is one that could result in expulsion, the Board will determine in executive session whether to hold a hearing, or to designate a hearing officer as provided by A.R.S 15-843 (F) (2), and whether the hearing shall be held in executive session. Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during this initial executive session.
- (8) A formal letter to the responsible parent should be mailed by certified mail with return receipt requested or by hand (an adult witness present) within five (5) school days of the suspension. The letter should explain:
  - The charges and the rule or regulation violated.
  - The extent of the punishment to be considered.
  - The date, time, and place of the formal hearing.
  - A designation of the District's witnesses.
  - That the student may present witnesses.
  - That the student may be represented by counsel at the student's

- expense.
  - If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.
- (9) The parent, guardian or emancipated student shall be informed of the following:
- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parent/legal guardian(s) and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent/legal guardian's expense.
  - The student is entitled to a statement of charges and the rule or regulation violated.
  - The student may be represented by counsel, without bias to the student.
  - The student may present witnesses.
  - The student or counsel may cross-examine witnesses presented by the District.
  - The burden of proof of the offense lies with the District.
  - Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
  - The District has the right to cross-examine witnesses, and may be represented by an attorney.
  - If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent/legal guardian(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent/legal guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
  - If the hearing is held before the Governing Board, the Board will conduct the hearing in executive session with the attendance of only the hearing officer administrative representatives, the student and parent/legal guardian(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent/legal guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
- (10) A formal hearing will be held:
- When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
- If only one (1) student is subject to the proposed action, and disagreement exists between that student's parent/legal guardian(s), then the Board (hearing officer), after consultation with student's parent/legal guardian(s), shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
  - If more than one (1) student is subject to the proposed action and disagreement exists between parent/legal guardian(s) of different students, the separate hearings shall be held subject to the provisions of A.R.S. 15-843.

- (11) The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
- Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent/legal guardian(s) or emancipated student will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:
    - (A) The time and place of the Board meeting at which the recommendation will be made.
    - (B) That the recommendation may be appealed at the time the recommendation is made to the Board.
    - (C) That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
    - (D) That the written appeal shall indicate a spokesperson on behalf of the student.
    - (E) That the spokesperson will be given time to speak to the Board on appeal.
    - (F) The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student, the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.
- (12) Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

<b>SPECIAL EDUCATION DISCIPLINE PROCEDURES</b>
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It is the policy of the District to comply with the requirements of the IDEA as they relate to disciplinary measures taken with a student with disability.

The requirements are:

- If a change in educational placement for disciplinary removal occurs for a child with a disability, the District shall provide services to the extent necessary to enable the child to appropriately advance toward achieving the goals set out in the child's IEP (§300.121) (d)
- When a child with a disability is removed from his or her current educational placement, a change of placement occurs if:
  1. The removal is for more than 10 consecutive days
  2. The series of removals constitute a pattern because they cumulate to more than 10 school days in a school year, and because of such factors as the length of each removal, the total amount of time the child is removed, or proximity of the removals to one another. (§300.519)
- When the removal of a child with a disability constitutes a change of placement, a review of the placement shall be conducted regarding the relationship between the student's disability and the behavior subject to the disciplinary action (manifestation determination). (§300.523)
- If an IEP team determines that the behavior of the student with a disability was not a manifestation of the disability, disciplinary action applicable to students without disabilities shall be applied (§300.524-300.525), except as provided in (§300.121) which requires the provision of FAPE to all students with disabilities who are suspended

- or expelled. (§300.524)
- A child who has not been determined eligible for special education and who engages in behavior that violates any rules or code of conduct may assert any of the protections of a child with a disability pursuant to (§300.527 when the applicable conditions exist (see procedural steps).
- Designated District personnel are to observe the following checkpoints and implement the following procedures when disciplinary measures are applied to a child with a disability.

FAPE for children suspended or expelled: (§300.121 and §300.520)

- The District may cease services to child with a disability during a removal period when that child has been removed from his or her current placement for 10 school days during the school year, if services are not provided to a child without disabilities who has been similarly removed.
- For a child with a disability whose placement has been changed for disciplinary reasons, (i.e., has been removed from his or her current placement for more than 10 consecutive school days in a school year or whose removals constitute a pattern):
  1. The District will provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and advance toward achieving the IEP goals.
  2. The IEP team will determine the extent of services necessary to enable the child to appropriately progress in the general curriculum and advance toward achieving the IEP goals. (§300.121)
- If a disciplinary action of more than 10 cumulative school days is contemplated for a child with a disability who has engaged in behavior that violated any rule or code of conduct of the District and:
  1. The District did not conduct a functional behavioral assessment and implement a behavior intervention plan for the child before the behavior occurred, within 10 business days the District will convene an IEP meeting to develop an assessment plan.
  2. If the child already has a behavior intervention plan, the IEP team will meet to review the plan and its implementation, and, modify the plan to address the behavior (300.520)

Change of placement for disciplinary removals: (§§300.519)

- For a child with a disability, a change in placement occurs if:
- A removal is for more than 10 consecutive school days or
- The child is subject to a series of removals that constitute a pattern because of factors such as length of each removal, total amount of time the child is removed and the proximity of the removals to one another. (§300.519)

Manifestation determination review: (§300.523)

- The District will conduct a manifestation determination review when the District is contemplating a change of educational placement for disciplinary reasons.
- When the District is contemplating a change of educational placement for disciplinary reasons, the District will notify the parents of the child no later than the date on which the decision was made to take that action. The district will provide the parents with the appropriate procedural safeguard notice.
- No later than 10 days after the date on which the decision to act is made, the manifestation determination review must be conducted.
- In conducting a manifestation determination, the IEP team will consider evaluation and diagnostic results, including information provided by the parents; observations of the child; and the child's IEP and placement.
- The IEP team will only determine the child's behavior was not a manifestation of the disability, if all relevant information indicates that:
- The child's IEP was appropriately developed and implemented and behavior intervention strategies were provided consistent with the child's IEP and placement;

- The child's disability did not impair the ability of the child to understand the impact and consequences of the behavior subject to the disciplinary action; and
- The child's disability did not impair the ability of the child to control the behavior subject to disciplinary action.
- The behavior will be considered a manifestation of the child's disability if any of the standards in the immediately preceding item were not met.
- If the behavior is not a manifestation of the child's disability, disciplinary procedures applicable to children without disability will apply except as provided in IDEA regulation §300.121(d).

Determination of interim alternative educational setting: (IAES) §§300.520 through 300.522  
 The District may order a child with a disability to an interim alternative educational setting (IAES) for weapons or drug violations for the same amount of time as that of a child without a disability, but not to exceed 45 days. The IAES will:

- Be determined by the IEP team.
- Be selected so as to enable the child to continue to participate in the general curriculum, and receive services in the IEP. (§300.520)
- Include services and modifications design to prevent the behavior from recurring.
- The District may request an expedited due process hearing to request that the child be moved to an appropriated IAES for not more than 45 days if the District has substantial evidence that a child's current placement is likely to result in injury to the child or to others. (§300.521)
- Parental appeal: (§§300.525)
- If the parent of a child with a disability disagrees with the manifestation determination or any decision regarding the placement, the parents may request a hearing. (§§300.525)
- The District will arrange an expedited hearing if the parent requests a hearing.

Protections for children who are not yet eligible for special education and related services: (§300.527)

- The parent may assert any of the protections provided to children with disabilities if the District had knowledge that the child was a child with a disability before the behavior occurred. The District is presumed to have knowledge when:
  - The parent has expressed concern in writing (or orally if the parent cannot write or has a disability that prevents a written statement);
  - The behavior of the child has demonstrated the need for the services, in accordance with §300.7;
  - The teacher of the child or other personnel has expressed concern about the behavior or performance of the child; or
  - The parent of the child has requested an evaluation.
- The District is presumed not to have knowledge when the District has either:
  - Conducted a full and individual evaluation for special education eligibility and found the child was not a child with a disability; or
  - Has determined that an evaluation was not necessary and provided appropriate notice to the child's parents of its determination.
- If a request for an evaluation is made during the time period in which the child is subjected to disciplinary action under §§300.520 or 300.521:
  - The evaluation will be conducted in an expedited manner.
  - The child will remain in the placement determined by the school authorities until completion of the evaluation and eligibility determination.

## **Queen Creek Unified School District #95**

***Dr. Perry Berry***  
**Superintendent of Schools**

### **ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND SCHOOL DIRECTORY INFORMATION**

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individual with Disabilities Education Act (IDEA) and the Family Education Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained include, but is not limited to: the student's and parent's names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, from parents and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP) notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that, at all stages of gathering, storing, retaining and disclosing education records to third parties, it complies with the federal confidentiality laws.

In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA the rights of the parents regarding education records are transferred the student at age 18.

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Revised 4/4/01





Queen Creek Unified School District  
#95  
**Dr. Perry Berry, Superintendent of Schools**

**Child Find**

It is the Queen Creek School Districts' responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21.

In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years. We are responsible for referring children from birth through 2 years of age to Arizona Early Intervention Program (AZEIP) for evaluation and appropriate services. Our school nurses are Queen Creek School Districts' contact for children birth through 2 years. Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program. We will ensure that:

- Transition conferences for children aged 2 years, 6 months to 2 years, 9 months will be held;
- By the child's 3<sup>rd</sup> birthday an Individual Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented; and
- For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help.

***If you have any concerns about a child you know, please contact your individual school site for more information.***

## Cafeteria

Meal Prices:	Breakfast	Lunch
Full Pay	\$1.15	\$3.00
Reduced	No Charge	\$0.40
Adults	\$1.75	\$3.50

\*a la carte items start at \$0.25\*

We provide meals at a reduced rate or free depending on your income level. Meal applications are available at your school, Queen Creek USD Administrative Office, or online at [www.qcusd.org](http://www.qcusd.org). Applications will also be available to fill out online at [www.ezmealapp.com](http://www.ezmealapp.com) for the 2015-16 school year.

All meals are provided under the National School Breakfast and Lunch Program Federal guidelines. This means all meals are planned according to the requirements provided by USDA. All school meals must meet specific calorie targets, fat percentages, fiber, vitamin and mineral targets.

The Child Nutrition Department is a self-funded department in the district. This means we operate based on the money we generate; we do not receive direct funding from the district. In order to operate we generate money from the meals we provide the students, any caterings we do and selling a la carte items.

All a la carte items we offer for sale during the meal service are in compliance with the Arizona Nutrition Standards and the Healthier US School Challenge criteria. This means all items are within the following guidelines: Less than or equal to 300 calories, less than 35% total calories from fat, less than total calories from saturated fat and trans fats combined, less than 600mg sodium, less than 35% total sugar by weight and at least 1 gram of fiber. The juice we offer is 100% juice; the Slush Puppy is also 100% juice.

Students are allowed to purchase a la carte items from their meal account. If you would like for us to limit their purchases you just need to contact the cafeteria.

[www.EZSchoolPay.com](http://www.EZSchoolPay.com) is a free online service you can use to keep track of your child's meal balance and transactions. You may set up a low balance reminder on your account and the system will email you when your balance reaches the limit you set. You can also utilize [www.EZSchoolPay.com](http://www.EZSchoolPay.com) to pay for your child's meals online. There is a \$2.50 convenience fee for an online payment.

Payments for meals can be made online at [www.EZSchoolPay.com](http://www.EZSchoolPay.com) using your Visa, Master Card or Discover cards. You can also send payment via cash or check. There is a \$20 fee for any returned check.

We have a no charge policy for meals. If students do not have enough money in their meal account they will be given a cheese sandwich on a whole wheat bread, fruit and milk.

Catering for parents: In an attempt to keep money in the district, the Child Nutrition Department provides parents birthday packages that can be delivered to your child's classroom to celebrate their birthday. Packages range from \$0.50 to \$2.25. All items offered are lower in calories and sugar, but full of fun and celebration. They also come with a Happy Birthday flyer, or a flyer that can be customized for any occasion.

You are welcome to eat with your child at any time. Please check with your child's teacher to find out what time he or she eats lunch. When you arrive at school, please sign in at the school office, and get a visitor's badge before heading to the cafeteria.