

QUEEN CREEK MIDDLE SCHOOL

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ACADEMICS • ACTIVITIES • ATTENDANCE • ATTITUDE

# **Student and Family Handbook**

Greetings Parents and Families of Queen Creek Middle School,

I am delighted to be the School Administrator at Queen Creek Middle School this year. The 2015-2016 school year will be my thirteenth year in the Queen Creek Unified School District. I am extremely fortunate and proud to be working with such an exceptional group of students, families, and staff members! The QCMS Wildcats are a mighty group!

Here at Queen Creek Middle School we believe strongly that Positive Actions for Wildcat Success (PAWS) is grounded on four key As:

**Attendance:** We need students here! Yogi Berra once said, "School success is 90 percent showing up; the other half is mental." Maybe that's an overstatement, but research does show conclusively that attendance is strongly associated with student achievement (Johnson, 2000).

**Attitude:** The importance of a positive attitude can result in doing positive actions:

- Positive actions for a healthy body (such as nutrition, exercise, and sleep).
- Positive actions for the intellect (such as thinking, decision-making, and problem-solving skills).
- Positive actions for self-management (such as managing time, energy, emotions, and other personal resources).
- Positive actions for getting along with others (such as treating others fairly, kindly, and respectfully).
- Positive actions for being honest with yourself and others (such as taking responsibility, admitting mistakes, and not blaming others).
- Positive actions for improving yourself continually (such as setting and achieving goals).

**Academics: We at QCMS, Learn the Wildcat Way. We are always striving to do our best.** According to the College Recruiting Center, "40% of all College Student Athletes have some form of Academic Scholarship. The higher level academic universities require higher levels of academic success for admission." It is important to start forming good habits now by studying, turning in assignments, and participating in class.

**Activities:** Make memories at Queen Creek Middle School by getting involved in Student Council, Leadership, Community Education, Battle of the Books, and STEM Club, to name a few.

The 2014-2015 year will be busy, exciting, and hopefully very rewarding for each student. We at QCMS want you to join us in making this the very best experience for your children. Being informed will help. We hope your visit to our website will give you a quick snapshot of life at our school. Please explore our links to find out more about curriculum, programs, and daily events at Queen Creek Middle School. If you would like to contact me, my e-mail address is [bnichols@qcusd.org](mailto:bnichols@qcusd.org). You can also reach me, our office, or any of our teachers at 987-5940.

I am looking forward to getting to know you and your child! If there is anything I can assist you with, please feel free to let me know.

Warmly,

Beverly Nichols School Administrator  
Queen Creek Middle School  
"A" ranked school by the Arizona Department of Education

# Queen Creek

*Unified School District*

***“A” Rated District***

*By the Arizona Department of Education*



## **Mission:**

To inspire and motivate students by teaching them the skills needed for lifelong learning and service to their communities as productive citizens.

## **Vision:**

To be the school district of choice for the East Valley, recognized for providing students a safe, resource-rich learning environment that ensures academic success.

## **Values:**

Honesty, Respect, Tolerance, Integrity, and Responsibility

## **Queen Creek Middle School Mission:**

**Queen Creek Middle School, in partnership with the community, aims to create life-long learners through high expectations for student achievement in a caring, safe environment.**

### **QCUSD Administration**

<b>Superintendent.</b>	<b>Dr. Perry Berry</b>
<b>Assistant Superintendent</b>	<b>Dr. Cort Monroe</b>
<b>Chief Financial Officer</b>	<b>Crystal Korpan</b>

### **QCMS Administration**

<b><i>School Administrator</i></b>	<b><i>Beverly Nichols</i></b>
<b><i>Secretary</i></b>	<b><i>Kris Wells</i></b>
<b><i>Attendance/Registrar</i></b>	<b><i>Alice Gonzales</i></b>

### **QCUSD Governing Board**

<b><i>President</i></b>	<b><i>Laurie Roland</i></b>
<b><i>Vice President</i></b>	<b><i>Ken Brague</i></b>
<b><i>Member</i></b>	<b><i>Wendy Baggs</i></b>
<b><i>Member</i></b>	<b><i>Judah Nativio</i></b>
<b><i>Member</i></b>	<b><i>Mark Linder</i></b>

**Special thanks to our current Governing Board Members for their dedication to our students and the Queen Creek Unified School District.**

At Queen Creek Middle School, we continually work toward providing a school environment that promotes student success!

Our school colors are black, royal blue and silver and our mascot is the wildcat.

## Table of Contents

<u>Curriculum</u> .....	8
<u>Academic Awards</u> .....	8
<u>Principal's List Requirements</u> .....	8
<u>Honor Roll Requirements</u> .....	8
<u>Progress Reports and Quarter Grade Reports</u> .....	8
<u>Computer Lab</u> .....	8
<u>Homework/Assignments</u> .....	8
<u>English Language Learner</u> .....	9
<u>Title One</u> .....	9
<u>Special Education</u> .....	9
<u>Library Services</u> .....	9
<u>Text Books</u> .....	9
<u>Curricular Activities</u> .....	10
<u>Field Trips</u> .....	10
<u>Spelling, Geography Bee, and Battle of the Books</u> .....	10
<u>School Services</u> .....	10
<u>Bicycle or Scooter Transportation</u> .....	10
<u>Bus Transportation</u> .....	10
<u>Severe Clause</u> .....	11
<u>Bus Passes</u> .....	11
<u>Bus Violation</u> .....	11
<u>Procedures Followed Upon Student Misbehavior On School Vehicles</u> .....	12
<u>Additional Programs for Students</u> .....	12
<u>Before and After School Care</u> .....	12
<u>School Break Camp Programs</u> .....	12
<u>School Organizations and Committees</u> .....	13
<u>Parent-Teacher Organization (PTO)</u> .....	13
<u>Site Council</u> .....	13

<u>Policies and Procedures</u> .....	13
<u>Dress Code Policy</u> .....	13
<u>Parents</u> .....	14
<u>Faculty and Staff</u> .....	14
<u>Drop-off and Pick-up of Students</u> .....	14
<u>Attendance</u> .....	14
<u>Absences</u> .....	14
<u>Student Check Out</u> .....	15
<u>Signing Students Out</u> .....	15
<u>Custody</u> .....	15
<u>Transfers and Withdrawals</u> .....	15
<u>Child Nutrition Program</u> .....	16
<u>Policy for Forgotten Lunch</u> .....	16
<u>Outside Food</u> .....	17
<u>Birthdays</u> .....	17
<u>School Visitations</u> .....	17
<u>Volunteers</u> .....	17
<u>Phone Calls to Teachers</u> .....	17
<u>Students' Use of the Telephone</u> .....	17
<u>Lost and Found</u> .....	18
<u>Emergency Procedures</u> .....	18
<u>Pets and Other Animals</u> .....	18
<u>Health Office</u> .....	18
<u>Immunizations</u> .....	18
<u>Medication</u> .....	18
<u>Lice Checks</u> .....	19
<u>Child Abuse Reporting</u> .....	19
<u>Conduct While on School Property:</u> .....	19
<u>Student Code of Conduct</u> .....	19
<u>Character Counts!</u> .....	19

<u>Student Code of Conduct</u> .....	20
<u>Cafeteria Expectations</u> .....	20
<u>Queen Creek Middle School Playground Rules, Game Rules</u> .....	20
<u>Playground Rules</u> .....	20
<u>Special Rules for Football</u> .....	21
<u>Returning to the Building</u> .....	21
<u>Discipline/Consequences on the Playground</u> .....	21
<u>Discipline Plan</u> .....	21
<u>Searches</u> .....	22
<u>Seizures</u> .....	22
<u>Section A – Factors Considered in Determining Appropriate Discipline:</u> .....	22
<u>Section B – Disciplinary Responses</u> .....	24
<u>Bullying</u> .....	27
<u>Social Media</u> .....	27
<u>Hazing</u> .....	28
<u>Reporting/Complaint Procedure</u> .....	28
<u>Notices</u> .....	29
<u>A Parents Right to Know...</u> .....	29
<u>Article One: Annual Notification to Parents</u> .....	30
<u>Annual Notification to Parents Regarding Confidentiality of Student Educational Records (FERPA):</u> .....	30
<u>Annual Notification to Parents Regarding Confidentiality of Student Education Records</u> .....	31
<u>Queen Creek School District Child Find</u> .....	32
<u>Electronic Information Services and Equipment User Agreement for Students</u> .....	32
<u>Terms and Conditions</u> .....	32
<u>Student Concerns, Complaints, and Grievances</u> .....	33
<u>Returned Check Policy</u> .....	34
<u>Tax Credit Donations</u> .....	34
<u>Parent/Student Contracts</u> .....	35
<u>Media Release - Permission to Photograph/Videotape</u> .....	36

## **Curriculum**

A sequential curriculum will be utilized in the areas of language arts, math, and reading. New material is introduced each year, which builds upon the previous year's curriculum. The curriculum at Queen Creek Middle School is the master plan for learning. Course content is aligned with the Arizona State Standards. Quality teaching strategies will infuse the relationship of the subject matter to real world situations.

### **Academic Awards**

Academic Awards will be published at the end of each nine-week grading period. This list will acknowledge students who have achieved Principal's List and Honor Roll status. Students will be recognized at our quarterly awards ceremony. Parents are always welcome to attend.

### **Principal's List Requirements**

To qualify for Principal's List, a student must have all As and must have a grade point average of 4.0.

### **Honor Roll Requirements**

A student must receive AT LEAST 3 A's and the rest B's (no C's and a cumulative GPA 3.5 – 3.99)

The grading scale is as follows:

90-100%= A    80-89%=B    70-79%=C    60-69%=D    0-50%=F

### **Progress Reports and Quarter Grade Reports**

A mid-quarter progress report will be sent home with students at the halfway point of each quarter (4 ½ weeks). Report cards will be sent home at the end of the quarter.

### **Computer Lab**

Students at QCMS are provided the opportunity to use and learn about computer technology. Classes are scheduled to work in the computer lab. The state of Arizona Education Department has adopted standards for the teaching of technology. These standards will be integrated into the curriculum. Each time a class visits the computer lab the classroom teacher will teach a skill or standard appropriate for the grade.

Inappropriate use of the technology or computers will result in the loss of technology privileges.

### **Homework/Assignments**

Homework is assigned to aid each student in time management, personal responsibility, skills practice of concepts taught in class, the strengthening of basic skills, developing study skills, developing initiative, and fostering independent learning. A student with an excused absence will have two days for each day absent to make up all of his/her work. In addition to homework given, students are expected to read nightly.

- It is the student's responsibility to collect his/her make-up work from his/her teacher.
- If the student neglects to turn in his/her make-up work in the allotted time frame, the late work policy takes effect.

A student with an unexcused absence will be expected to do all the work and may (at the teacher's discretion) receive credit.

A suspended student must take responsibility for doing all assignments during his/her suspension and turn in the work the first day back. It is the student's responsibility to collect his/her make-up work from his/her teacher.

Parents requesting homework for their child may call the office between 8:00 a.m. and 12:00 p.m. (noon), at 987-5940, and homework will be available at the end of the following day. Please allow 24 hours. This will give the classroom



allowing the teacher time to assemble the homework without taking time away from teaching his/her classes. Homework should be requested only if the student will be out of school for at least two days.

Full credit is only available on homework and class assignments turned in on the day they are due. Late work may result in a reduction or loss of credit or grade for that assignment.

- 1st Day late = 25% off the earned grade
- 2nd Day late = 50% off the earned grade
- 3rd Day late = 0

Your child may experience difficulties if they have excessive absenteeism. During new or difficult concepts, students may require more time than is stated above. Please contact your child's classroom teacher with specific concerns.

- respond in a timely manner to homework concerns.
- send home weekly graded assignments.

### **English Language Learner**

All students enrolled in QCUSD whose primary language is other than English are eligible to be placed in the ELL program (English Language Learner). A questionnaire is included in the application packet to be filled out by a parent. Todos los alumnos que entran al distrito y no tienen como su primer idioma el inglés, serán elegibles para nuestro programa de ELL (English Language Learner). Un cuestionario está incluido en el paquete de registro. Favor de llenarlo y devolverlo a la oficina de la escuela. Llame al número 987-5940 para más información.

### **Title One**

Queen Creek Unified School District's Title One program is supported by federal funds to strengthen early literacy and reading skills of identified students. In order for a student to qualify for Queen Creek Middle School's Title One program, a student must be considered to be most in-need of reading intervention based on scientific-based assessments. Students must qualify yearly based on one or more of the following: DIBELS, AIMS, STAR, and/or classroom assessment data.

If you have questions regarding Title One services, please call the office at 480-987-5940.

### **Special Education**

Queen Creek Unified School District provides a variety of Special Education programs and services for students. In keeping with state and federal mandates, the type of Special Education program which best meets each student's individual needs is determined at a meeting attended by district personnel and the student's parents or guardians. Our main goal is to serve our students in the least restrictive environment.

Services are provided for all identified students ages 3 – 22. Parents or guardians who require further information on these programs and services should contact the Department of Special Services at 987-5990.

### **Library Services**

The QCMS Library will be open at 8:30 a.m. and will remain open throughout the day until 3:20 p.m. Students are encouraged to use the library as much as possible.

A student is responsible for replacing lost or damaged library/textbooks at the cost of a new replacement that will be purchased by the school.

Students will be allowed to check out two books a week. Both books the student has previously checked out must be returned in order to check out new books.

### **Text Books**

The district utilizes online and hardcover textbooks. Most textbooks are very costly; running more than \$50.00 each. Students will be assigned books by library barcode. It is the student's responsibility to take proper care of his or her assigned textbooks.

At the end of the school year, students will be assessed appropriate costs for any lost or damaged textbooks.

### **Curricular Activities**

Curricular activities are activities conducted during regular school hours. Specific activities will include assemblies, classroom parties, field trips, and flag observances. Other academic-related activities may include lessons, Battle of the Books, the science fair, spelling bee, and teacher-directed activities.

Students are expected to be well-behaved during all curricular activities. A student may be excluded from a curricular activity at the discretion of the teacher or principal. Games and recreational activities will be related to an academic endeavor.

### **Field Trips**

1. Field trips will be related to the curriculum and appropriate to students' grade level.
2. Parents and community members will be asked to serve as chaperones and to assist with supervision. **No siblings will be allowed on field trips.**
3. Only students exhibiting responsible behavior may go on a field trip.
4. It's a privilege for students to attend end-of-the-year activities. Students must meet the criteria as outlined in the fourth quarter distributed materials.

### **Spelling, Geography Bee, and Battle of the Books**

Students in the 5<sup>th</sup> and 6<sup>th</sup> grade will have the opportunity to participate in a classroom Spelling and/or Geography Bee. Classroom winners then represent their class/school at higher levels. 5<sup>th</sup> & 6<sup>th</sup> grade students will also have the opportunity to participate in the Battle of the Books.

### **School Services**

#### **Bicycle or Scooter Transportation**

Bike racks are available and student-provided chains or locks must be used. As with other personal items brought to the QCMS campus, we cannot accept responsibility for the safety of bikes or scooters throughout the school day. The school is not responsible for theft of parts or damage while bicycles and scooters are parked in the bike rack.

The following rules are to be observed by all bike and scooter riders entering and leaving school property:

1. In traveling to and from school, all ordinances concerning bicycle/scooter safety must be observed.
2. Students who violate city wheeled-vehicle guidelines will jeopardize their privilege of bringing a bike or scooter to campus. Serious injury can be prevented through observation of these rules.
3. Students riding bicycles are not to arrive on campus before 8:30 a.m.
4. Helmet use is strongly advised.
5. Students who arrive on bikes/scooters must use the racks and each bicycle/scooter must be locked individually.
6. Once students reach the crosswalk, they must walk their bikes to the bike rack
7. Bike and scooter riding is not allowed on school grounds.

#### **Bus Transportation**

1. Riding the bus is a privilege, not a right. The same standards of student conduct at school are required at bus stops and on buses, with the addition of the following:

2. The school bus driver is the authority on the bus. All passengers, including parents, chaperones, coaches, teachers, and administrators, fall under the authority of the school bus driver whenever the bus is in motion.
3. No animals, insects, or reptiles are allowed on the school bus. This includes science projects involving dead specimens of the above. No stuffed, synthetic, plastic, or rubber facsimiles of the above are allowed.
4. No glass items are allowed on the bus. These includes medication containers, drink containers, class projects, and show & tell articles, or any other item that contains glass.
5. No firearms or weapons are allowed on the bus. This includes pocket knives, fireworks, bows and/or arrows, chains, leather straps other than belts which must be worn appropriately.
6. Keep all body parts inside the bus. All passengers must remain seated, facing forward, whenever the bus is in motion. No parts of the body are to be extended outward through any open windows on the bus.
7. All conversation should be done in a quiet manner. Speak only to those students in your immediate sitting area.
8. At all times student behavior must follow the school rules as presented in the school handbook.

### **Severe Clause**

Any infraction which jeopardizes the safe transportation of any passengers will be reported directly to authorities for disciplinary action.

1. Parents are responsible for providing transportation for a child who misses his/her bus.
2. Students who fail to follow the rules on bus transportation will receive consequences that will include, but are not limited to, loss of riding privileges.
3. Students, who cut, deface or otherwise damage the school vehicle may be suspended from school. Parents will be liable for damage done by their children.

### **Bus Passes**

Bus passes are required if a student plans to ride a different bus.

1. To obtain a bus pass, student are to go to the office before school starts or during their lunch break
2. Students must have a written note from their parent/guardian giving permission to ride on a different bus in order to receive a bus pass.
3. Students are not allowed to get on or off at a different house/bus stop unless a written request or phone call is received from the parent or guardian no later than 12:00 p.m.
4. Students must obtain and show the bus driver a written bus pass from the office to ride a different bus. All changes of bus routes must be made through the front office at least 24 hours in advance.

### **Bus Violation**

All QCUSD students who are transported to and from school on buses, vans or other vehicles provided by the District are under the authority of the driver who is operating the vehicle. Students shall observe District policies, regulations and rules while being transported. 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. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school.

1. Students shall also observe the following specific rules:
2. Follow the driver's instructions.
3. Keep the aisles clear.
4. Remain seated until the scheduled stop.
5. Do not change seats; stay in the first seat selected.
6. A signed note from the school office is required to get off at a bus stop other than students regular stop in grades Pre-K through 6. This as a parental responsibility in grades 7 -12.
7. Keep hands, arms, feet, legs, head, and objects inside the vehicle.

8. Talk quietly. Do not yell or use vulgar or abusive language.
9. Be courteous to the driver and others.
10. Do not throw anything inside the vehicle or from the vehicle.
11. No food or drink is to be taken on the bus other than lunches to be eaten at school.
12. Smoking is prohibited
13. Do not bring animals, glass containers, weapons, dangerous instruments, tobacco, alcohol or drugs on the vehicle.
14. 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.
15. Maintain orderly conduct at designated bus stops.
16. 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.
17. It is the responsibility of the parent to provide transportation to school for a child who misses her/his bus.
18. 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.

### **Procedures Followed Upon Student Misbehavior on School Vehicles**

<b>First Offense</b>	Driver discusses situation with student
<b>Second Offense</b>	Driver gives a copy of the referral to the student to be signed by a parent or guardian and returned to the driver. Referral must be returned by the date specified or privileges will be denied
<b>Third Offense</b>	Referral is submitted to the Transportation Office, student is denied bus-riding privileges for a specific amount of time. Parents and school will be verbally notified by the Transportation Department.
<b>Fourth Offense</b>	Student is removed from ALL bus privileges, including field trips and athletic events for which transportation is provided, for a specific amount of time

### **Additional Programs for Students**

**After School Enrichment Classes** –A variety of classes are offered throughout the year and may include LEGO, technology, STEM (Science Technology, Engineering and Mathematics) in addition to Cheer and many other unique and engaging enrichment classes.

**Before & After School Child Care** – Discovery Kids is an affordable, safe, exciting, and fun before and after school program. Trained, creative, and caring staff members supervise the children as they participate in a variety of planned, stimulating activities that promote each child's physical, emotional, social, and intellectual growth and development. Some of the program opportunities include a homework center, technology lab, reading center, organized games, active games, board games, science and arts and crafts.

**School Break Camp Programs** – Discovery Kids Camp Programs are for children in K-6th grade. Camps are offered during school breaks. At camp, children enjoy arts, crafts, reading, board games, indoor and outdoor sports, technology lab, guest presenters, educational videos, theme days, science projects, and group activities in addition to weekly field trips.

Discovery Kids is licensed through DHS and contracted through DES for financial assistance. For additional information, please contact Lauren at 480-987-5900x7459 or [communityeducation@qcusd.org](mailto:communityeducation@qcusd.org).

## **School Organizations and Committees**

### **Parent-Teacher Organization (PTO)**

This volunteer parent-teacher organization meets each month to support academic endeavors. PTO activities include fundraising, building school community and spirit, and the governance of the school and its functions. The PTO officers are elected by the membership, and a board representative will serve on the Site Council. Parents who choose to bring their child to PTO meetings must provide immediate supervision.

### **Site Council**

A school site council will be established at the CTA to provide a cooperative procedure for determining goals and educational philosophies of the school. The council, like all other governance or administrative units of District, operates within the guidelines of District Governing Board policy, budget, ethics, and law. This governing body is organized with representation of parents or guardians of pupils enrolled in the school, teachers, noncertified employees, community members, and the principal of the school. A parent or guardian who is employed by the school district may serve as a member of the school council if the parent or guardian is not employed at the same school where the parent or guardian's child is enrolled. The Site Council meets regularly and establishes committees on which parents may serve. **Children are not to attend Site Council meetings.**

## **Policies and Procedures**

### **Dress Code Policy**

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 the 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 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 campuses.

***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 my result in further disciplinary action. Parents will be notified for repeat offenses.***

### **The following items are considered inappropriate for the school setting:**

- 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 and headgear, including do-rags and hairnets.
- Any "in memory" attire
- Any attire that is deemed to be vulgar, profane, racially or sexually suggestive, obscene or promotes violence threats or intimidation.
- Any attire that presents a risk to the health, safety or general welfare.
- 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, and violence and/or illegal substances of any type.
- Low-cut shirts, see-through fabric, bare-midriff shirts, or clothing that is backless or razor-back shirts that are revealing.
- Hats worn in any building.

- Tank tops with shoulder widths less than 1 ½" inches
- Muscle shirts, undergarments worn as outer garments, tube tops, short skirts or short shorts, excessively baggy and/or sagging pants or shorts, trench coats, any clothing that allows your underwear to show. Minimum hemline length of shorts and skirts is to the end of fingertips.
- Visible tattoos that are considered inappropriate.
- Pajamas (PJ's) and slippers.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., 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 disciplinary code.**

Please refer to Article B.17. Personal Appearance and Dress Code Policy JICA-R1 on page 36.

### **Parents**

Parents are urged to discuss the dress code with their children to foster thorough understanding. If questions occur, the school nurse, teacher, or principal may be contacted.

In support of the dress code, parents are asked to wear modest attire when on campus for lunch, visiting classrooms, or volunteering.

### **Faculty and Staff**

The faculty, staff, and administration are expected to set good examples of appropriate dress as outlined in the Queen Creek Unified School District faculty and staff dress code. Faculty and staff may dress in attire appropriate for their specific duties.

### **Drop-off and Pick-up of Students**

***Students should arrive at school no earlier than 8:30.*** There is no supervision on school grounds until that time.

Parents should drop off and pick up their children in the designated area on the campus. Do not block student crosswalks, or parking places. Parents should be orderly and mannerly when picking up their children.

**Visiting the office during drop-off or pick-up times: Parents park in an established parking space. Do not leave cars unattended in the drop off or pick-up lines.**

### **Attendance**

Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disrupting for all students.

### **Absences**

- All students should be in class every day unless they are ill. It is very important that the school be notified as soon as possible if a student will be absent. If the school is not called, school personnel will attempt to contact parents as to why the child is not in school. An early call to the school's attendance will save staff time and help ensure the child's safety.
- If notification is not received, the student will be given an unexcused absence. The student must then present a note, signed by the parent, to the school attendance clerk stating the date and reason for the absence.

- Parents are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. (Remember Wednesday Early Release day is at 1:00 p.m.) This will reinforce the importance of school and will prevent the student from getting behind in class work.

### **Student Check Out**

A request to have a student excused from class early should be sent with the student the morning of the requested dismissal. The time and reason for leaving should be included.

Medical and dental appointments should be made outside of school hours. Many doctors and dentists have early or late appointments.

### **REMINDER: When a student misses instruction it cannot be replaced!**

The student will remain in the classroom until the teacher is notified by the office to release the student. We require all parents or authorized people to remain in the office while waiting for the student. The student must be signed out in the "Student Check-Out" notebook. Proper identification will be required.

All transportation changes MUST be preceded by a note or phone call from the parent or guardian. You must call the office no later than 2:00 p.m. in order to allow the office staff enough time to locate the student and give them the message. If you call after 2:00 p.m. we cannot guarantee that the message will be delivered. Students must make prior arrangements to ride the bus with a friend. Students will not be allowed to make calls that day unless it is an emergency.

### **Signing Students Out**

- For the safety and protection of this child, a student will only be released from the classroom before the regular dismissal time when the parent comes to the office and signs the child out.
- ***Students will not be released on the basis of a telephone call.***
- Students will only be released to persons authorized by the parent and those individuals specifically listed on the Emergency Information Card. Picture Identification may be required to sign any child out. For a student to be released to anyone other than those listed on the Emergency Information Card, the school will require specific written authorization from the parent.

### **Custody**

- In most cases, both parents will be given reasonable access to their children at school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and or child's official school record.
- **It will be the responsibility of the parent who has a court order restricting the rights of the other parent to notify school officials of the conditions and to provide school officials with a current copy of the court order.**
- In cases in which a person other than the parent has been granted guardianship, the legal guardian will be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation of changes.

### **Transfers and Withdrawals**

If you plan to move, let the school know at least three days in advance. The school will prepare transfer materials to help the student get started at the new school.

## **Child Nutrition Program**

<b>Meal Price</b>	<b>Breakfast</b>	<b>Lunch</b>
Full Day	\$1.15	\$2.50
Reduced	No Charge	\$0.40
Adults	\$1.75	\$3.50

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 2014-15 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 gets low. 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 whole wheat bread, fruit and milk. Students will receive hand stamps when their balance is low as a reminder to parents. The hand stamp is a red happy face.

**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 \$2.00. 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.



### **Policy for Forgotten Lunch**

For students who forget their lunch or lunch money a cheese sandwich, fruit, and milk will be provided.

### **Outside Food**

Parents are always welcome to join their child at lunch and bring a lunch for their child. Sharing of food or lunch with children other than your own is prohibited at Queen Creek Middle School. If you or your child would like to share lunch with their classmates, it should be done with the entire classroom and arrangements must be made in advance with their classroom teacher.

### **Birthdays**

If you would like to celebrate your child's birthday, parents must make arrangements with their child's teacher in advance. Please do not bring large quantities of food or treats to share at lunch, as this causes a disruption. We realize that parents may wish to bring home-baked treats to school. However, due to a number of issues, such as food allergies, etc., serving home-baked foods to students is prohibited.

### **School Visitations**

Parents are welcome to visit their child's classroom at any time. However, it is expected that they will not interfere with the ongoing educational programs. Please contact your child's teacher at least twenty-four hours in advance to ensure that instructional disruptions are kept to a minimum. The principal may accompany the classroom observer. Other adult visitors are requested to contact the principal to make arrangements for visitation. All visitors are required to check in at the front office upon arrival and provide picture identification to receive a visitor's badge. Student visitors are not permitted on campus.

### **Volunteers**

Parents, grandparents, and other volunteers are invited and encouraged to participate in the school program as a volunteer. We encourage parents to volunteer in their child's classroom or with school-wide programs. Please contact your child's teacher or the front office if you are interested in volunteering. Volunteers are asked to sign in at the front office and wear a visitor badge. **Volunteers are not allowed to have young children accompany them.** This policy ensures safety, minimizes classroom interruptions and promotes full concentration of both students and volunteers on the learning activity.

### **Phone Calls to Teachers**

If parents would like to talk with their child's teacher, they should call the school office either before classes begin or after students are dismissed. To facilitate good communication and ensure security, each teacher has a phone in his/her classroom. During instructional hours, you may leave a message for the teacher to ensure that interruptions in class time are kept to a minimum. The teacher will make every effort to return the call on the same day or within 24 hours. If an emergency occurs during the school day, please call the school's main office and our office staff will assist you.

### **Students' Use of the Telephone**

Students are not permitted to use the office or classroom telephone for any personal calls, except in an emergency and with staff permission. In the event that a student receives a call, he/she will be called out of class only in the case of an emergency.

Students may use the phone for:

- Medication
- Glasses
- Hearing Aids
- Permission to stay after school to complete an assignment
- Relaying messages from the teacher to the parent

Students may not use the phone for:

- Permission to stay after school for an after school activity
- Permission to go to a friend's house after school
- Permission to get off the bus at a bus stop other than their own
- Retrieval of homework and/or school project

### **Lost and Found**

- Please put your child(ren)'s names on clothing, backpacks, lunch boxes, and personal things brought to school. Taking some time to do so may save the cost of buying replacements.
- Found items are stored at school and eventually donated to charity if not claimed.
- Please visit the school office if something is lost at school.
- Students are asked to turn in any items they have found on the school campus.

### **Emergency Procedures**

The District has procedures in place to handle emergency and crisis situations. All schools have regular drills for students to practice lockdown and evacuation procedures, as well as bus evacuation drills.

### **Pets and Other Animals**

Pets are only allowed on campus for educational purposes with permission from the principal. Animals will not be transported on school buses.

### **Health Office**

The Health Office is an emergency station and is not equipped to take care of any serious illness or accident. Students who become ill or injured at school are to report to the health office or other school personnel immediately. **Parents must keep emergency cards updated with current phone numbers at all times to be used in the event of an emergency.**

- 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 are to come alone to the office unless it is necessary for someone to help them.
- A student should have a permission slip from a teacher, unless it is an emergency.

### **Immunizations**

House Bill 2295 – Chapter 209, 1990 Law **requires** that pupils be suspended from school upon enrollment if documentary proof of immunization is not submitted, unless the student is exempt due to certification that immunization is detrimental to the student's health. This requires exclusion of students who lack documentary proof of immunization during outbreaks of communicable immunization and/or preventable diseases. Contact the school nurse for more information.

### **Medication**

If it becomes necessary for a student to take ANY form of medication at school, a consent form is to be completed and signed by a parent or guardian. Medication consent forms can be obtained in the Health Office. ALL medication, including over the counter medication, must be brought in to the Health Office by an adult.

**Students are not permitted to transport medication to or from school under any circumstances!**

Prescribed medication **must be** in its original pharmacy container and should state:

**\* The student's name                      \* Dosage                      \* Times to be administered**

**Expired Medication will not be given.**

All medication is kept in a locked cabinet and is dispensed by the nurse, nurse's aide or by a responsible adult staff member.

### **Lice Checks**

In the event that a child in the school is found to have lice/nits, the Health Aide will check all other children in the classroom, as well as the child's siblings/friend in other classrooms. The check may involve the entire school. Students found to have lice/nits are required to go home and be treated with an appropriate lice treatment. Students will not be admitted back to class until the Health Aide determines that the student is lice/nit free.

**Medical Insurance** is not provided by the district.

### **Child Abuse Reporting**

Arizona Revised Statute 13-3629 states that all school personnel are obligated to report suspected abuse, including teachers, support staff, and administrators. This obligation arises when observation or disclosure provides "reasonable grounds to believe" that a minor is a victim of child abuse, non-accidental injuries, physical neglect, or sexual abuse. All school personnel must "immediately report or cause a report to be made" of suspected child abuse to the policy and/or Child Protective Services (CPS).

### **Conduct While on School Property:**

School property includes all school campuses and properties, bus stops, all vehicles under the control of the district, and the premises of all school sponsored curricular or extra-curricular activities.

Parents are encouraged to be active participants in their child's education. A partnership between parents and the school requires meaningful and appropriate communication. As such, we must be civil in our discourse. This requires that:

1. No one disrupt or attempt to interfere with the operation of a classroom or any other area of a school.
2. School rules for access and visitation are strictly obeyed.
3. Legitimate obligations and time constraints are respected.

## **Student Code of Conduct**

### **Character Counts!**

Character education is the deliberate effort to help people understand, care about, and acts upon core ethical values. An intentional and comprehensive character education initiative provides a lens through which every aspect of school becomes an opportunity for character development.

Benefits:

- It promotes character development through the exploration of ethical issues across the curriculum.
- It develops a positive and moral climate by engaging the participation of students, teachers and staff, parents and communities.
- It teaches students how to solve conflicts fairly, creating safer schools that are free of intimidation, fear and violence, and are more conducive to learning.

The following character traits are essential for students to compete locally, nationally, and internationally. These traits should be modeled and maintained by adults and students.

- Respect – Showing high regard for self, others, and property.
- Responsibility – Being accountable for individual behavior.
- Trustworthiness – Being truthful in words and actions.
- Caring – Showing concern for the well-being of others.
- Fairness – Demonstrating impartial, unbiased, and equitable treatment for all.
- Citizenship – Being an informed, responsible, and caring participant in the community.

## **Student Code of Conduct**

1. Students are expected to show respect to all adults and other students on campus.
2. Students are expected to respect all school property at all times.
3. Students are expected to follow all bus rules to ensure safe transportation to and from school.
4. Follow school safety rules in all areas including playground.
5. Students are expected to refrain from horseplay, physical contact, profanity, and abusive or threatening language, both on school grounds and to and from school.

## **Cafeteria Expectations**

Your child may pay for his/her breakfast and lunch on a daily, week, monthly, or yearly basis. You may also choose to use [EZSchoolPay.Com](http://EZSchoolPay.Com) to add lunch money to your child's account.

1. Student behavior in the cafeteria is based on courtesy and cleanliness.
2. Students have a choice of 10-15 tables to sit, depending on the team. They need to sit with their team each day.
3. When a student finishes lunch, he/she will wait until the monitor dismisses the table to recess.
4. Inside voices are to be used in the cafeteria. Please, no yelling, shouting, or running.
5. Students are not allowed to go into the building where classes are being held during lunch.
6. If there is a question about your child's account, please call the cafeteria at 987-5955.
7. Energy drinks are prohibited. We encourage water and healthy snacks.
8. Eat **only** your food. Sharing is not allowed.
9. Clean your table and the floor in your eating area before leaving.
10. Wait until your class is dismissed before dumping your tray or leaving the cafeteria.
11. Be respectful to self, others and the school community.

## **Queen Creek Middle School Playground Rules, Game Rules**

It is helpful for students, teachers, and parents to know the rules that are enforced on the playground as well as rules for the various games that are played here at school.

### **Playground Rules**

Students are taught our playground rules during the first week of school. These are necessary in order to ensure that our students are safe and have an enjoyable recess!

- **Students are not allowed to bring toys, cards, balls (any type), Frisbees, etc. from home.**
- **We are a gum free campus!**
- Football games are flag only. Tuck in long shirts so flags are accessible. (See Flag Football Rules).
- Playing tag should take place out on the grass and not within the playground equipment area.
- If a ball goes over the fence, get a Recess Para.
- Swing area: Please don't jump off the swings. Students should only be in the swing area if they are swinging. No running between the swings. No twisting or sideways motion on the swings.
- Kick ALL balls on the grass only. Do not kick balls on or near playground equipment.
- No eating outside. All food and drink should be finished in the lunchroom before coming outside.
- Students should not bring anything back into school that they find outside on the playground such as animals or bugs, etc. If you find something on the playground that should not be there, don't touch it. Instead go tell a Recess Para and they will take care of it.
- No school or personal items should be brought outside. No writing on playground equipment. If you find something written on equipment tell a Recess Para.
- Never pull other students off playground equipment.
- Tell a Recess Para right away if you see a stranger on the playground without a guest badge.
- Tell a Recess Para right away of any problem that happens at recess. That's why they are there. Don't wait until the end of recess to tell them. They will need time to resolve problems.
- Tell Recess Para if you need to use the bathroom.
- **Respect others. No bullying, punching, tackling, or using bad language at ANY time.**
- **Be Safe! If you are unsure about a situation or playground rules ask the Recess Para, they will be glad to help you.**

### **Special Rules for Football**

Football at recess is a great activity, but players need to make sure they are following our school rules. **We do not have referees, coaches, helmets, pads, or other equipment to keep students safe. The only kind of football allowed is NON-TACKLE, FLAG FOOTBALL!** Recess paras and school staff will take football away if they believe students are unable to play it safely. The following rules are taught to students the first week of school:

- The game begins with a kickoff from a goal line, with all players on the kicking team onside. If it is kicked out-of-bounds (and not touched by the receiving team), it must be kicked over. If repeated, the receiving team gets the ball in the center of the field. The kickoff may not be recovered by the kicking team.
- A team has 4 downs to score a touchdown or they lose the ball.
- The ball may be passed at any time unless ball is past line of scrimmage. All players on the field are eligible to receive and intercept passes.
- A player with the ball is down or caught if one of his/her flags has been pulled off.
- The ball carrier must make an attempt to avoid the defensive player and is not permitted to run over or through the defensive player.
- All fumbles are dead at the spot of the fumble. The first player who touches the ball on the ground is ruled to have recovered the fumble. If it cannot be decided who touched the ball first, the offense keeps the ball and starts a new play from the dead ball spot.
- All punts must be announced. Neither team can cross the line of scrimmage until the ball is kicked. Kick receivers may run or use a lateral pass. They cannot make a forward pass after receiving a kick.
- If the ball is thrown from behind the line of scrimmage and results in an incomplete pass, the ball is down at the previous spot on the line of scrimmage.  
No chop blocking below the waist. No excess blocking that causes a player to fall down. NO TACKLING EVER.

If rules are not followed or arguments arise, call on a Recess Para. They are there to solve problems and keep the game safe. The Recess Para May choose to end the game and can ban football for a determined length of time if students are being unsafe.

### **Returning to the Building**

- When the Recess Para blows their whistle indicating recess is over, you will line up. Your teacher will come to pick you up. You will then go quietly into your classroom.

### **Discipline/Consequences on the Playground**

- Recess paras will follow the Queen Creek Middle School Expectations policy. They can issue behavior tickets, assign lunch detention, and remove students from the playground when appropriate. Major student behavior issues such as fighting or bullying will be referred to the administration and/or teacher.

### **Discipline Plan**

. Queen Creek Middle School disciplinary code is designed to ensure a safe and orderly environment that enables your child to benefit from instruction. Therefore, it is essential that:

1. No student prevents a teacher from teaching his or her students.
2. No student prevents or interferes with other students' efforts to get an education.
3. No student engages in activities that aren't in his or her best interest or safety, or in the best interest and safety of others.

School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. **This includes the student's conduct while going to and from school, and before and after school.**

**Positive Reinforcement** for appropriate behavior is the norm at QCMS. It is acknowledged by, but not limited to, the following:

1. Individual and group recognition by teachers, principals, and other staff (e.g., Wildcat wows, verbal compliments, stickers, etc.);
2. Student of the Month;
3. Special class activities;
4. Opportunity to attend recess;
5. Attendance at classroom holiday parties;
6. Recognition awards and/or treats; or
7. A visit to the principal.

**Inappropriate Behavior** will result in consequences. The consequences can include, but are not limited to, the following:

1. Time out;
2. Loss of recess;
3. Parental contact;
4. A visit to the principal; or
5. In- or out-of-school suspension.

**The severity of the consequences will be dependent upon the severity of the infraction as well as the number of previous infractions.**

**Severe Misbehavior** requires immediate intervention. The following types of misbehavior are considered severe:

1. Fighting
2. Disrespect or defiance of an adult supervisor or authority
3. Damaging school property.
4. Possession of any physically dangerous items, such as, tobacco, drugs, alcohol, fireworks, or weapons (including simulated weapons).

The consequence for severe misbehavior is that the student is sent immediately to the Principal. The Sheriff's Office will be called for all reportable offenses.

In each case, the principal will counsel the student and parents will be contacted. The contact may be in the form of a discipline memo requiring a parent signature; a phone call; or a parent conference.

In addition, the student may be placed in in-school suspension or be suspended from school. The length of suspension will depend upon the severity of the behavior and the number of previous severe misbehaviors.

In the case of damage to school property, the student will be required to pay for damages.

## **Searches**

The administration reserves the right to search and seize when there is reasonable belief that some material or matter, which is detrimental to the health, safety, and welfare of the student(s), exist.

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 the health, safety and welfare of the student (s) exists.

## **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 will reflect the seized item.

## **Section A – Factors Considered in Determining Appropriate Discipline:**

Potential Aggravating Factors

- The severity of the actual result of the conduct.

- The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct.
- The extent of the disruption or potential disruption to the educational environment.
- The attitudes of the student and parent concerning the misconduct and potential disciplinary consequences.
- The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents.
- Whether the student's behavior violated civil or criminal laws.

#### Potential Mitigating Factors

- The age of the student.
- The ability of the student to understand that the conduct was prohibited.
- The ability of the student to understand the potential risk of the misconduct to the health and/or safety of others and their property.
- The ability of the student to understand the potential of the disruption to the institution.
- The ability of the student to understand the potential for disciplinary consequences.
- Reasonableness of use of physical force in self-defense, defense of others, and defense of property.
- Frequency, type, and magnitude of previous misbehaviors by the student.
- Special intellectual, psychological, emotional, environmental, or physical characteristics of the student.

The threat or use of physical force by a student is not reasonable when:

- Made in response to verbal provocation alone.
- Assistance from a school staff member is a reasonable alternative.
- The degree of physical force used is disproportionate to the circumstances or exceeds the need to avoid injury to one's self or to others or to preserve property at risk.

#### **Section B – Disciplinary Responses**

For additional information, see board policy JK. *\* Items will be reported to the Arizona Department of Education as part of required Arizona Safe Schools reporting and \*\* items are also required to be reported to local law enforcement.*

<b>VIOLATION</b>	<b>DEFINITION</b>	<b>CHARACTER COUNTS</b>
ALCOHOL, DRUGS AND TOBACCO**	The use, possession, or sale of alcoholic substances. The use (including inhalation), possession, or sale of marijuana, drugs (including over-the-counter & prescription), narcotics, tobacco or other harmful substances represented as such, and related paraphernalia. Refer to policy JICH.	Responsibility / Citizenship
ARSON**	Intentional damaging of a school or personal property by knowingly causing a fire or explosion.	Responsibility / Citizenship
ASSAULT**	A physical attack that includes actual and intentional touching/striking of another person against his/her will or intentionally causing physical injury to an individual.	Caring/Fairness
BULLYING*	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. Can be physical, verbal, or psychological.	Respect/Caring

BURGLARY*	Entering or remaining unlawfully in a school building with the intent to commit any theft.	Responsibility/Caring/ Fairness
BUS MISUSE	Failure to adhere to bus rules	Respect / Responsibility
CHEATING/ PLAGIARISM	Copying work of others and submitting it as your own or securing teacher materials or work in a dishonest way.	Trustworthiness
COMBUSTIBLE	Possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.	Responsibility/Caring
DANGEROUS ITEMS*	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 (i.e., laser pointer, pellet gun, simulated knife)	Responsibility/Caring
DEFIANCE, DISRESPECT TOWARDS AUTHORITY, AND NON-COMPLIANCE	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions. All students are expected to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner and completing all assigned work.	Respect / Responsibility
DISRUPTION	Engaging in behavior that causes an interruption in a class or activity, including loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.	Responsibility / Respect
DRESS CODE VIOLATION	Maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and does not disrupt the educational environment. This includes student clothing that materially and substantially disrupts classes or other school activities, including but not limited to gang articles of clothing. Please refer to the dress code on page 9. (Policy JICA-R)	Respect/ Responsibility
ENDANGERMENT*	Recklessly endangering another person with a substantial risk of imminent death or physical injury.	Trustworthiness/ Respect/ Caring
EXTORTION*	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat to inflict harm.	Trustworthiness/ Respect
FIGHTING*	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	Citizenship/Caring
FIRE ALARM MISUSE**	Intentionally ringing a fire alarm when there is no fire.	Responsibility



FIREARMS**	Possession, use or distribution of any weapon designed to or may be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon and destructive devices. This includes, but is not limited to handguns, rifles or shotguns.	Responsibility/Caring
GAMBLING	Participating in games of chance for the purpose of exchanging money or goods.	Responsibility
HARASSMENT, NONSEXUAL*	Verbal, physical or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation.	Respect/Caring
HARASSMENT, SEXUAL (WITH OR WITHOUT CONTACT)*	The unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature made by a student to another student or by a student to a staff member.	Respect/Caring
HAZING*	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student committed in connection with an educational organization that contributes to a substantial risk of or causes potential physical injury, mental harm or degradation. Refer to board policy JICFA-EB.	Respect/Caring
IMPROPER USE OF TECHNOLOGY	A student will refrain from inappropriate use of school system computers or from utilizing the QCUSD Internet Site without proper authority, This includes unauthorized use of sign-on codes, the school telephone system, communication of threats or implied threats, and unauthorized attempts to contact any QCUSD computer site from any computer station. This also encompasses any activity or distribution of information from home or school computers that would constitute a violation of the Code of Student Conduct or a violation of law, such as, but not limited to bullying or harassment. Publication on the Internet is considered distribution regardless of the location of the computer where the offending content was published. See the Electronic Information Services User Agreement.	Trustworthiness
INDECENT EXPOSURE OR PUBLIC SEXUAL INDECENCY*	Inappropriate exposure of oneself to another or engaging in sexual activity	Respect / Caring
LANGUAGE, INAPPROPRIATE	Verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Respect
LEAVING SCHOOL GROUNDS WITHOUT PERMISSION	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee.	Responsibility/ Trustworthiness

LYING/FORGERY	Knowingly giving false information or information intended to mislead. Writing and using the signature or initials of another.	Responsibility/ Trustworthiness
MINOR AGGRESSIVE ACT	Pushing, shoving, tussles, minor physical confrontations	Responsibility/Caring/ Fairness
NEGATIVE GROUP AFFILIATION (GANGS)	An organized association of persons (3 or more) that has a common name, signs, symbols, and colors, whose members engage in disruptive or other negative behavior. Activities, acts, behaviors that display or imply gang affiliation or participation are strictly prohibited.	Responsibility/Caring/ Fairness
PERSONAL PROPERTY	A student will only bring or possess objects that have an educational purpose and will not distract from teaching or learning. Cell phones and electronic devices should not be used or visible during school hours. The district is not responsible for theft, loss, or damage to personal property brought onto its property.	Responsibility
PETTY THEFT/ 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.	Respect / Responsibility Citizenship / Trustworthiness
PORNOGRAPHIC, PROFANE AND/OR VIOLENT MATERIAL	A student will not possess any pornographic or profane material, including but not limited to pictures, magazines, CDs, DVDs, and sexually explicit or graphically violent materials.	Respect/ Citizenship
PUBLIC DISPLAY OF AFFECTION	Any intimate physical contact, including but not limited to kissing and prolonged hugging	Respect
RECKLESSNESS	Unintentional, careless behavior that may pose a safety or health risk for others.	Responsibility/ Citizenship
ROBBERY**	Using force or threatening to use force to commit a theft.	Respect/ Responsibility Citizenship/ Trustworthiness
SCHOOL THREATS**	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 students or staff.	Responsibility
SEXUAL ABUSE**	Intentionally or knowingly engaging in sexual contact without consent.	Respect/Caring
SEXUAL HARASSMENT	Suggestive or obscene letters, notes, invitations, derogatory commonest, slurs, jokes, epithets, leering, gestures, or display of sexually suggestive objects, pictures or cartoons. Continuing to express sexual interest after being informed that the interest is unwelcome.	Respect/Caring

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.	Responsibility/Caring
THREAT OR INTIMIDATION*	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	Responsibility
TRESPASSING	Entering or remaining on school grounds or facilities 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 campus or school board facilities after being directed to leave by the chief administrator or designee of the facility, campus, or function.	Citizenship
UNEXCUSED ABSENCE*	Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.	Citizenship/Responsibility
VANDALISM*	Willful destruction or defacement of school or personal property.	Responsibility/ Respect/ Citizenship
VERBAL PROVOCATION	Use of language or gestures that may incite another person or other people to fight.	Citizenship/Respect
WEAPONS**	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but is not limited to: nunchakus, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices, knives with blades at least 2.5 inches long. Weapons are strictly prohibited.	Responsibility/Caring

### **Bullying**

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

Definition: Bullying is the act of systemically and chronically inflicting physical harm and/or psychological distress on others (to include, but not limited to, fear, anxiety, psychological and emotional harm).

Please refer to QCUSD Policy JICFB for a complete copy of the district bullying policy.

The following regulations apply:

- Students and others should report any incidents of bullying to a district employee.
- It is mandatory that District employees report any incidents of bullying in writing to the school administration.
- The district employee shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or as otherwise required by law.

- Instances of reported or observed bullying that are in violation of the law or involve possible child abuse must be reported to the appropriate agency.
- Reported incidents of bullying will be investigated within 10 instructional school days.
- All violations of the policy shall be treated in accordance with the appropriate procedures and penalties provided for under Policy JIC, Student Conduct, and ARS 15-341.

Any student who:

- Commits the act of bullying
- Intentionally files a false report
- Retaliates against another who has participated in any manner in an investigation, proceeding, or hearing conducted in response to an investigation of bullying will be subjected to consequences in accordance with Policy JIC, including possible police involvement.

Student's responsibility:

- Participate in school-wide bullying program
- Tell an adult staff member if bullying occurs.

### **Social Media**

It is becoming increasingly popular for students to post material on social media websites such as Facebook, Snapchat, Instagram, and Twitter. Please be aware that material posted, either at home or at school, could be viewed as harassment or disruptive to the educational environment. **This is not limited to the above named sites alone.** Material sent via email, text messaging, voicemail or any other electronic means, could be viewed as harassment or disruptive to the educational environment. Conduct off campus during non-school hours could lead to the disruption of the educational environment. In cases where it is harassment, or leads to the disruption of the educational environment, students will be subject to disciplinary action.

### **Hazing**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to district schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "Student" until graduation, transfer, promotion or withdrawal from the District school.

Definition: "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:

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.  
The act contributes to a substantial risk or potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at the educational institution.

It is no defense to a violation of the policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

Customary athletic events, contests or competitions that are sponsored by an educational institution.

Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

### **Reporting/Complaint Procedure**

Students and other may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative

supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information of the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator not later than the next school day following the day the staff member receives the report/complaint. The report/complaint will be investigated by the school administrator or a supervising administrator.

**The procedures to be followed are:**

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be necessary as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the finding and a copy of the report shall be provided to the Superintendent.

**All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others. Actions taken may include, but are not limited to:**

- Student shall be isolated from other students.
- Inform parents of policy and disciplinary procedures
- **Student may be subject to suspension or expulsion.**

## **Notices**

### **A Parents Right to Know...**

As a parent of a student you may request information regarding the professional qualifications of your child's classroom teachers, including, at a minimum the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

A notice will be sent if your child has been taught for four or more consecutive weeks by a non-highly qualified teacher of a core academic subject (Math, Language Arts, Science and Social Studies).

Please direct any questions, comments or concerns to the Department of Grants, Curriculum, and Instructions, 480-987-5940.

### **Article One: Annual Notification to Parents**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, breathing, learning and working)
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Queen Creek Unified School district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to hearing with an impartial hearing officer.

Complaints regarding school facilities may be directed to the principal on your child's campus or the District 504 Coordinator.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act and Queen Creek Public School Board Policy give the parent or guardian the right to:

1. Inspect and review your student's education record
2. Exercise a limited control over other people's access to the student's education record.
3. Seek to correct parts of the student's education record, you believe to be inaccurate, misleading or in violation of student rights, in a hearing if necessary:
4. Report violations of the FERPA to the United States Department of Education, FERPA office.
5. To be informed annually about FERPA rights.

All rights and protections given parents under the FERPA and Queen Creek Schools Board policy transfer to the student when he/she reaches age 18 (except where the student is dependent) or enrolls in a post-secondary school. The student then becomes an "eligible student".

Parents may inspect/review their student's cumulative records by contacting the principal on their campus. Special education records may be reviewed by contacting the Director of Special Services at: Queen Creek Public Schools, 20217 E Chandler Heights Road, Queen Creek, Arizona, 85142, or by calling 480-987-5990.

### **Annual Notification to Parents Regarding Confidentiality of Student Educational Records (FERPA):**

This is a reminder that all of the information gathered concerning your child will be treated **CONFIDENTIALLY**, and that no records will be released without your expressed written consent.

All records are kept in a locked cabinet located at the District Center. Dora Kisto, Special Education Administrative Assistant, maintains the key. Posted on the file cabinet is a list of school personnel permitted to view the records. Access sheets are included in each file to be signed by personnel if that file is removed for review.

If you have any further questions, please call the office at 480-987-5990.

### **Annual Notification to Parents Regarding Confidentiality of Student Education Records**

**The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - o School officials with legitimate educational interest
    - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
    - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
  - o Other schools to which a student is seeking to enroll;
  - o Specified officials for audit or evaluation purposes;
  - o Appropriate parties in connection with financial aid to a student;
  - o Organizations conducting certain studies for or on behalf of the school;
  - o Accrediting organizations;
  - o To comply with a judicial order or lawfully issued subpoena;
  - o Appropriate officials in cases of health and safety emergencies; and
  - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

**The Individuals with Disabilities Education Act (IDEA)** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such 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 pertinent sources, such as doctors and other health care providers. This information is collected 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 that 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.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW	Arizona Department of Education Exceptional Student Services
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Washington, D.C. 20202-5901	1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

### **Queen Creek School District Child Find**

It is the Queen Creek School District's 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 age 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 insure that:

1. Transition conferences for children ages two years and six month (2.6) to two years and nine months will be held;
2. By the child's third birthday an Individualized Education Program (IEP) or Individualizes Family Services Plan (IFSP) will be developed and implemented; and
3. For the child who turns three 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.

### **Electronic Information Services and Equipment User Agreement for Students**

Please read this document carefully. When signed, it becomes a binding agreement.

#### **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 the district. The user must:

- Use the EIS and equipment for educational purposes only.
- Agree not to submit, publish, display, 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 or personal phone numbers.
- Understand that electronic information system components may be monitored to ensure compliance with District regulations and policies.
- 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 District's Uniform Code of Student conduct including but not limited to: the Uniform Code of Student Conduct, Article B; Behavior, Section 4: Vandalism, A.R.S. 15-842: Damage to school property, in addition to all Board policies which may be applicable to any circumstance which may arise.
- Safeguard all software and system security.

Each user will be required to sign an EIS and equipment user's agreement. A user who violated the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes or consequences.

Details of the user agreement shall have been discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

### **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 on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

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 a school 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 the 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 or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or 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 the District 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.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

#### **Returned Check Policy**

When a check is written payable to Queen Creek Middle School, the check writer is giving authorization to electronically debit the check writer's account in the event the check is unpaid and returned. The amount debited will be the amount of the returned check plus a fee, determined by the district.

#### **Tax Credit Donations**

Tax credit donations are used to fund extracurricular activities at each site. Extracurricular activities are school sponsored activities that require enrolled students to pay a fee in order to participate. Each enrolled student will pay a fee of .25 in order to be eligible for participation in these activities. This fee may be collected from parents or be provided for each student by the school's PTO or student council if they so choose.

Each site will use the tax credit determination chart to ensure compliance for use of tax credit funds. The chart, a student roster and verification of payment will be provided to district office at the time of any tax credit request.

## **Parent/Student Contracts**

The following forms must be signed by all Queen Creek Middle School parents and or guardians and students. Forms are due to the homeroom teacher by **August 3, 2015**.

I have read and understand the rules and regulations regarding my responsibility as a Queen Creek Middle School Student. My signature below denotes the fact that I have read and understand the Queen Creek Middle School Family Handbook and willingly agree to abide by the rules, regulations, and responsibilities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the rules and regulations regarding my responsibility as a Queen Creek Middle School Student. My signature below denotes the fact that I have read and understand the Use of Technology Contract and willingly agree to abide by the rules, regulations, and responsibilities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My signature below denotes the fact that I give permission for my \_\_\_\_\_ son/daughter to be transported within the boundaries of the Queen Creek School District during the school day for official school functions. I understand and agree that no further permission must be required unless my student travels out of the district boundaries.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the rules and regulations regarding my responsibility as a Queen Creek Middle School parent. My signature below denotes the fact that I have read and understand the Media Release Permission to Photograph/Videotape and willingly give my permission for my son/daughter to be photographed/videotaped as outlined in the Media Release (including the school website and Facebook page).

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Media Release

### Permission to Photograph/Videotape

Your son/daughter may be photographed/videotaped within the school setting while involved in a school sponsored activities. Pictures may be used in newspaper, school bulletin boards, classroom purposes, school newsletter, yearbook, television publications, other media activities, or on the districts Internet websites. We want to make sure that we are complying with your wishes in every way. We would like to ask you to take a moment to fill out this form and return it to your homeroom teacher by **August 1, 2014**.

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

My child can be photographed for media/newspaper. YES \_\_\_\_ NO \_\_\_\_

My child can be photographed for classroom purposes. YES \_\_\_\_ NO \_\_\_\_

My child can be photographed for school bulletin boards. YES \_\_\_\_ NO \_\_\_\_

My child can be photographed for the school newsletter. YES \_\_\_\_ NO \_\_\_\_

My child can be photographed for the school yearbook. YES \_\_\_\_ NO \_\_\_\_

My child's photo can appear on the school website

(Please note the school newsletter is put online every month) YES \_\_\_\_ NO \_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_