



Queen Creek

Unified School District No. 95

FAMILY HANDBOOK

2023-2024



ENGAGE **EMPOWER** EXCEL



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Letter from the Superintendent

Welcome to Queen Creek Unified School District where we serve over 14,600 students and their families! We are the largest employer in Queen Creek with an outstanding team of over 1,600 staff members plus a multitude of dedicated volunteers and active community members. As an innovative, national leader in education, Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity.

Our priority areas and goals include student success, providing a safe and healthy environment, having and supporting exceptional personnel, engaging in effective partnerships and having effective operations and systems. All of these support and have students in the heart of all that we do on a daily basis. We are committed to excellence in all that we do, we strive to have a culture built on healthy relationships, and we are committed to results through a collaborative culture.

Queen Creek is a growing district in the Town of Queen Creek and the City of Mesa and we cannot achieve this success without the cooperation of our students, their parents and guardians, and our business and agency partners. We are excited about the override that our voters recently approved. We depend on our citizens placing their confidence in our ability to invest their tax dollars wisely, providing the young people who will be the next generation's leaders, both locally and globally, with a world-class education.

We are able to provide a well-rounded educational experience for our students with the support of our community, highly qualified teachers, and support staff. The governing board members share our love for children and our desire to help each child reach his or her maximum potential. Our schools set high academic expectations for both students and teachers to ensure that we prepare our students for the lives they lead outside of school.

The Queen Creek Unified School District takes great pride in the opportunities we offer our students both in and out of the classroom. We are proud of the comprehensive Pre-K through 12th grade academic programs we offer to meet the needs of all our students. We engage our students in a rigorous curriculum through a mastery learning model that is complete with gifted education, character education, leadership development, and a technology-rich, 21st century environment. We have quality programs in regular education, special education, and early childhood as well as career, technical, and alternative high school services. In addition, we offer a broad selection of extracurricular activities, athletic and fine arts programs.

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

Sincerely,

Perry Berry, Ed.D.
Superintendent

To access the QCUUSD Governing Board Policy Manual, please visit the link below:
https://www.boardpolicyonline.com/bl/?b=queen_creek_usd

*Queen Creek Unified School District
20217 E. Chandler Heights Rd.
Queen Creek, AZ 85142*

Introduction

PBIS (Positive Behavior Intervention and Supports) is our way of providing a safe and positive learning environment at our district's schools. PBIS has been shown to increase academic achievement and student performance, decrease classroom disruptions and office discipline referrals, and improve school climate and safety.

Our QCUUSD expectations for student behavior are:

- Be Kind
- Be Respectful
- Show Integrity

Within this document are guidelines that the Queen Creek Unified School District (QCUUSD) has established and designed to promote student success. These guidelines for student conduct are to ensure a safe learning environment for each and every student, as well as to create a safe environment for the faculty and staff.

This family handbook allows a student to take accountability for his or her actions so that each student learns and accepts responsibility when violations occur. It is crucial for families and each school to work together in order to make sure that students can take ownership for his or her actions. If a student's actions violate a district guideline, the student will be expected to fulfill and accept the appropriate consequences.

These expectations our school district has for each and every student should be met when students are at all areas of school, going to or from school, at a bus stop, and/or at a school event. These expectations help ensure students are safe at all times.

Consequences outlined in this handbook are not the only consequences that may occur when a student violates a district guideline. *Each administrator, or appropriate discipline personnel, has the ability to use discretion to create an appropriate consequence for a student's violation.* Although Queen Creek Unified School District strives to allow students to grow and allow their personal and unique strengths to shine, we will not allow the hindrance of student learning due to inappropriate conduct.

Strategic Plan



Our Vision: Queen Creek Unified School District supports the development of the whole child by modeling positive academic, social, and emotional learning through an innovative and challenging curriculum. Learning is maximized by empowering the community, and its members, to partner with us to create safe and secure learning environments for all students. At Queen Creek Unified School District, we expect our students to be successful, compassionate, and productive in their learning so that the next generation of ethical citizens can lead our community both locally and globally.

Our Mission: Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity.

Our Priority Areas and Goals:

Student Success	Safe and Healthy Environment	Exceptional Personnel	Effective Partnerships	Effective Operations and Systems
<p>Inspire all students to meet or exceed annual, individual, and academic goals.</p> <p>Prepare all students for post-graduation opportunities, responsible citizenship, and competition in a global economy.</p> <p>Empower each student with skills and tools that support being a confident, resilient, and healthy individual.</p>	<p>Ensure a safe and secure environment.</p> <p>Teach kindness, respect, and integrity.</p> <p>Provide opportunities that result in meaningful connections, resiliency, and coping skills.</p> <p>Raise awareness of mental health.</p> <p>Enhance diversity related educational opportunities.</p>	<p>Value and support all personnel.</p> <p>Recruit and retain highly qualified, diverse personnel.</p> <p>Maximize purposeful professional development to empower personnel.</p> <p>Encourage new and innovative ideas that foster collaboration, efficiency, and growth within the work environment.</p>	<p>Increase partnerships as a way to build mentoring opportunities, internships, and community business involvement.</p> <p>Communicate effectively to promote involvement and maximize opportunities for collaboration with all stakeholders.</p> <p>Ensure transparency by providing information used in the decision-making process.</p>	<p>Optimize use of funds through fiscal responsibility.</p> <p>Strategize use of resources through balanced planning.</p> <p>Manage District systems efficiently through key performance indicators.</p> <p>Continuously improve facilities and technology.</p>

District Leadership

Governing Board President	Ms. Jennifer Revolt
Governing Board Vice President	Ms. Samantha Davis
Governing Board Member	Ms. Patty Campbell
Governing Board Member	Mr. Matthew Riffey
Governing Board Member	Mr. James Knox
Superintendent	Dr. Perry Berry
Chief Operations Officer	Ms. Amber Stouard
Assistant Superintendent, Elementary Schools	Ms. Erika Copeland
Assistant Superintendent, Secondary Schools	Mr. Casey Eagleburger
Chief Human Resources Officer	Dr. Patty Rogers
Desert Mountain Elementary School	Principal Erin Pillsbury
Faith Mather Sossaman Elementary	Principal Sherry Towns
Frances Brandon-Pickett Elementary School	Principal Stacey Martin-Duke
Gateway Polytechnic Academy	Principal Jeff Markle
Jack Barnes Elementary School	Principal Dawn Kennaugh
Katherine Mecham Barney Elementary School	Principal Dawn Harrington
Queen Creek Elementary School	Principal Dawn Michaelson
Schnepf Elementary School	Principal Faith Orr
Silver Valley Elementary School	Principal Kelli Frazier
Newell Barney Junior High School	Principal Kevin Aikins
Queen Creek Junior High School	Principal Beverly Nichols
Crismon High School	Principal Elyse Torbert
Eastmark High School	Principal Dr. Tom Swaninger
Queen Creek High School	Principal Dr. Adam Wolfe

Educational Rights

The District shall abide by all applicable state and federal laws, rules, regulations, and executive orders with respect to the provision of equal educational opportunities and shall not discriminate against any person based upon that person's race, color, religion, disability, pregnancy and parenting, sex (including sexual orientation and gender identity), national origin, veteran's status, genetic code, or political affiliation.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

Adopted: date of manual adoption

LEGAL REF.:

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Educational Opportunities Act

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001

Arizona Constitution, Act XI, Sec. 6

CROSS REF.:

[1-201](#) Equal Educational Opportunity and Non-Discrimination

[1-202](#) Equal Employment Opportunity and Non-Discrimination

[1-203](#) Prohibited Sex Discrimination (Title IX)

[1-401](#) Parents/Legal Guardian Rights in Education

[5-202](#) Students with Disabilities (Section 504 of the Rehabilitation Act of 1973)

[5-203](#) Students with Disabilities (Individuals with Disabilities Education Act - IDEA)

Additional information can be found at www.qcusd.org, or at the links below:

District Policy Manual: https://www.boardpolicyonline.com/bl/?b=queen_creek_usd

Strategic Plan: http://www.qcusd.org/Strategic_Plan

Our Schools

Elementary	
Desert Mountain Elementary (K-6) 22301 South Hawes Road Queen Creek, AZ 85142 Phone: 480-987-5912 Fax: 480-987-5914	Katherine Mecham Barney Elementary (PreK-6) 19684 South 225 th Place Queen Creek, AZ 85142 Phone: 480-474-6720 Fax: 480-474-6740
Faith Mather Sossaman Elementary (K-6) 22801 Via Del Jardin Queen Creek, AZ 85142 Phone: 480-474-6900 Fax: 480-987-2265	Queen Creek Elementary (PreK-6) 23636 South 204 th Street Queen Creek, AZ 85142 Phone: 480-987-5920 Fax: 480-987-0612
Frances Brandon-Pickett Elementary (K-6) 22076 East Village Loop Road Queen Creek, AZ 85172 Phone: 480-987-7420 Fax: 480-987-7439	Schnepf Elementary (K-6) 26161 South 231 Street Queen Creek, AZ 85142 Phone: 480-474-6760 Fax: 480-474-6775
Gateway Polytechnic Academy (PreK-6) 5149 South Signal Butte Mesa, AZ 85212 Phone: 480-987-7440 Fax: 480-986-1848	Silver Valley Elementary (K-6) 9737 East Toledo Avenue Mesa, AZ 85212 Phone: 480-474-6920 Fax: 480-279-2022
Jack Barnes Elementary (K-6) 20750 South 214 th Street Queen Creek, AZ 85142 Phone: 480-987-7400 Fax: 480-987-7415	Queen Creek Virtual Academy (K-12) Phone: 480-987-5564 Fax: 480-987-655-6215
Secondary	
Newell Barney Junior High School (7-8) 24937 South Sossaman Road Queen Creek, AZ 85142 Phone: 480-474-6700 Fax: 480-882-3181	Queen Creek Junior High School (7-8) 20435 South Old Ellsworth Road Queen Creek, AZ 85142 Phone: 480-987-5940 Fax: 480-987-5947
Crismon High School (7-11) 21942 East Riggs Road Queen Creek, AZ 85142 Phone: 480-987-5580 Fax: 480-245-4982	Queen Creek High School (9-12) 22149 East Ocotillo Road Queen Creek, AZ 85142 Phone: 480-987-5973 Fax: 480-882-1276
Eastmark High School (7-12) 9560 East Ray Road Mesa, AZ 85212 Phone: 480-474-6950 Fax: 480-474-6970	Queen Creek Virtual Academy (K-12) Phone: 480-987-5564 Fax: 480-987-655-6215

2023-2024 Start and End Times

School	Start Time	End Time	Early Release
Desert Mountain Elementary	8:10 AM	2:55 PM	12:55 PM
Faith Mather Sossaman Elementary	8:10 AM	2:55 PM	12:55 PM
Frances Brandon-Pickett Elementary	8:10 AM	2:55 PM	12:55 PM
Gateway Polytechnic Academy	8:10 AM	2:55 PM	12:55 PM
Jack Barnes Elementary	8:10 AM	2:55 PM	12:55 PM
Katherine Mecham Barney Elementary	8:00 AM	2:55 PM	12:55 PM
Queen Creek Elementary	8:10 AM	2:55 PM	12:55 PM
Schnepf Elementary	8:10 AM	2:55 PM	12:55 PM
Silver Valley Elementary	8:10 AM	2:55 PM	12:55 PM
Newell Barney Junior High	8:50 AM	3:45 PM	1:45 PM
Queen Creek Junior High	8:50 AM	3:45 PM	1:45 PM
Crismon High School	7:20 AM	2:15 PM	12:15 PM
Eastmark High School	7:20 AM	2:15 PM	12:15 PM
Queen Creek High School	7:20 AM	2:15 PM	12:15 PM



QUEEN CREEK UNIFIED SCHOOL DISTRICT 2023-2024 CALENDAR

Elementary = K-6 JR High = 7-8 HS = 9-12

July '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

20 Meet the Teacher
24 First Day of School for Students

August

September

4 Labor Day— No School
28 Elem/ JR High Early Release (EHS/CHS excluded)
29 End of First Quarter

October

2-13 Fall Break—No School
16 School Resumes

November

10 Veteran's Day-No School
22-24 Thanksgiving-No School

December

21 JR HIGH/HS ONLY Early Release
21 End of Second Quarter
22-29 Winter Break-No School

January

1-5 Winter Break—No School
8 School resumes (Full day of school)
12 100th Day of School
15 Civil Rights Day-No School

February

19 Presidents Day-No School

March

7 Elem/JR High Early Release (EHS/CHS excluded)
8 End of Third Quarter
11-22 Spring Break—No School
25 School resumes
29 March Break—No School

April

May

23 End of Fourth Quarter
23 Last Day for students
24 Last Day for teachers

August '23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Q1: 49 Days Q3: 43 Days
Q2: 45 Days Q4: 43 Days

LEGEND:

Back to School	NO School	Last Day for Students
Early Release	MS/HS Early Release	05/23/2023

Registration

Enrollment

If you are brand new to the Queen Creek Unified School District, you can begin the enrollment process through the online enrollment portal. If you are already a QCUSD family and need to enroll an additional student, you can add another student through ParentVUE. Please visit <https://www.qcUSD.org/Enrollment> for detailed enrollment information.

Open Enrollment

Open Enrollment, a program enacted by the Arizona Legislature, requires all school districts to allow students the opportunity to select a school of their choice if capacity and programming permits. Queen Creek Unified School District complies fully with all provisions of the statute.

Open Enrollment is contingent upon: available classroom space and various program capacities for the given year, the student's and parent's adherence to district and school rules, and the student's prompt and regular attendance. Please visit www.qcUSD.org/Open-Enrollment-Application for additional information.

Interview and Internet/Photo Authorization

If you do not give permission for your child to be photographed/videotaped by district staff or outside agencies for content including, but not limited to, school district printed and electronic publications, websites, presentations, social media, partner organizations or news media, you must notify your school's registrar in writing at least two weeks prior to your child's first day of school.

Health Office

Immunizations

Before a student may attend any Arizona school, Arizona law requires that an immunization record be presented to the school staff by the parent or guardian. The personal immunization record must include:

1. The student's name and date of birth;
2. The name of the vaccine administered;
3. The date (month, day, year) of each required vaccine with the signature or stamp of the healthcare provider or agency that administered each vaccine.

Arizona law requires the student to be up-to-date on their immunizations to attend school. See A.R.S. §15-872 for more information. The school administrator shall suspend a student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. Homeless students are not required to provide documentary proof of immunization until the fifth (5th) calendar day after enrollment in school. In the event of an outbreak of a vaccine-preventable disease, children who are exempt for reasons other than laboratory evidence of immunity may be excluded from school until the risk period for exposure ends.

Please visit the Arizona Department of Health Services website for additional information.

Services

Each school's Health Office is equipped to handle minor illnesses and injuries. The Health Office deals with illness and accidents that occur at school. Parents are requested to notify the Health Office if a student has a health problem.

- For the protection of all students, please do not send your child to school when ill.
- Any student with a temperature of 100.0 degrees or more shall not attend school until the student is fever-free 24 hours without the aid of fever reducing medication. If your child is sent home with diarrhea or vomiting, he/she may return to school only if symptom free for a minimum of 24 hours.
- Parents are requested to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, yellow or green nasal discharge, inflamed eyes with redness or drainage, and skin rash unless a note from their physician states that it is not contagious. If any of these symptoms occur while at school, the parent will be contacted and be required to take the student home.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.
- Students who have had surgery or recent hospitalization should have a doctor's note to return the student to school and participate in PE. Contact the school Health Office for further information.

The Health Office also helps coordinate care (during the school day) for students with a chronic illness/special needs. Parents/guardians should notify the Health Office if their student has a chronic illness. A chronic illness form must be updated yearly for attendance purposes. Please notify the Health Office if your student has any illness or severe allergies. For your student's protection, please update your student's emergency contacts as soon as changes occur. This way, we are assured that your student is safely released to the person(s) you designate.

Medical Insurance

Medical insurance is NOT provided by the school district.

Health Screenings

Student health screenings are conducted through the school's health office. Screenings include hearing and vision as recommended/required by the State of Arizona. Other screenings may include height and weight, blood pressure, scoliosis, and lice. You may exempt your student from any screenings by giving written notice to the school health office. This notice must be given yearly. Important health and medical information may be shared with school personnel, on a need to know basis, related to the health and safety of the student.

Medication

When it is essential to a child's health that he/she take medicine during the school hours:

1. Prescription medication must be prescribed by the student's health care provider. The health care provider's orders must be presented to the school at the time the medication is given to the health office. The Health Care Provider Medication Form must be completed signed by the parent/guardian and the health care provider to administer the medication at school. The Health Care Provider Medication Form is available through the health office and on the District website under the Parent Resources tab.
2. Prescription drugs must be in the original pharmacy container, labeled with the student's name, date, medication, dose, time to be taken at school and length of treatment. The Pharmacist may be requested to prepare a special container for school use.

3. The parent **MUST** bring the medication to school. Students are **NOT** allowed to transport medication. The only exception would be in the case of inhalers, emergency allergy pens, and/or diabetic insulin and diabetic supplies. Only students with the appropriate paperwork on file with the Health Office will be allowed to carry medication. Contact your school's Health Office personnel for more information.
4. Medication will be administered in the presence of the school nurse and/or health assistant, or in their absence, by the person designated by the school principal, or as otherwise required by law.
5. All over-the-counter and /or non-prescription medication must be approved by the Food & Drug Administration and come in the original container with label and package directions.
6. Over the counter stock medications are listed on the Stock Medication Administration Form.
7. If the over-the-counter/ non-prescribed medication is not listed on the Stock Medication Administration Form, a health provider's order will be required for administration. A healthcare provider's order will be required to give any stock medication for more than three days a month per district guidelines.

District Guidelines

Annual Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child's or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the schools or school districts annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as

an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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." Schools may disclose, without consent, "directory" information which the district has determined to be unless notified by the parents or eligible student that the school is not to disclose the information without consent. QCUSD has designated the following information as directory information: student name*, student school, student grade level, address & telephone number*, height and weight (if member of athletic team), photos**, honors & awards received, participation in athletics and activities, and most recent educational agency/institution attended.

**does not apply to Department of Child Services*

***does not apply to school yearbook; If you do not want your child in the yearbook, please submit your request in writing to school administration*

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6)) To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
10. Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
11. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
12. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Annual Notice of Disclosure of Directory Information

Under FERPA, QCUSD may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with procedure identified below. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to QCUSD parent organizations and/or district-related organizations without a parent's prior written consent. District-related organizations can include, but may not be limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following

information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

QCUSD has designated the following information as directory information: student name*, student school, student grade level, address & telephone number*, height and weight (if member of athletic team), photos**, honors & awards received, participation in athletics and activities, and most recent educational agency/institution attended.

**does not apply to Department of Child Services*

***does not apply to school yearbook; If you do not want your child in the yearbook, please submit your request in writing to school administration*

If you do not want to release your address, phone number, and/or email address to parent organizations and/or district-related organizations, or if you do not give permission for your child to be photographed/videotaped by district staff or outside agencies for content including, but not limited to, school district printed and electronic publications, websites, presentations, social media, partner organizations or news media, you must notify your school’s registrar in writing at least two weeks prior to your child’s first day of school.

Protection of Pupil Rights Amendment (PPRA)

PPRA applies to the programs and activities of a State educational agency (SEA), local educational agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or,
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

LEAs must provide parents and eligible students effective notice of their rights under PPRA. The notice must explain that an LEA is required to obtain prior written consent from parents before students are required to submit to a survey that concerns one or more of the eight protected areas listed above, if the survey is funded in whole or in part by Department funds. For surveys that contain questions from one or more of the eight protected areas that are not funded in whole or in part with Department funds, LEAs must notify a parent at least annually, at the beginning of the school year, of the specific or approximate date(s) of the survey and provide the parent with an opportunity to opt his or her child out of participating. LEAs must also notify parents that they have the right to review, upon request, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas and those used as part of the educational curriculum.

PPRA requires LEAs to work with parents to develop and adopt policies on the following items:

- The right of parents to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to students and the procedure for granting a request by a parent for such access;

- Arrangements to protect student privacy that are provided by the LEA in the event of the administration of a survey to students containing one or more of the eight protected items of information noted above (including the right of parents to inspect, upon request, a survey that concerns one or more of the eight protected items of information);
- The right of parents to inspect, upon request, any instructional material used as part of the educational curriculum for students, and the procedure for granting a request by a parent for such access;
- Administration of physical exams or screenings of students;
- The collection, disclosure, or use of personal information (including items such as a student's or parent's first and last name, address, telephone number or social security number) collected from students for marketing purposes, or to sell or otherwise provide the information to others for marketing purposes, including the LEA's arrangements for protecting student privacy in the event of collection, disclosure, or use of information for these purposes; and
- The right of parents to inspect, upon request, any instrument used in the collection of personal information for marketing or sales purposes before the instrument is administered or distributed to a student and the LEA's procedure for granting a parent's request for such access.

Parents should be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out, as well as be provided with an opportunity to review any pertinent surveys. LEAs must offer an opportunity for parents to opt their child out of participating in the following activities:

- The administration of any survey concerning one or more of the eight protected areas listed above if it is not funded in whole or in part with Department funds. (LEAs must obtain active consent, and may not use an opt-out procedure, if the survey is funded in whole or in part with Department funds);
- Activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes, or to sell or otherwise provide the information to others for marketing purposes; and
- Any non-emergency, invasive physical examination or screening that is 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students. This law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings permitted without parental notification.

Notice of Nondiscrimination

Queen Creek Unified School District shall abide by all applicable state and federal laws, rules, regulations, and executive orders with respect to the provision of equal educational opportunities and shall not discriminate against any person based upon that person's race, color, religion, disability, pregnancy and parenting, sex (including sexual orientation and gender identity), national origin, veteran's status, genetic code, or political affiliation.

Inquiries or complaints concerning discrimination, including Title IX, should be referred to the following employees:

Compliance Officer for Title IX

Dr. James Gowdy, Director of Athletics and Support Services / Title IX Coordinator
 20217 E. Chandler Heights Road
 Queen Creek, AZ 85142
 480-987-7418

Compliance Officer for Section 504

Mr. Steven Ray, Director of Special Education
 20435 Old Ellsworth Road
 Queen Creek, AZ 85142
 480-987-7487

QCUSD Governing Board Policy Manual

Policy 1-201 Equal Educational Opportunity and Non-Discrimination

Procedure 1-201.A Equal Educational Opportunity and Non-Discrimination - Grievance Procedure

Policy 1-202 Equal Employment Opportunity and Non-Discrimination

Procedure 1-202.A Equal Employment Opportunity and Non-Discrimination - Grievance Procedure

Policy 1-203 Equal Opportunity - Prohibited Sex Discrimination (Title IX)

Procedure 1-203.A Equal Opportunity - Prohibited Sex Discrimination (Title IX) - Grievance Procedure

Policy 1-401 Parents/Legal Guardian Rights in Education

Procedure 1-401.A Parents/Legal Guardian Rights in Education - Parental Involvement

Policy 5-202 Students with Disabilities (Section 504 of the Rehabilitation Act of 1973)

Procedure 5-202.A Students with Disabilities (Section 504 of the Rehabilitation Act of 1973)

Policy 5-203 Students with Disabilities (Individuals with Disabilities Education Act - IDEA)

Policy 5-204 Students with Disabilities Procedural Safeguards (Individuals with Disabilities Education Act - IDEA)

Special Services

Section 504

The purpose of Section 504 is to provide equal access to all students with mental or physical disabilities which may substantially limit a major life activity such as learning. For a student to qualify for Section 504 protection, the student must be determined to: (1) have a mental or physical impairment that substantially limits one or more major life activities, including learning; or (2) have a record of such impairment; or (3) be regarded as having such impairment. If the student has an impairment that substantially limits a major life activity, the impairment is a qualifying disability if it creates a significant barrier to the student's ability to access the same educational opportunities afforded to non-disabled students. Please contact your child's school to connect you with the school's Section 504 Coordinator.

Special Education

Queen Creek Unified School District provides a full continuum of special education programs and services to our students ages 3 through 21. In keeping with state and federal mandates, the type of special education services which best meets each student's individual education needs is determined at a meeting attended by district personnel and the student's parents or guardians, and outlined in an Individualized education plan (IEP). Our main goal is to serve our student's in the least restrictive environment. Services are provided for all identified students. Parents/students who desire further information on these programs and services should contact the Department of Special Programs at (480) 987-5990.

Child Find Program

It is the Queen Creek Unified School Districts' responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21. In addition we have a responsibility to provide information regarding early intervention services for children from birth through 2 years. We are responsible for referring children from birth through 2 years of age to the Arizona Early Intervention Program (AzEIP) for evaluation and appropriate 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. If you are aware of anyone who may need assistance please contact the QCUSD Special Services Department at (480) 987-5990.

English Language Learners

Queen Creek Unified School District's Structured English Language Learner Program serves students who need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Following parent/legal guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition.

Gifted Education Program

Gifted students are defined as those who score at or above the 97th percentile on national norms in one or more of three areas—verbal (language), quantitative (math), and nonverbal (spatial) reasoning—on any test for gifted identification approved by the Arizona State Board of Education. Testing occurs three times throughout the school year. If you have a child in 2nd through 5th grade whom you feel might qualify in one or more of the assessed areas, contact the gifted resource teacher or administrator at your child's school. There is a continuum of services available for gifted learners in our District. To learn more about the different types of services, visit the District website at www.qcusd.org.

Community Education

QCUSD Community Education offers before and after school child care, enrichment programs, youth athletic programs, and facility rentals. Our goal is to provide quality educational programs for students in a safe and nurturing environment.

Before and After School Child Care

Discovery Kids before and after school programs are conveniently located at each of our elementary schools for K-6 students. Additional day camp experiences are offered for students on non-calendar days during fall, winter, spring, and summer breaks. Daily activities include homework time, computers, board games, reading, organized games, outdoor play, and projects with emphasis in areas including Arts, Crafts, and STEAM.

Enrichment Classes

QCUSD Community Education offers academic and non-academic enrichment opportunities scheduled outside of the regular school day during afternoons, evenings, and weekends for students and their families.

Youth Athletic Program Camps and Clinics

The Youth Athletic Program (YAP) encompasses year-round sports training from the high school level down through the elementary school grades. Camps, clinics, and out-of-season instruction is led by our high school coaching staff.

Facility Rentals

QCUSD Community Education oversees rentals of our district facilities to our community.

You can learn more about Community Education by visiting <https://qcusd.ce.eleyo.com> or by contacting our clerk at 480-987-5998.

General Information

Attendance / Tardy Policy

Students must attend school each day unless parents or guardians have authorized the absence. Arizona State law requires every person who has custody of a child between the ages of six and sixteen years to make sure the child attends school for the full time school is in session unless the student is unable to attend due to illness or another legitimate reason. In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or school approved family vacation to be counted as 'excused', the school should be notified in advance or at the time of the absence by the parent/guardian. The minimum attendance standard for the Queen Creek Unified School District is 90% attendance of all scheduled class meetings. Cases involving prolonged illness or unusual circumstances will be reviewed by school administration upon parental request. Students that are absent for ten (10) unexcused consecutive days will be withdrawn.

The Court Unified Truancy Suppression (CUTS) Program has proven that collaboration between the school, parents, student, and the probation department is effective in reducing truancy and subsequently curbing delinquent activity. CUTS provides schools with protocols and support from the juvenile probation department. The protocol encourages the school to work with students exhibiting truant behavior via letters and conferences. If these attempts prove to be unsuccessful, the school then initiates a truancy citation to the student with a hearing scheduled at the Juvenile Court Facility. CUTS LITE is designed to address the issue of truancy with younger students prior to a citation being issued. This program also provides protocols in addition to a pre-citation conference attended by the parent, student, school official, and probation officer. The conference provides an opportunity to educate the parent and the student in regard to truancy laws and allows a forum to determine the specific needs of the student. A CUTS LITE conference can be offered to students who are experiencing truancy issues and are not responding to the school's efforts to curb truant behavior.

Dress Code

Student attire may be regulated as necessary and appropriate to maintain order and decorum within the educational system and to avoid material and substantial interference with schoolwork or discipline. Attire may be prohibited when it:

- Significantly interferes with the District's ability to maintain order; such as disrupting schoolwork, school programs and activities, creates disorder, or prevents any student(s) from achieving educational objectives.
- Affects the health or safety of students, personnel or visitors.
- Conveys affiliation with a criminal street gang.
- Exposes the undergarments, or undergarment areas.
- Contains or conveys obscene language, symbols, or messages.
- Promotes or depicts the unlawful use of alcohol, tobacco, or drugs.
- Is inconsistent with or prohibited by the course, program, or activity.

The District encourages students to take pride in their attire as it relates to the school setting. Clothing that is disruptive or that detracts from the educational process or is destructive to school property is inappropriate. 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 possible 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, genital area, or buttocks.
- Clothing must not be see-through and must cover a student's undergarments.
- Any attire deemed to be gang related or affiliated with a negative group.
- Any "in memory" attire.
- Any attire that is deemed to be vulgar, profane, racially or sexually suggestive, obscene, or promotes violence, threats, or intimidation.

- Hats and sunglasses may be worn outside.
- Clothing, accessories and/or jewelry may not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Any attire that presents a risk to the health, safety or general welfare.
- Jewelry that presents a safety hazard to self and/or others such as spiked jewelry, chains, or other potentially dangerous accessories.
- Clothing or patches that advertise, display, or encourage the use of alcohol, tobacco (in any form), drug paraphernalia, weapons, violence and/or illegal substances of any type.
- Tank tops with shoulder widths less than one and one-half (1 1/2) inches.
- Muscle shirts, undergarments worn as outer garments, tube tops, short skirts or short shorts, pants that drag excessively to the ground, trench coats, or any clothing that allows underwear to show.
- Visible tattoos that are considered inappropriate.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education.

Exceptions for special activities, health advisories, or other considerations may be preapproved by the campus administrator. Student dress shall not present a hazard to the health or safety of the student or to others in the school, materially and substantially interfere with school work, create disorder, or disrupt the educational program, cause excessive wear or damage to school property, nor include any type of clothing, accessories and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. §13-105.

Discriminatory or obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are prohibited. Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.

Students who volunteer for extracurricular activities, such as athletics, band, and chorus, 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 the above community standards is prohibited. Students who violate the dress code policy are subject to disciplinary consequences.

Field Trips

Field trips are aligned with Arizona State Standards and considered an earned educational privilege. Students attending a school-related field trip must turn in a signed permission slip by the required due date, pay non-refundable entrance fees, and follow school appropriate dress code and school policies. In addition, schools may provide additional non-educational field trips for students who have met specific requirements for various programs and/or clubs. Chaperones for overnight field trips must complete required online paperwork (see link below), undergo a fingerprinting and criminal background check, sign off on the responsibilities of chaperones, and be approved by Human Resources prior to the start of the field trip.

<https://www.applitrack.com/qcusd/onlineapp/default.aspx?Category=Volunteers>

Instruction & Student Learning

QCUSD utilizes Synergy to enter student attendance and grades. Teachers will enter student grades on a regular basis. Families can access student attendance and grades through Synergy. Students are able to set up their own account. Parents/guardians also may set up an account. Families are encouraged to use a minimum of two accounts so that parent/guardian and student access is kept separate. Parents/guardians can check their child's grades, attendance, and update contact information for teachers. Please understand that teachers will grade and enter assignments on a regular basis

but according to assignment. For example, a multiple choice test may be entered more quickly than an essay. Therefore, parents/guardians should also check their child's planners, read teacher emails, and communicate often with their child in order to ensure that assignments are completed and submitted on time.

Progress Reports & Report Cards

QCUSD encourages, supports, and values the school achievement of each student. The measurement of academic achievement is based upon the student's mastery of identified curriculum objectives and standards. The goal of our school staff is to maximize every student's learning potential. The primary function of a progress report is to communicate information to parents/guardians about their child's current achievement status in regard to specific learning objectives in each curriculum area. Report cards are issued at the end of each grading period. Teachers report progress related to achievement of subject objectives by a letter grade and/or comments. Comments are used to communicate information about a student's effort, study habits, and behavior. Parents can access 1st-12th grade student's information by logging into Synergy.

Visitation

Parents and guardians are always welcome at QCUSD schools. If you would like a tour of one of our schools, please contact the school office staff or administration. All visitors must check-in at the front office and show a driver's license or other form of ID. Visitors must also check-out through the front office. Parents need to make arrangements with their child's teacher and/or school administration prior to visiting a classroom. Students will not be permitted to bring visitors to campus. Our commitment to academic excellence and school safety necessitates this procedure.

Volunteering

QCUSD welcomes and needs parent and community volunteers. If you are interested in volunteering in your child's classroom, please contact your child's teacher. In addition, there are many ways to volunteer on your own time if you are not able to volunteer during regular school hours. Teachers have many tasks that can be completed at home for those parents who would like to volunteer but don't have childcare for younger siblings.

Chaperones are also needed for field trips. For student safety, all overnight field trip chaperones must fill out the appropriate online paperwork and undergo fingerprinting and a criminal background check before being approved by Human Resources.

<https://www.applitrack.com/qcUSD/onlineapp/default.aspx?Category=Volunteers>

Transportation To & From School

Bus Transportation

Our philosophy is for students to experience a safe and pleasant trip while utilizing school bus transportation services. We believe each student can behave appropriately and safely while riding on a school bus. We will not tolerate any student interfering with a bus driver's ability to perform their job. Similarly, students may not prevent other passengers from having a safe bus ride. Bus rules and regulations are available to all staff and patrons of this District.

Your child's transportation information can be found by visiting www.qcUSD.org/Transportation, clicking on 'Current Bus Routes', and inputting the requested information. You will receive your child's pick-up/drop-off times, locations, route number and bus number. Families can also utilize the "Here Comes the Bus" app to track their students during route travel and receive transportation notifications. If you have any questions, please contact QCUSD at 480-987-5982.

A bus driver is the authority figure on a school bus at all times. In order to keep your children safe while in our care, it is important for your child to follow the rules stated below.

- Kindergarten through 2nd grade – a parent MUST be at the bus stop to receive your student each day. If a parent is not there, your student will not be allowed to exit the bus. They will be returned to the school at the end of the school route. Parents may complete a Release of Responsibility Form located on the QCUSD Transportation website to authorize your Kindergarten through 2nd grade student to walk home with an older sibling or with a group of students. This form must be submitted to the Transportation Office via fax or email.
- Students shall scan bus passes or student identification cards on the GPS tablet to board and exit the school bus.
- Keep the aisle clear of obstructions.
- Keep the bus clean.
- Be on time for both the morning and afternoon bus routes.
- Stand a safe distance from the roadway.
- Get in line when the bus is approaching without crowding or pushing other students.
- Always use the steps and handrail when boarding and leaving the bus.
- Sit facing forward in assigned seats.
- Talk in a normal tone; we do not allow loud or vulgar language.
- Do not extend hands, arms, head, or objects through the bus windows.
- Return windows to a closed position if you open them.
- Do not eat, drink, or chew gum on the bus (students may drink water).
- Do not possess glass, tobacco, weapons, reptiles, animals, or insects of any kind on the bus.
- Keep all personal possessions in your backpacks or pockets.
- In no way damage the bus or personal property.
- Unauthorized cell phone usage; keep cell phones in backpacks or pockets and only use to contact parents.
- Bullying of any kind will not be tolerated.
- Vaping, drug, or alcohol use will not be tolerated.

A violation of these rules may subject a student to discipline up to and including the loss of a student's right to use the bus. As provided in District policy, no student shall be disciplined, nor shall a student's transportation rights be suspended, except for sufficient cause. Students are NOT allowed to ride a bus other than their assigned bus route, or get on or off at a different bus stop unless the bus driver receives a written bus pass signed by a school official or designee.

Bicycles, Skateboards, Scooters, and all other alternate modes of Transportation

Students in grades 2-12 may ride bikes or other alternate modes of transportation to and from school. Bike racks are available for students to lock their equipment during the school day. Personal chains/locks must be used. As with all other personal items brought to campus, your student's school is not responsible for theft or damage of personal property in the bike rack.

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

- While traveling to and from school, all ordinances concerning safety must be observed. Students who violate city and school guidelines jeopardize their privilege of bringing transportation items to campus.
- Serious injuries can be prevented through observation of safety rules (ex. wearing helmets).
- At the elementary level, students should not arrive at school before 7:45 AM. At the junior high level, students should not arrive at school prior to 8:40 AM.
- When students approach a crosswalk, they must walk their modes of transportation to the bike rack. Riding is not allowed on school grounds.

Cafeteria

Meals, foods, and beverages sold meet state and federal requirements based on USDA Dietary Guidelines. All meals, foods,

and beverages are prepared and served by qualified child nutrition professionals. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

Meal Prices

	Breakfast	Lunch
Full Pay	\$1.75	\$3.00 (elementary); \$3.50 (secondary)
Free	\$0.00	\$0.00
Reduced	\$0.00	\$0.40
Adults	\$1.75	\$3.75

Each child has an individual account and student ID with which to purchase meals through an account set up with the cafeteria manager at your school. You can put money on the account using cash, personal check, or money order. You may also set up an account for your child online at [Titan School Solutions](#). You may use the site to check transactions, make online payments, and complete free and reduced-price meal applications. There is a convenience fee for an online payment. A free benefit includes setting up a low balance reminder on your account so the system can email you when your student's balance reaches the set amount. There is a convenience fee for an online payment. You can also send payment via cash or check without a fee. There is a \$25 fee for any returned check.

Free and reduced price meals are available to families who believe they may qualify. Applications are available at your school and online at www.qcusd.org/Child-Nutrition.

Individual items (a la carte) offered for sale during meal service are in compliance with strict Smart Snacks nutrition criteria: Less than or equal to 200 calories, less than 35% total calories from fat, less than 10% total calories from saturated fat, 0g trans-fat, less than 200 mg sodium, less than 35% total sugar by weight. Items also must be whole grain rich or contain 10% of the daily value (DV) for one of the nutrients of public health concern (calcium, potassium, vitamin D, or dietary fiber). The juice we offer is 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, please contact the cafeteria.

Students will be allowed to charge 2 meals. Accounts with a negative balance will receive an electronic notification to bring the account back to a positive balance. If students do not have enough money in their meal account, they will be given a cheese sandwich on a whole wheat bread, fruit and milk. Students will NOT be notified at the register if they have a low balance. Therefore, we recommended parents sign up for free balance reminder emails at [Titan School Solutions](#).

Code of Conduct

[Policy 5-305 Student Code of Conduct](#) can be reviewed in the QCUSD District Policy Manual. School rules are designed to ensure the learning and safety of all students and staff.

The QCUSD Discipline Matrix serves as a guide and informational document for students, parents, and school administrators. The matrix is not an all-inclusive list of every possible student misconduct violation. A student committing an act of misconduct not listed in the matrix is subject to the discretionary authority of the school administrator. Any student who attempts to commit an act of misconduct, or who knowingly assists another in committing an act of misconduct, may be subject to the same disciplinary action as the student who commits the act of misconduct. The range of disciplinary actions associated with each student misconduct violation are meant as guidelines to be followed unless circumstances warrant otherwise as determined by a school administrator or authorized designee.

Problem areas may also involve criminal violations of state or federal law. State law requires school to report to police (a) drug violations, (b) firearm possession, (c) sexual abuse and other forms of child abuse, and (d) other serious criminal or

physical-threat incidents. Schools also have discretion to advise police of other incidents that may constitute a crime. Any action taken by law enforcement is separate from school disciplinary action.

Positive Behavior Intervention and Support (PBIS)

PBIS (Positive Behavior Intervention and Supports) is our way of providing a safe and positive learning environment at our schools. PBIS has been shown to increase academic achievement and student performance, decrease classroom disruptions and office discipline referrals, and improve school climate and safety.

Our QCUUSD expectations for student behavior are:

- Be Kind
- Be Respectful
- Show Integrity

Classroom Management

Teachers have classroom management plans that include consequences, included but not limited to those described below, for common classroom behavioral concerns. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated.

Other staff members may be responsible for supervising students in the cafeteria, on the playground, on the bus, and throughout campus according to established school-wide behavioral expectations. When students do not comply with staff members or respond appropriately with the informal actions described below, a disciplinary referral to the school administration may be generated.

Consequences for Student Misbehavior / Misconduct

Depending on the type of behavior problem, the student's disciplinary history, the seriousness of the infraction, and the potential aggravating and mitigating factors, administrators may take one or more of the actions described below. Consequences may also affect participation in extracurricular activities and may include notification of law enforcement.

Conference/Behavior Plan - The teacher or staff member will hold a conference with the student to discuss the continued inappropriate behavior and to develop a plan for changing the behavior and outlining the consequences if the behavior does not change. Student's parent/guardian may be notified.

Detention - The teacher or staff member will hold a child in the classroom or other supervised location before school, during lunch, or after school. Detention is typically 30 minutes or less. Student's parent/guardian will be notified if detention is to be served before or after school.

Informal Talk - The teacher or staff member informs the student of the inappropriate behavior, describes acceptable behavior, and asks the student to make adjustments to his/her behavior so that the consequences do not need to progress to a higher level. Student's parent/guardian is not typically notified.

Restriction of Privileges - The teacher or staff member may restrict a student's participation in a special event or activity (i.e. field trip, assembly, class party). Student's parent/guardian may be notified.

Time-Out - The teacher or staff member assigns the student to a buddy-teacher classroom or other supervised location where the student is isolated from his/her classmates and the environment in which the student was making poor choices. Time-Out is typically one class period or less. Student's parent/guardian may be notified.

Denial of Bus-Riding Privileges - The school administrator or transportation director may suspend a student's privilege of riding a school bus according to the guidelines in this document. Student's parents/guardians will be expected to arrange alternative transportation to and from school for the duration of the bus suspension. Parents will be notified.

In-School Suspension - The school administrator may assign a student to 10 days or less of suspension in school. During an in-school suspension, the student will be removed from his/her classroom and normal daily school activities and supervised in a location isolated from peers. Class work will be provided to the student. Student's parent/guardian will be notified.

Out of School Suspension (short-term) - The school administrator has the authority to suspend a student for 10 school days or less after appropriate due process. If immediate due process is not possible because the student's presence creates a danger to the school, or because the student's circumstance prohibits it, due process will be afforded as soon as possible thereafter. Class work will be provided to the student. During a short-term suspension, the student may not be present on any district property or attend any school activity. The notice and hearing required for a short-term suspension are more informal and abbreviated than for a long-term suspension or expulsion. There is no legal right to appeal a short-term suspension to any person other than the school administrator. Student's parents/guardians will be notified.

Out of School Suspension (long-term) - While the student is serving a short-term suspension of 10 days or less, the school administrator may recommend to the District an extension of the suspension to 11 school days or more. District administration has the authority to impose a long-term suspension following appropriate due process, which includes a formal hearing by an appointed hearing officer. The student and his/her parents/guardians receive notice of the long-term suspension hearing and information regarding hearing procedures and due process rights.

Expulsion - While the student is serving a short-term suspension of 10 days or less, the school administrator may recommend the student be expelled from QCUSD. Expulsion means the permanent withdrawal of the privilege of attending any school in the District, unless the Governing Board reinstates that privilege in accordance with procedures outlined in Board policy. Expulsion takes effect only after a formal hearing is conducted and the Governing Board has made a decision to expel. All expulsion hearings are conducted by an independent hearing officer who hears the evidence, prepares a report, and brings a recommendation to the Governing Board. The student and his/her parents/guardians receive notice of the expulsion hearing and information regarding hearing procedures and due process rights.

Restitution - The school administrator may assign financial liability for damage, loss, or theft of another person's personal property and/or school property to a student. If the restitution amount is greater than \$100, law enforcement will be contacted. Student's parents/guardians will be notified.

While not a disciplinary consequence, the school administrator may also initiate a Threat Assessment. Every instance of threatening behavior will be treated seriously and thoroughly examined to determine whether a threat exists under Threat Assessment protocols. Law enforcement may also be notified. Based on the outcome of the Threat Assessment, a safety plan may be developed, victims may be notified, and disciplinary consequences may be assigned as described above. Student's parents/guardians will be notified.

Accomplice Liability (Aiding and Abetting)

A student who, with the intent to promote or facilitate the commission of a violation of District Policy or Regulation, solicits or commands another person to commit a violation, or aids, counsels, agrees to aid, or attempts to aid another person in planning or committing a violation, or provides the means or opportunity to another person to commit the violation, may be disciplined to the same extent as a student who may be found to have violated the District Policy or Regulation.

Terms and Definitions

Terminology	Definition
A.R.S.	Arizona Revised Statutes are the laws enacted by the Arizona State legislature; some laws apply to schools and school districts.
District	Queen Creek Unified School District #95.
Employee	A person employed by Queen Creek Unified School District #95.
Expulsion	The permanent withdrawal of the privilege of attending any school in the district, unless the Governing Board reinstates that privilege.
Governing Board or Board	The governing body of the District comprised of publicly elected members of the community.
Parent	A natural or adoptive parent (unless parental rights have been judicially limited or severed), a legal guardian (court appointed), or an individual acting as a parent in the absence of a parent or guardian.
Policy	A written QCUSD Governing Board Policy and administrative regulation.
School Administrator	Principal, Assistant Principal, Principal’s designee, or district-level administrator serving at the school attended by the student who has been issued this Handbook.
Student	Any minor or adult person who is enrolled in an educational program of the District.
Suspension	The temporary withdrawal of the privilege of attending a school or a QCUSD sponsored event for a specified period of time. Any student suspended from school is automatically suspended from all athletic teams and extracurricular activities including band, spirit line, winter guard, and drumline during that period of time. Please refer to the QCUSD Athletic handbook for additional information.

Governing Board Policies

Table is a partial list of relevant policies.			
To access QCUSD Policy Manual, visit https://www.boardpolicyonline.com/bl/?b=queen_creek_usd			
Policy Title	Policy Number	Policy Title	Policy Number
Student Code of Conduct	5-305	Student Discipline	5-306
Equal Educational Opportunity and Non-Discrimination	1-201	Discrimination Complaints	5-407
Harassment, Intimidation, Bullying	5-409	Hazing Prevention	5-408

Prohibited Sex Discrimination (Title IX)	1-203	Harassment, Intimidation, Bullying	5-409
Student Conduct on Buses	3-302	Student Attire	5-302
Enrollment Requirements	5-102	Open Enrollment	5-105
Attendance	5-103	Student Freedom of Expression	5-301
Students with Disabilities	5-202	Students with Disabilities Procedural Safeguards	5-204
Student Clubs and Activities	5-212	District-Sponsored Activities	5-213
Student Records	5-303	Parents/Guardians Rights in Education	1-401
Staff Interviews of Students and Searches	5-304	Restraint and Seclusion	5-406
Police Interview Notification	5-401	Department of Child Safety Interview and Custody	5-402

Arizona Revised Statutes

Statute Title	Statute Number
Abuse of Teacher or School Employee	A.R.S. § 15-507
Assault	A.R.S. § 13-1203
Computer Tampering	A.R.S. § 13-2316
Disorderly Conduct	A.R.S. § 13-2904
Disruption of an Educational Institution	A.R.S. § 13-2911
Hazing	A.R.S. § 15-2301
Loitering	A.R.S. § 13-2905
Possession/Use of Alcohol	A.R.S. § 4-244
Possession, Use, Sale, or Transfer of Drugs in a Drug Free School Zone	A.R.S. § 13-3411
Tobacco	A.R.S. § 36-798.03
Suspension and Expulsion	A.R.S. § 15-840 A.R.S. §15-841 A.R.S. §15-842 A.R.S. § 15-843 A.R.S. § 15-844
Threatening or Intimidating	A.R.S. § 13-1202

Due Process Rights

Students will be informed of the accusation against them and be provided with the supporting facts. Students will have the opportunity to accept or deny the accusations. Students will have the opportunity to present their version of the situation.

After gathering the facts and affording due process, the school administrator shall determine if a violation of the Family Handbook has occurred. If the administrator determines that a violation of the Family Handbook has occurred, and assigns a consequence other than an informal conference or verbal warning to the student, the student's parent/guardian will be contacted.

Hazing

Policy 5-405 Student Code of Conduct: A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause, or does cause bodily injury, mental harm, or personal degradation or humiliation. All initiations, including those related to any school club, athletic team, or other group are subject to these prohibitions whether or not the conduct occurs on school grounds.

Policy 5-408 Hazing Prevention: Hazing is prohibited. Solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited. A person commits hazing by intentionally, knowingly, or recklessly, for the purpose of pre-initiation activities, pledging, initiating, holding office, admitting, or affiliating a student into or with an organization or for the purpose of continuing, reinstating, or enhancing a student's membership or status in an organization, causing, coercing, or forcing a student to engage in or endure any of the following:

1. Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both;
2. Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the student, including activities that are reasonably calculated to cause the student to harm themselves or others;
3. The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug, or other substance that poses a substantial risk of death, physical injury, or emotional harm;
4. An act of restraint or confinement in a small space or significant sleep deprivation;
5. Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury; or
6. Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics, or unhealthy exposure to the elements.
 - a. With the intent to promote or aid the commission of hazing, agreeing with one or more persons that at least one of them or another person will engage in hazing and one of the parties commits an overt act in furtherance of hazing.
 - b. Intentionally or knowingly engaging in conduct that would constitute hazing if the attendant circumstances were as the person believes them to be.
 - c. Intentionally or knowingly doing anything that, under the circumstances as the person believes them to be, is any step in a course of conduct planned to culminate in committing hazing.
 - d. Intentionally or knowingly engaging in conduct that is intended to aid another to commit hazing, although the hazing is not committed or attempted by the other person.

This Policy shall not be construed to apply to customary athletic events, contests, or competitions that are sponsored by the school or to any activity or conduct that furthers the goals of a legitimate educational curriculum, legitimate extracurricular program, or legitimate military training program.

Victim consent to or acquiescence in hazing is not a defense to a violation of this Policy.

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

Complaints of hazing and violations of this Policy should be reported to the principal or assistant principal of the school that sponsors the organization or where any student allegedly involved is enrolled. The principal, assistant principal, or designee shall promptly investigate all complaints of hazing and violations of this Policy. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred.

Students who violate this Policy are subject to disciplinary action, including suspension and expulsion. Any teacher or staff who knowingly allows, authorizes, or condones a violation of this Policy is subject to disciplinary action, including suspension without pay and termination of employment. Any organization that knowingly allows, authorizes, or condones a violation of this Policy may have its permission to conduct operations at the school suspended or revoked. All persons and organizations alleged to have violated this Policy are entitled to appropriate due process, including the right to appeal the discipline or sanction to the next administrative level.

Reporting/Complaint Procedure: Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or 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 school 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.

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 timeline may only be by necessity 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 investigation and conclusions. Confidentiality of records and student information related to disciplinary actions, if any taken, shall be observed in the process of meeting with the person who reported the incident.
- The investigator shall prepare a written report of the findings 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 school policies related to the conduct and discipline of students, staff, and others.

Student Violence, Harassment, Intimidation, and Bullying

Policy 5-405 Student Code of Conduct: A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function process, or activity. A student shall not possess or use a firearm, weapon, explosive, fireworks, or any other instrument capable of harming any person or property or that reasonably would create the impression of such harm. A student shall not verbally or physically threaten, abuse, assault, or engage in a fight with any student, school employee, or any other person. A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction to or are false and have a tendency to impugn a person's occupation, business, or office. A student shall not harass another person. Harassment includes, but is not limited to, verbal abuse that insults or humiliates others. It also includes sexual innuendos, unsolicited and unwelcome conduct that has sexual overtones, or

continuing to express sexual or social interest after being informed that the interest is unwelcome. Harassment also includes non-sexually oriented conduct that includes words, actions, jokes, or comments based upon an individual's sex, gender identity, disability, race, national origin, religion, political beliefs/affiliation, marital status, home language, family, social or cultural background, or other legally protected characteristic.

Bullying means any aggressive, intentional behavior carried out by a person or group repeatedly and over time against a victim who cannot easily defend himself or herself. Bullying requires an observed or perceived imbalance of power such as physical strength, access to embarrassing information, or popularity between the bully and victim. It also includes actions that contribute to a substantial risk of, or cause, injury, mental harm, degradation, or social exclusion. Types of bullying include verbal (using words, statements, teasing, or name-calling), physical (physical force such as pushing, hitting, punching, kicking or spitting), social (hurting someone's reputation or relationships through isolation, social exclusion, spreading rumors), and cyberbullying.

Cyberbullying involves using electronic technology or social networking sites on school property or at a school-sponsored event to send mean text messages or emails, start rumors, or post embarrassing pictures or videos. Cyberbullying also includes any act of bullying committed on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation means any behavior by one student toward another student intended to induce fear of physical or emotional harm. Intimidation can be manifested either directly or indirectly, and by use of social media. In addition, intimidation may include deterring or coercing a person or group of people to take an action they do not want to take.

Policy 5-409 Prohibition on Harassment, Intimidation, and Bullying: Harassment, intimidation, and bullying are prohibited on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication on school computers, networks, forums or mailing lists. Disciplinary action may result for bullying which occurs outside of the school when such bullying results in substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting Incidents of Harassment, Intimidation or Bullying: Students who believe they are experiencing harassment, intimidation, or bullying, or suspect another student is experiencing harassment, intimidation, or bullying, is to report the situation to the school administrator, another school employee, or the QCUSD Safe Hotline. All schools shall make a written form available for the reporting of incidents of harassment, intimidation, or bullying. School personnel shall maintain confidentiality of the reported information while notifying the parent or guardian of the student if the student is the target of harassment, threatening or intimidating behavior. Reprisal by any student or staff member directed towards a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to discipline set out in applicable District policies and administrative regulations. Students found to be harassing, intimidating, or bullying others will be disciplined up to and including suspension or expulsion from school. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Video Surveillance

QCUSD utilizes security cameras in each of its high schools and junior high schools for the protection of students, staff, visitors, and property. Cameras may be located in a school's common areas, hallways, building entrances/exits, and parking lots. Cameras may capture student conduct in those areas. Cameras are not located in traditionally private settings, such as bathrooms and locker rooms. Access to video recordings is limited to school administration for responding to and investigating safety and security concerns on campus, although they may be shared with law enforcement upon request or as may be required by law. Students shown on camera violating District Policy or the Student Code of Conduct may be assigned disciplinary consequences.

Searches and Police Involvement

District employees have broad authority to questions regarding prohibited or illegal activity and all matters involving the health, safety, and welfare of students. Parents/legal guardians will be contacted regarding the interview of their student depending on the seriousness of the offense. A student's right to privacy and unreasonable search and seizure must be balanced with the school's ultimate responsibility to protect the health, safety, and welfare of students and staff. District employees may search students and their belongings and/or seize property pursuant to law if reasonable suspicion exists to believe that prohibited objects are present, a school rule has been violated, illegal activity has occurred, or the student's parent/legal guardian consent to the search. Reasonable suspicion is a good faith belief of wrongdoing based on specific, articulable facts. Students have no reasonable expectation of privacy in any items provided by the District, including but not limited to, lockers and desks. Administrators may search a student's property, including but not limited to, backpacks, purses or other personal belongings when reasonable suspicion exists that the search will find evidence that a school violation has occurred or a law has been broken. The District may inspect the interiors of student vehicles whenever school administration has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the vehicles. District employees are not authorized to conduct a search of a student that would require the student to expose or remove the student's underclothing without the advice and consent of the District's legal counsel.

All searches shall comply with state and federal law. Pursuant to *Safford Unified School District No.1 v Redding*, 557 U.S. 364 (2009); *New Jersey v T.L.O.*, 469 US 325 (1985), the nature and scope of the search shall be reasonably related to the purpose of the search. Administrators may search a student without the presence of a parent or guardian. All searches will be conducted in the presence of at least one witness unless there is a threat of imminent harm, such as the brandishing of a weapon, in which case the search may be conducted immediately to address and mitigate the threat of harm. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from the District's legal counsel. Disrobing does not include asking a student to remove a layer of clothing, such as a jacket or sweater, when the student would still be fully clothed, or asking the student to turn out pockets, asking the student to show the inside of a pant's waistband, or asking the student to lift pant legs to show the ankle(s), or such similar actions.

Reasonable and appropriate physical force may be used upon a student, but only to the extent reasonably necessary and appropriate to protect the student, other students, District personnel or property, or one's self. Physical force will not be used in response to verbal provocation alone.

When a peace officer seeks to interview a student on school grounds, school staff will make reasonable attempts to notify the student's parent/legal guardian before the interview occurs. However, school staff will not impede a peace officer from performing the peace officer's duties. Peace officers have the right of immediate access to a student when making an arrest, serving a subpoena, or serving or executing warrants, including search warrants. In such circumstances, advance notification and an opportunity for the parent/legal guardian to attend an interview may not be proper or possible. Parent/legal guardian notification will not be provided when any alleged criminal conduct involves a parent/legal guardian, advance notification creates an unreasonable risk to personal or public safety, or the investigating peace officer expressly prohibits such notification.

When a Department of Child Safety (DCS) case worker seeks to interview a student on school grounds, staff will notify the principal. Staff will request the DCS case worker complete the "Form for Signature of Interviewing Case Worker". Staff will collect and retain the completed form. Staff will not impede a DCS case worker from performing the case worker's duties. Staff shall notify a student's parent/legal guardian when a DCS case worker seeks to interview a student unless the offense was allegedly committed by the student's parent/legal guardian or the offense was already reported to police or DCS and the investigator has determined that notifying the parent/legal guardian would impede the investigation. If the DCS case worker intends to take custody of the student or otherwise remove the student from campus, school staff will request the DCS case worker complete the "Form for Student Custody by Case Worker". Staff will collect and retain the completed form.

Through a partnership with the Town of Queen Creek and The City of Mesa, School Resource Officers (SROs) are present on High School campuses. Officers from both law enforcement agencies also respond to middle schools and elementary schools as needed. Law Enforcement Officers may, at times, need to speak with students.

Student Complaints & Grievances

A. Definitions

"Complainant" means the person filing a grievance.

"Compliance Officer" means the District personnel with responsibility for receiving and investigating grievances alleging discrimination.

"Disability discrimination" means any act of discrimination in violation of Section 504 or the ADA.

"Religious discrimination" means any act of discrimination on the basis of religion in violation of Title IV or A.R.S. § 15-110.

"Protected class" means a group of people legally protected by applicable state or federal discrimination laws.

"Title IV" means Title IV of the Civil Rights Act of 1964.

"Title VI" means Title VI of the Civil Rights Act of 1964.

"Title IX" means Title IX of the Education Amendments of 1972.

"Section 504" means Section 504 of the Rehabilitation Act of 1973.

The "ADA" means the Americans with Disabilities Act of 1990.

B. Application

These Procedures apply to grievances alleging discrimination based on race, color, religion, disability, national origin, veteran's status, genetic code, or political affiliation. Grievances alleging discrimination based on sex (including sexual orientation and gender identity) or pregnancy and parenting should be filed using the District's Title IX Procedure.

Examples of discrimination include, but are not limited to, harassment based on a person's membership in a protected class, limiting or denying a person opportunities, privileges, or advantages based on membership in a protected class and otherwise treating any person differently based on that person's membership in a protected class.

Disability discrimination may also include denying a student with a disability a free appropriate public education and failing to make modifications of policies, practices, or procedures when such modification is necessary to accommodate individuals with disabilities.

Religious discrimination may also include penalizing a student for coursework based on religious content or religious viewpoint, denying a student the right to engage in religious activities or expression to the same extent students may engage in nonreligious activities or expression, denying a student the right to wear religious clothing or symbols.

The District prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

C. Compliance Officer

The District's Compliance Officer(s) are as follows:

Section 504/ADA Compliance Officer:
Special Education Director, (480) 987-5935

Title IV, VI, IX Compliance Officer:
Director of Support Services, (480) 987-5935

References herein to the "Compliance Officer" shall refer to appropriate Compliance Officer based on such Compliance Officer's responsibilities.

D. Grievance Process

Submittal of Grievance

Students may present a complaint or grievance regarding an alleged violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The grievance is not already under review as part of a student discipline matter or other proceedings under District policy, and
- The process will not apply to a grievance over which the District or Governing Board has no authority because the method of review is set forth in state or federal law.

A student may submit a grievance to allege the following:

- Student's constitutional rights have been violated.
- Student has been denied equal opportunity to participate in a District program or activity for which the student otherwise qualifies.
- Student has been treated discriminatorily on the basis of race, color, religion, sex, national origin, disability, veteran's status, genetic code, or political affiliation.
- Student is concerned for the student's personal safety.

Grievances should be submitted to the Compliance Officer within thirty (30) days of the date the complainant becomes aware of the alleged discriminatory action. A grievance should be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought. If the complainant is unable to put the grievance in writing, the District shall provide reasonable accommodations to assist the complainant with submission of a grievance. Although the District encourages individuals to submit grievances in writing, the District will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination. The Compliance Officer will confirm receipt of the grievance within five (5) working days following receipt of the grievance.

Investigation

The Compliance Officer (or designee) shall conduct an investigation of the grievance. This investigation may be informal, but it must be thorough, affording the student(s) and parent(s)/ legal guardian(s) an opportunity to submit evidence relevant to the grievance, including the opportunity to present witnesses. The Superintendent will designate an alternative investigator if the

Compliance Officer has a conflict of interest with the investigation. If the Superintendent is the one alleged to have unlawfully discriminated, the grievance shall be filed with the President of the Board, who will then designate a Compliance Officer to conduct the investigation. Based on the recommendation of the Compliance Officer, the District may take temporary action to ensure that students have equal educational opportunities during the investigation.

Decision

The Compliance Officer will complete the investigation and issue a written decision on the grievance no later than thirty (30) days after its filing unless extenuating circumstances require an extension of the thirty (30) day timeline. In such a case, the Compliance Officer (or designee) will communicate with the complainant concerning the need for an extension.

Appeal

The complainant may appeal the decision of the Compliance Officer by writing to the Superintendent, within fifteen (15) days of receiving the Compliance Officer's decision. The [Superintendent], or designee, shall issue a written decision in response to the appeal within thirty (30) days of receipt of the appeal.

Remedial or Other Action

If it is determined that discrimination occurred, the District shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others. If disciplinary action is appropriate, teachers, administrators, other personnel, and students will be afforded all respective rights afforded by the law and District policy, and disciplinary action will follow all applicable policies and procedures.

General

1. The complainant will not be required to directly interview or confront the person alleged to have engaged in discriminatory behavior.
2. The complainant may withdraw the grievance at any time. However, the Compliance Officer may choose to continue to investigate the alleged discrimination if there are facts supporting the allegations.
3. The District shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).
4. The availability and use of this complaint procedure does not prevent a person from filing a grievance of discrimination with the U. S. Department of Education, Office for Civil Rights or any other court or agency with jurisdiction over the matter.
5. The District will make appropriate arrangements to ensure that students and parents/ legal guardians with disabilities are provided accommodations, if needed, to participate in the grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing digital material for the blind, providing a scribe for submission of the grievance, or assuring a barrier-free location for the proceedings. The Compliance Officer will be responsible for making such arrangements.
6. The District will make appropriate arrangements to ensure that persons who are not English proficient are provided with language assistance as needed to participate in the grievance process. The Compliance Officer will be responsible for making such arrangements.
7. The Compliance Officer will maintain the files and records relating to such grievances.

Technology Acceptable Use Policy

QCUSD provides student access to technology devices and internet service for educational purposes. Students have the opportunity to use technology to help them prepare to work, live, and contribute to our connected society. QCUSD encourages students to use technology to:

- Facilitate creativity and innovation
- Support collaboration
- Support communication

- Understand technology operations and concepts
- Seek knowledge and extend research
- Publish creative content
- Increase technology literacy

Technology Devices & Internet Use: Students are discouraged from bringing personal electronic devices to school such as cell phones, smart watches, iPods, MP3 players, tablets, cameras, digital recording devices, or electronic games. The use of cell phones during the school day is prohibited without specific permission given by a staff member. Unless being used for acceptable educational purposes, all devices must be turned off and out of sight.

QCUSD makes reasonable efforts to manage appropriate use of the internet. Efforts include the use of a content filter on district-provided internet access and guided supervision, in compliance with the federal Child Internet Protection Act.

Acceptable Uses: The use of technology shall be in support of the District’s educational goals and mission. To ensure that the technology is used in an appropriate manner and for the educational purposes intended, the District requires anyone who uses its technology to follow District guidelines for appropriate use. Anyone who misuses, abuses, or chooses not to follow the technology guidelines and procedures may be denied access to the District’s technology and may be subject to disciplinary and/or legal action. The same rules and expectations that govern student conduct and communication apply to student use of technology and the internet. Students must follow network etiquette rules, district policy, and school rules during school and school-related activities.

Prohibited Uses: Students are responsible for any misuse of school or personal devices, internet access, electronic files, passwords and accounts. The following are explicitly forbidden at all times while using any QCUSD device, when using any device on a QCUSD campus, while representing QCUSD in any capacity, and/or when attending or participating in a QCUSD event. Engaging in the following activities will be subject to disciplinary action.

- Accessing, sending, or distributing materials not in compliance with the Acceptable Use Policy. This includes all materials that may be deemed offensive, threatening, pornographic, obscene, or sexually explicit.
- Engaging in activities characterized as illegal.
- Engaging in activities in violation of copyright laws.
- Sharing password or log in credentials.
- Taking inappropriate, illicit, or sexually explicit photographs or videos.
- Using devices with the intent and/or result of embarrassing or maligning anyone.
- Taking photos of or recording anyone without their express (and if necessary, written) permission.
- Using any recording devices in areas assumed to be private, regardless of intent.
- Hacking which includes malicious use of the QCUSD network or property to develop programs or infiltrate a computer or computer systems and/or damage network or device components.
- Attempting to gain unauthorized access to any wireless network, school owned device, or account.

Failure to comply may result in loss of internet-access, device privileges or other disciplinary actions.

Email Accounts: Email accounts will be made available to all QCUSD students while they are enrolled students. QCUSD provides your child internet access and G Suite (Google) for Education Core and Additional Services to support learning. Teachers provide guidance and direction on the appropriate use of the internet and G Suite for Education. In accordance with the federal Children’s Internet Protection Act, the district uses filters to block access to Web content that is inappropriate. District internet is accessible at school. G Suite for Education services are accessible at school and home. Monitoring student use of technology while at home is the responsibility of the parent.

Student Email Access: Elementary students will be given email accounts to log into their Google for Education accounts. Students in grades K-8th grade students will ONLY be able to email within the district QCUSD email domain. High school students will be able to use their QCUSD e-mail account to email within and outside of the QCUSD email domain.

Privacy & Right of Inspection: QCUSD retains control and custody of all computers and other devices, accounts, networks, and internet services owned or leased by the school. We reserve the right to monitor the contents of the network files, email, computers, internet, and mobile devices used by QCUSD students. Random audits of all resources will occur and should be expected by all users. Detailed examination of resources will occur when there is reason to suspect an activity or material that violates any of the school's Family Handbook or the law.

QCUSD Discipline Matrix

The QCUSD Discipline Matrix serves as a guide and informational document for students, parents, and school administrators. The matrix is not an all-inclusive list of every possible student misconduct violation. A student committing an act of misconduct not listed in the matrix is subject to the discretionary authority of the school administrator. Any student who attempts to commit an act of misconduct, or who knowingly assists another in committing an act of misconduct, may be subject to the same disciplinary action as the student who commits the act of misconduct.

Problem areas may also involve criminal violations of state or federal law. State law requires school to report to police (a) drug violations, (b) firearm possession, (c) sexual abuse and other forms of child abuse, and (d) other serious criminal or physical-threat incidents. Schools also have discretion to advise police of other incidents that may constitute a crime. Any action taken by law enforcement is separate from school disciplinary action.

A short-term suspension is 10 or less school days. The notice and hearing required for a short-term suspension are more informal and abbreviated than for a long-term suspension or expulsion. There is no legal right to appeal a short-term suspension to any person other than the school administrator.

A long-term suspension is 11 or more school days. In addition to imposing a short-term suspension, a school administrator may recommend that a long-term suspension be imposed. District administration has the authority to impose a long-term suspension following appropriate due process, which includes a formal hearing by an appointed hearing officer.

Expulsion means the permanent withdrawal of the privilege of attending any school in the district, unless the Governing Board reinstates that privilege. Expulsion takes effect only after a formal hearing is conducted and the Governing Board has made a decision to expel. All expulsion hearings are conducted by an independent hearing officer who hears the evidence, prepares a report, and brings a recommendation to the Governing Board.

** Violation must be reported to the AZ Department of Education*

*** Violation must be reported to both local law enforcement and AZ Department of Education*

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.
- The apparent or expressed motivation of the student.

- 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.
- The apparent or expressed motivation of the student.
- 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.

Depending on the individual circumstances of each violation, the factors listed above as typically mitigating circumstances may be applied as aggravating circumstances and vice versa.

Academic Misconduct / Dishonesty Violations

In addition to disciplinary action, students may face academic sanctions such as receiving a zero on an assignment, loss of academic credit for the class, or withdrawal from the class.

Violation	First Offense	Subsequent Offense
Cheating: Misconduct that enables a student to receive a grade or score that was not or would not have been legitimately earned; To deprive of something valuable by use of deceit or fraud; To influence or lead by deceit, trick, or artifice.	K-6 - Conference to 1-3 day suspension 7-12 - Conference to 1-3 day suspension	K-6 - Conference to 1-3 day suspension 7-12 - Short-term suspension to long-term suspension
Forgery: Falsely and/or fraudulently making or alternating a document; Using the signature or initials of another person.	K-6 - Conference to 1-3 day suspension 7-12 - Conference to short-term suspension	K-6 - Conference to short-term suspension 7-12 - Short-term suspension to long-term suspension
Lying / False Accusation: Knowingly giving false or misleading information; Includes false accusations against others with the intent to deceive.	K-6 - Conference to 1-3 day suspension 7-12 - Conference to short-term suspension	K-6 - Conference to short-term suspension 7-12 - Conference to short-term suspension
Plagiarism: Using another’s words, ideas, materials, or work without acknowledging and documenting the source.	K-6 - Conference to 1-3 day suspension 7-12 - Conference to 1-3 day suspension	K-6 - Conference to 1-3 day suspension 7-12 - Short-term suspension to long-term suspension

Aggression Violations

Violation	First Offense	Subsequent Offense
<p>Verbal Provocation: Use of language or gestures that may incite another person or group of people to fight.</p>	<p>K-6 - Conference to short-term suspension; possible police referral</p> <p>7-12 - Conference to short-term suspension; possible police referral</p>	<p>K-6 - Short-term suspension to long-term suspension; possible police referral</p> <p>7-12 - 10 day suspension to expulsion; possible police referral</p>
<p>Minor Aggressive Act: Engaging in non-serious but inappropriate physical contact such as hitting, poking, pulling, or pushing.</p>	<p>K-6 - Conference to short-term suspension; possible police referral</p> <p>7-12 - Conference to short-term suspension; possible police referral</p>	<p>K-6 - Short-term suspension</p> <p>7-12 - Short-term suspension</p>
<p>**Endangerment: Reckless behavior that results in substantial risk of imminent physical injury or death or another person.</p>	<p>K-6 - Conference to short-term suspension; possible alternative educational placement</p> <p>7-12 - Conference to long-term suspension</p>	<p>K-6 - Short-term suspension to long-term suspension</p> <p>7-12 - Short-term suspension to expulsion</p>
<p>*Fighting: Mutual participation in an incident involving physical violence where there is no major injury (verbal confrontation alone does not constitute fighting).</p>	<p>K-6 - Short-term suspension; possible police referral</p> <p>7-12 - 5-10 day suspension to long-term suspension; possible police referral</p>	<p>K-6 - Short-term suspension; possible police referral</p> <p>7-12 - 5-10 day suspension to long-term suspension; possible police referral</p>
<p>**Assault: An intentional and unprovoked physical attack; Intentional physical contact on a person who does not wish to fight with intent to injure, provoke, or insult; This violation includes encouraging another person to commit an assault.</p>	<p>K-6 - 5-10 day suspension to expulsion; possible alternative educational placement</p> <p>7-12 - 5-10 day suspension to expulsion; possible alternative educational placement</p>	<p>K-6 - Long-term suspension to expulsion</p> <p>7-12 - Long-term suspension to expulsion; possible alternative educational placement</p>
<p>**Aggravated Assault: Assault accompanied by circumstances that make the situation severe such as use of a deadly weapon or dangerous instrument; Causing serious bodily injury; Committing an assault knowing or having reason to believe the victim is a school staff member engaged in their job duties.</p>	<p>K-6 - 5-10 day suspension to expulsion</p> <p>7-12 - 5-10 day suspension to expulsion</p>	<p>K-6 - Long-term suspension to expulsion</p> <p>7-12 - Long-term suspension to expulsion</p>
<p>**Kidnapping: the knowing restraint of another person with the intent to hold the victim for ransom, as a shield or hostage, for involuntary servitude,</p>	<p>K-6 - Long-term suspension to expulsion</p> <p>7-12 - Long-term suspension to</p>	<p>K-6 - Expulsion</p> <p>7-12 - Expulsion</p>

inflict physical injury, or place the person in reasonable apprehension of imminent physical injury.	expulsion	
**Homicide: Intentionally or recklessly causing the death of another person; Includes first degree murder, second degree murder, manslaughter, or negligent homicide.	K-6 - Expulsion 7-12 - Expulsion	
Other Aggression: Other forms of aggression that may result in humiliation or personal injury to another person.	K-6 - Conference to short-term suspension; possible police referral 7-12 - Conference to short-term suspension; possible police referral	K-6 - Short-term suspension to long-term suspension; possible alternative educational placement; possible police referral 7-12 - Short-term suspension to long-term suspension; possible alternative educational placement; possible police referral

Alcohol and Tobacco Violations

For a first alcohol or tobacco violation offense, a student and guardian(s) may be offered diversion in lieu of a portion of the out-of-school suspension at the discretion of the school administrator.

Violation	First Offense	Subsequent Offense
**Distribution or Share: Distribution or sharing, or intent to distribute or share, alcoholic substances, tobacco, or substances represented as alcohol or tobacco.	K-6 - Short-term suspension; confiscation of item(s) 7-12 - Short-term suspension to long-term suspension; confiscation of item(s)	K-6 - Short-term suspension to long-term suspension; confiscation of item(s) 7-12 - Long-term suspension to expulsion; confiscation of item(s)
**Use or Possession: Use or possession of alcoholic substances or tobacco, or substances represented as alcohol or tobacco; Includes being under the influence at school, school-sponsored events, or on school transportation.	K-6 - 1-5 day suspension; confiscation of item(s) 7-12 - Short-term suspension to long-term suspension; confiscation of item(s)	K-6 - Short-term suspension; confiscation of item(s) 7-12 - Long-term suspension to expulsion; confiscation of item(s)
**Sale: Sale or intent to sell alcoholic substances or tobacco, or substances represented as alcohol or tobacco.	K-6 - Short-term suspension to long-term suspension; confiscation of item(s) 7-12 - Long-term suspension to expulsion; confiscation of item(s)	K-6 - Long-term suspension to expulsion; confiscation of item(s) 7-12 - Expulsion; confiscation of item(s)

Drug Violations

For a first drug violation offense, a student and guardian(s) may be offered diversion in lieu of a portion of the out-of-school suspension at the discretion of the school administrator.

For purposes of these definitions and District policy, “drugs” include, but are not limited to, (1) dangerous controlled substances prohibited by law, (2) prescription or patient medication, or over-the-counter medication, except those for which permission to use in school has been granted pursuant to Board policy, (3) hallucinogenic substance, (4) inhalants, (5) imitations of illegal drugs, (6) anabolic steroids medication or dietary supplements for recreational use, (7) drug paraphernalia, or (8) medication without a documented prescription for the student.

Violation	First Offense	Subsequent Offense
**Distribution or share: Distribution or sharing, intent to distribute or share, or the manufacture of drugs; Includes distribution, share, intent to distribute or share, or manufacture of drug paraphernalia or imitations of illegal drugs, including medications for which a student does not have a prescription.	K-6 - Short-term suspension; confiscation of item(s) 7-12 - Short-term suspension to long-term suspension; confiscation of item(s)	K-6 - Short-term suspension to long-term suspension; confiscation of item(s) 7-12 - Long-term suspension to expulsion; confiscation of item(s)
**Use or Possession: Use or possession of drugs; Includes use or possession of drug paraphernalia; Includes being under the influence at school, school-sponsored events, or on school transportation.	K-6 - 1-5 day suspension; confiscation of item(s) 7-12 - Short-term suspension to long-term suspension; confiscation of item(s)	K-6 - Short-term suspension; confiscation of item(s) 7-12 - Long-term suspension to expulsion; confiscation of item(s)
**Sale: Sale, intent to sell, or manufacture drugs or drug paraphernalia.	K-6 - Short-term suspension to long-term suspension; confiscation of item(s) 7-12 - Long-term suspension to expulsion; confiscation of item(s)	K-6 - Long-term suspension to expulsion; confiscation of item(s) 7-12 - Expulsion; confiscation of item(s)

Arson Policy Violation

Violation	First Offense	Subsequent Offense
** Arson: damaging or attempting to damage property by fire or incendiary device; Unlawfully damaging a structure or property by knowingly causing a fire or explosion.	K-6 - 5-10 day suspension to long-term suspension; restitution 7-12 - 10 day suspension to long-term suspension; restitution	K-6 - 10 day suspension to long-term suspension; restitution 7-12 - Long-term suspension to expulsion; restitution

Attendance Policy Violation

Violation	First Offense	Subsequent Offense
<p>Leaving Campus Without Permission: Leaving school grounds or being in an “out-of-bounds” area during normal school hours without permission of school administration; Violation may cause serious legal liability.</p>	<p>K-6 - Conference to short-term suspension; possible police referral</p> <p>7-12 - Conference to short-term suspension; possible police referral</p>	<p>K-6 - Conference to short-term suspension; possible police referral</p> <p>7-12 - Short-term suspension; possible police referral</p>
<p>Unexcused Absence/ Truancy: Unexcused absence for at least one class period during the school day; Absent from school during the hours school is in session unless excused pursuant to A.R.S. 15-802.</p>	<p>K-6 - Conference to short-term suspension</p> <p>7-12 - Conference to short-term suspension, possible loss of academic credit</p>	<p>K-6 - Conference to short-term suspension</p> <p>7-12 - Short-term suspension to long-term suspension, possible loss of academic credit</p>
<p>Other Attendance Violations: Violations of state, district, or school policies related to attendance</p>	<p>K-6 - Conference to short-term suspension</p> <p>7-12 - Conference to short-term suspension, possible loss of academic credit</p>	<p>K-6 - Conference to short-term suspension</p> <p>7-12 - Short-term suspension to long-term suspension, possible loss of academic credit</p>

Bullying, Harassment, Intimidation, and Threats

For a violation offense, a student and guardian(s) may be offered diversion in lieu of a portion of the out-of-school suspension at the discretion of the school administrator.

Violation	First Offense	Subsequent Offense
<p>*Bullying: Aggressive behavior towards another student that involves an observed or perceived power imbalance and is repeated multiple times; Bullying may inflict physical, psychological, social, or educational harm or distress on a targeted student; Types of bullying include verbal, physical, social, and cyberbullying.</p>	<p>K-6 - Conference to short-term suspension; possible police referral</p> <p>7-12 - Conference to short-term suspension; possible police referral</p>	<p>K-6 - short-term suspension; possible police referral</p> <p>7-12 - short-term suspension to long-term suspension; possible police referral</p>
<p>*Harassment: Any unwelcome conduct towards another student on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity), or disability and that is sufficiently severe, pervasive, and objectively offensive so as to effectively deny a person equal access to the</p>	<p>K-6 - Conference to short-term suspension; possible police referral; possible Title IX investigation</p> <p>7-12 - Conference to short-term suspension; possible police referral; possible Title IX investigation</p>	<p>K-6 - Short-term suspension; possible police referral; possible Title IX investigation</p> <p>7-12 - Short-term suspension to long-term suspension; possible police referral; possible Title IX investigation</p>

<p>District's education programs or activities.</p>		
<p>**Hazing: Intentionally, knowingly, or recklessly, for the purpose of pre-initiation activities, pledging, initiating, holding office, admitting, or affiliating a student into or with an organization or for the purpose of continuing, reinstating, or enhancing a student's membership or status in an organization, causing, coercing, or forcing a student to engage in or endure any of the following:</p> <ol style="list-style-type: none"> (1) Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both; (2) Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the student, including activities that are reasonably calculated to cause the student to harm themselves or others; (3) The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug, or other substance that poses a substantial risk of death, physical injury, or emotional harm; (4) An act of restraint or confinement in a small space or significant sleep deprivation; (5) Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury; (6) Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics, or unhealthy exposure to the elements. 	<p>K-6 - Conference to long-term suspension</p> <p>7-12 - Conference to expulsion</p>	<p>K-6 - Short-term suspension to expulsion</p> <p>7-12 - 10 day suspension to expulsion</p>

<p>*Threats or Intimidation: Person indicates by word or conduct the intent to cause physical injury or serious damage to a person or property.</p>	<p>K-6 - Conference to long-term suspension; possible police referral</p> <p>7-12 - Conference to long-term suspension; possible police referral</p>	<p>K-6 - 10 day suspension to long-term suspension; possible police referral</p> <p>7-12 - 10 day suspension to expulsion; possible police referral</p>
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Other Violation of School Policies

Violation	First Offense	Subsequent Offense
<p>Contraband: Possession of prohibited items articulated in school policy due to potential disruption of the learning environment.</p>	<p>K-6 - Conference to short-term suspension</p> <p>7-12 - Conference to short-term suspension</p>	<p>K-6 - Short-term suspension</p> <p>7-12 - Short-term suspension to long-term suspension</p>
<p>Defiance of Authority / Disrespect: Failure to comply with reasonable requests from school staff; Refusal to follow directions, talking back, or engaging in socially rude interactions.</p>	<p>K-6 - Conference to 1-3 day suspension</p> <p>7-12 - Conference to short-term suspension</p>	<p>K-6 - Conference to short-term suspension</p> <p>7-12 - Short-term suspension to long-term suspension; possible alternative educational placement</p>
<p>Disorderly Conduct / Disruption: Conduct that disrupts the orderly operation, educational environment, or mission of the school.</p>	<p>K-6 - Conference to 1-3 day suspension</p> <p>7-12 - Conference to short-term suspension</p>	<p>K-6 - Conference to short-term suspension</p> <p>7-12 - Short-term suspension to long-term suspension</p>
<p>Disruption of Educational Setting: An act which substantially disrupts the orderly conduct of a school function or behavior which substantially disrupts an orderly school environment.</p>	<p>K-6 - Conference to 3-5 day suspension; possible police referral;</p> <p>7-12 - Conference to long-term suspension; possible police referral</p>	<p>K-6 - Conference to short-term suspension; possible police referral</p> <p>7-12 - Short-term suspension to expulsion; possible police referral</p>
<p>Gambling: Playing games of chance for money or other items of value.</p>	<p>K-6 - Conference to 1-3 day suspension</p> <p>7-12 - Conference to 1-3 day suspension</p>	<p>K-6 - Short-term suspension</p> <p>7-12 - Short-term suspension</p>
<p>Negative Group Affiliation: Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the educational environment or mission of the school; Specific attitudes and actions of a student affiliated with a negative group typically include the following: (1) May or may not have a</p>	<p>K-6 - Conference to expulsion; possible police referral</p> <p>7-12 - Conference to expulsion; possible police referral</p>	<p>K-6 - 10 day suspension to expulsion; possible police referral</p> <p>7-12 - 10 day suspension to expulsion; possible police referral</p>

<p>recognized leader; Students do most things together, especially socially, and stick together on issues;</p> <p>(2) Act bored, disinterested, or imposed upon by suggestions or requirements from school staff;</p> <p>(3) Involved in each other's problems, thereby perpetuating each other's problems;</p> <p>(4) Claim loyalty and righteousness if reprimanded; likely to confront authority as a group when one member has been disciplined; usually uncooperative and possible hostile; as a group, likely to be either very good or very poor students;</p> <p>(5) Conduct themselves as though no other individuals exist in the school including other students; not objective (turn-off to everything, sometimes without knowing what they are doing).</p>		
<p>Profanity: Delivery of verbal message(s) that include swearing, name calling, or use of words in an inappropriate way.</p>	<p>K-6 - Conference to 1-3 day suspension</p> <p>7-12 - Conference to short-term suspension</p>	<p>K-6 - Conference to 1-3 day suspension</p> <p>7-12 - Conference to short-term suspension</p>
<p>Public Displays of Affection: Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.</p>	<p>K-6 - Conference to 1-3 day suspension</p> <p>7-12 - Conference to short-term suspension</p>	<p>K-6 - Conference to short-term suspension</p> <p>7-12 - Short-term suspension</p>
<p>Other Violations of School Policies: Conduct that violates District policy</p>	<p>K-6 - Conference to short-term suspension</p> <p>7-12 - Conference to short-term suspension</p>	<p>K-6 - Conference to short-term suspension</p> <p>7-12 - Conference to short-term suspension</p>

School Threat Violations

Violation	First Offense	Subsequent Offense
<p>**Explosive Devices / Bomb Threats /</p>	<p>K-6 - Conference to long-term</p>	<p>K-6 - Long-term suspension; threat</p>

Fire Alarm: Threatening to or causing harm using a bomb, dynamite, explosive, or arson causing device; Intentionally setting off a fire alarm when there is no fire.	suspension; threat assessment 7-12 - Short-term suspension to long-term suspension; threat assessment	assessment 7-12 - Long-term suspension to expulsion; threat assessment
**Threats: Making statements, verbally or in writing, that threatens the safety of another person or property; Demonstrating actions that may cause physical or emotional fear or anxiety; Violations of A.R.S. §13-2911.	K-6 - Conference to long-term suspension; threat assessment 7-12 - Short-term suspension to long-term suspension; threat assessment	K-6 - Long-term suspension; threat assessment 7-12 - Long-term suspension to expulsion; threat assessment

Sexual Offenses

Violation	First Offense	Subsequent Offense
**Indecent Exposure: Person exposing his or her genitals or anus; Female exposing the areola or nipple of her breast or breasts and a reasonable person would be offended or alarmed by the act.	K-6 - Conference to short-term suspension; possible Title IX investigation 7-12 - Conference to short-term suspension; possible Title IX investigation	K-6 - Conference to long-term suspension; possible Title IX investigation 7-12 - Short-term suspension to expulsion; possible Title IX investigation
Pornography: Sexually explicit depiction of one or more persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials.	K-6 - Conference to short-term suspension; possible police referral 7-12 - Conference to short-term suspension; possible police referral	K-6 - Short-term suspension to long-term suspension; possible police referral 7-12 - Short-term suspension to long-term suspension; possible police referral
**Sexual Abuse: Sexual contact without consent; Intentionally or knowingly engaging in sexual contact with any person fifteen (15) or more years of age without consent of that person, or with any person who is under fifteen (15) years of age, even if the sexual contact involves only the female breast.	K-6 - 10 day suspension to long-term suspension; possible Title IX investigation 7-12 - 10 day suspension to expulsion; possible Title IX investigation	K-6 - Long-term suspension to expulsion; possible Title IX investigation 7-12 - Long-term suspension to expulsion; possible Title IX investigation
**Sexual Harassment: Unwelcome conduct on the basis of sex that satisfies one or more of the following: (1) conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct, (2) unwelcome conduct determined by a reasonable person to	K-6 - Conference to short-term suspension; possible Title IX investigation 7-12 - Conference to long-term suspension; possible Title IX investigation	K-6 - Short-term suspension to long-term suspension; possible Title IX investigation 7-12 - Short-term suspension to long-term suspension; possible Title IX investigation

<p>be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education programs or activities, or (3) sexual assault as defined in 20 U.S.C. § 1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. § 12291(a)(10), domestic violence as defined in 34 U.S.C. § 12291(a)(8), or stalking as defined in 34 U.S.C. § 12291(a)(30); Includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.</p>		
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Technology Use Policy Violation

Violation	First Offense	Subsequent Offense
<p>Electronic Devices: Inappropriate use of electronic devices, such as audio/video recorders, cameras, cell phones, computers, iPads or electronic games, and other information system devices, such as internet and email, that interferes with the orderly operation of the school setting; Includes the use of any recording or video device in such a way that violates the privacy of others; Electronic devices are not permitted for use during class time without teacher permission.</p>	<p>K-6 - Conference/ confiscate to short-term suspension</p> <p>7-12 - Conference / confiscate to short-term suspension</p>	<p>K-6 - Confiscate to short-term suspension</p> <p>7-12 - Confiscate to short-term suspension</p>
<p>Misuse of Technology: Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use; Using technology in a manner that causes disruption on campus or any district facility, including proxy use.</p>	<p>K-6 - Conference to short-term suspension; restrict access to technology; possible police referral</p> <p>7-12 - Conference to short-term suspension; restrict access to technology; possible police referral</p>	<p>K-6 - Conference to short-term suspension; restrict access to technology; possible police referral</p> <p>7-12 - Conference to short-term suspension; restrict access to technology; possible police referral</p>

Theft Violations

Violation	First Offense	Subsequent Offense
<p>Theft: Taking, attempting to take, or concealing money or property belonging to another person or the school with the intent to permanently</p>	<p>K-6 - Conference to short-term suspension; restitution; possible police referral</p>	<p>K-6 - Short-term suspension to long-term suspension; restitution; possible police referral</p>

deprive the victim of his or her possession; Includes passing counterfeit money.	7-12 - Conference to short-term suspension; restitution; possible police referral	7-12 - Short-term suspension to long-term suspension; restitution; possible police referral
**Burglary: Entering and remains unlawfully in or on a residential or nonresidential structure or in a fenced commercial yard; Entering any part of a motor vehicle by any means with the intent to commit theft or any felony.	K-6 - Short-term suspension to long-term suspension 7-12 - Short-term suspension to long-term suspension	K-6 - Short-term suspension to long term suspension 7-12 - Long-term suspension
*Extortion: Attempting to obtain money or property by force, threat, or in return for protection.	K-6 - Conference to short-term suspension; possible police referral 7-12 - Conference to short-term suspension; possible police referral	K-6 - Short-term suspension to long-term suspension; possible police referral 7-12 - Short-term suspension to long-term suspension; possible police referral
**Robbery: Using force or threatening to use force to commit a theft or while attempting to commit a crime.	K-6 - Short-term suspension to long-term suspension; restitution 7-12 - Short-term suspension to long-term suspension; restitution	K-6 - Long-term suspension; restitution 7-12 - Long-term suspension; restitution
**Armed Robbery: Committing robbery while being armed with, using, or threatening to use a deadly weapon, dangerous instrument, or simulated weapon.	K-6 - Expulsion 7-12 - Expulsion	

Vandalism or Criminal Damage Policy Violations

Violation	First Offense	Subsequent Offense
Trespassing: Unauthorized presence on district property; Entering or remaining on a school campus or district facility without authorization or invitation and with no lawful purpose for entry; Includes students under suspension or expulsion, as well as unauthorized persons who enter or remain on campus or district facility after being directed to leave by an administrator or designee of the facility, campus, or function.	K-6 - Conference to short-term suspension; possible police referral; possible trespassing letter 7-12 - Conference to short-term suspension; possible police referral; possible trespassing letter	K-6 - Short-term suspension to long-term suspension; possible police referral; possible trespassing letter 7-12 - Short-term suspension to long-term suspension; possible police referral; possible trespassing letter
*Destruction of Property / Vandalism: Destroying or defacing property of the district, staff, or students; Willful	K-6 - Detention to short-term suspension; restitution; possible police referral	K-6 - Short-term suspension; restitution; possible police referral

destruction or defacement of school or personal property; Tampering with property of another person so as substantially to impair its function or value; Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building without the permission of the owner.	7-12 - Detention to short-term suspension; restitution; possible police referral	7-12 - Short-term suspension to expulsion; restitution; possible police referral
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Weapons and Dangerous Items Policy Violations

Violation	First Offense	Subsequent Offense
**Dangerous Instrument: Any device 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.	K-6 - Conference to 1-3 day suspension; confiscate 7-12 - Short-term suspension to long-term suspension; confiscate	K-6 - 3-5 day suspension to expulsion; confiscate 7-12 - Long-term suspension to expulsion; confiscate
Simulated Weapons: An instrument displayed or represented as a weapon, including toys that resemble weapons.	K-6 - Conference to 1-3 day suspension; confiscate; possible police referral 7-12 - Conference, to short-term suspension; confiscate; possible police referral	K-6 - Short-term suspension to long-term suspension; confiscate; possible police referral 7-12 - Short-term suspension to long-term suspension; confiscate; possible police referral
**Weapons: Any object capable of inflicting bodily harm or intimidating another; Includes, but is not limited to, a bomb, firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary device.	K-6 - Short-term suspension to expulsion; confiscate; police referral 7-12 - Short-term suspension to expulsion; confiscate; police referral	K-6 - Short-term suspension to expulsion; confiscate; police referral 7-12 - Long-term suspension to expulsion; confiscate; police referral

If immediate action is needed or this is an emergency, call 9-1-1.
For the suicide hotline, please call 9-8-8.

**In QCCUSD, we are all
responsible for keeping our
schools safe. Report weapons,
drugs, violence anonymously.
Text or Call: 480-987-3130
or Email: qccsafehotline@qccusd.org**

This tip line is monitored during normal school hours.

The phone line is not answered by a live person. Callers leave messages.
Messages should pertain to student and school-related concerns.