

# QCHS

## Student Handbook



# 2022

SCHOOL

# 23

YEAR



## Greetings Bulldog Family,

My name is Adam Wolfe and I am honored to serve as principal of Queen Creek High School. As your principal it is my responsibility to motivate, encourage and support staff and students as we pursue excellence and strive to build lifelong, civically minded learners who are prepared to meet the challenges of the 21st century. I believe all students are capable of achieving at the highest level and we, as educators, must empower students to reach their full potential. I appreciate the support of all stakeholders and understand it takes a collaborative effort to ensure the needs of all students are met daily. As principal, I will work to build meaningful relationships with students, staff, and our school community as we work collectively to achieve our educational goals. As a campus, we will work diligently to prepare all learners to be college and career ready by fostering a productive school culture, positively shaping school and community relationships and by providing a safe and challenging educational experience.

Queen Creek High School has a rich tradition of success in academics, arts and athletics. Our continued success is a direct result of a dedicated and professional staff who work diligently to create a positive school culture, engage students in research-based best instructional practices, and a strong partnership with our hard working students and supportive community. We believe and will remain committed to fostering a culture of achievement where all students are provided with an opportunity to achieve at the highest level. Additionally, we strive to create a safe and welcoming environment that values the diverse backgrounds and experiences of each unique learner.

Together, I look forward to growing our continued success as we strive to be an “A” school that models excellence in all capacities. I am excited to serve as principal and encourage all stakeholders to be involved in our school. Please take time to like our Facebook page and follow us on Twitter and Instagram to receive frequent and live updates. Your support of Queen Creek High School is appreciated and vital for our continued success. If you have any questions, please do not hesitate to visit or contact our school.

Welcome to Queen Creek High School! We are proud to have you as part of our Bulldog family and look forward to our journey together!

Sincerely,

A handwritten signature in black ink that reads "Adam Wolfe". The signature is written in a cursive style with a clear, legible font.

Dr. Adam Wolfe  
Principal  
Queen Creek High School

# QUEEN CREEK HIGH SCHOOL

2022-2023

Student Handbook

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



**Principal:** Mr. Adam Wolfe

**Assistant Principal:** Ms. Erin McRae

**Assistant Principal:** Mr. Jay Schnittger

**Athletics Director/Assistant Principal:** Mr. Chris Driving Hawk

**Assistant Principal:** Mr. Jim Richardson

**Dean of Students:** Ms. Tara Bernier

**Address:** 222149 E. Ocotillo Road, Queen Creek Az 85142

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

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

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

**Web site :** [www.qchs.qcusd.org](http://www.qchs.qcusd.org)  
**Queen Creek High School**

## Mission Statement

**Empowering a community of lifelong learners who embody pride, integrity, and excellence in all pursuits.**

## Vision Statement

**Queen Creek High School, in partnership with our students, parents, and community, will prepare all students to be college and career ready by fostering pride in self and school through the use of innovative and challenging curriculum taught in a safe and caring environment.**

## Guiding Principles

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

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

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

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

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

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

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

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

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## **2022-2023 QCHS Event Calendar**

July 26	Meet the Teacher Night
July 27	First Day of School for Students/Full Day
September 5	Labor Day – No School
September 30	Quarter 1 Grades - Early Release
October 3-14	Fall Break - No School
October 17	School Resumes
November 11	Veterans Day – No School
November 24-25	Thanksgiving Holiday – No School
December 15	Semester 1 Final Exams – Early Release
December 16	Semester 1 Final Exams – Early Release
December 16	Semester 1 Report Card
December 19 – December 30	Winter Break - No School
January 2	School Resumes
January 16	Civil Rights Day - No school
February 20	President’s Day - No School
March 3	Quarter 3 Grades - Early Release
March 13-24	Spring Break – No School
March 27	School Resumes
April 7	April Break - No School
May 24	Semester 2 Final Exams – Early Release
May 25	Semester 2 Final Exams - Early Release
May 25	Graduation
May 26	Semester 2 Report Card



# QUEEN CREEK UNIFIED SCHOOL DISTRICT 2022-2023 CALENDAR

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

July '22						
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**

- 19 New teachers report
- 22 Returning teachers report
- 25 Elem/JR High Meet the Teacher
- 26 HS Meet the Teacher
- 27 First Day of School for Students (Full day of School)

August '22						
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			

**August**

- September**
- 5 Labor Day— No School
  - 29 Elem/ JR High Early Release (HS excluded)
  - 30 End of First Quarter

September '22						
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**

- 3-14 Fall Break—No School
- 17 School Resumes

**November**

- 11 Veteran's Day-No School
- 24-25 Thanksgiving-No School

**December**

- 19 JR HIGH/HS ONLY Early Release
- 20 End of Second Quarter
- 21-30 Winter Break-No School

October '22						
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**

- 2-3 Winter Break—No School
- 4 School resumes (Full day of school)
- 16 Civil Rights Day-No School
- 17 100th Day of School

**February**

- 20 Presidents Day-No School

**March**

- 9 Elem/JR High Early Release (HS excluded)
- 10 End of Third Quarter
- 13-24 Spring Break—No School
- 27 School resumes

**April**

- 7 April Break—No School

**May**

- 25 All schools early release
- 25 End of Fourth Quarter
- 25 Last Day for students
- 26 Last Day for teachers

December '22						
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 '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				

February '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				

March '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	

April '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						

May '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			

June '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	

Q1: 47 Days Q3: 46 Days Q2: 44 Days Q4: 43 Days

**LEGEND:**

Back to School	NO School	Last Day for Students
Early Release	MS/HS Early Release	4/20/21

# BELL SCHEDULES

## Regular Bell Schedule

<b>0 Hour</b>	<b>6:30-7:20</b>
<b>1st Hour</b>	<b>7:25-8:17</b>
<b>2nd Hour</b>	<b>8:22-9:14</b>
<b>3rd Hour</b>	<b>9:19-10:11</b>
<b>4th Hour (Achievement Hour)</b>	<b>10:11-10:49 (Reteach) 10:16 10:49</b>
<b>5A Lunch</b>	<b>10:49-11:24</b>
<b>5A Class</b>	<b>11:29-12:21</b>
<b>5B Class</b>	<b>10:54-11:46</b>
<b>5B Lunch</b>	<b>11:46-12:21</b>
<b>6th Hour</b>	<b>12:26-1:18</b>
<b>7th Hour</b>	<b>1:23-2:15</b>

## Early Release Bell Schedule

<b>0 Hour</b>	<b>6:30-7:20</b>
<b>1st Hour</b>	<b>7:25-8:01 (36 mins)</b>
<b>2nd Hour</b>	<b>8:06-8:42 (36 mins)</b>
<b>4th Hour</b>	<b>8:47-9:23 (36 mins)</b>
<b>5A Lunch</b>	<b>9:23-9:58 (35 mins)</b>
<b>5A Class</b>	<b>10:03-10:53 (50 mins)</b>
<b>5B Class</b>	<b>9:28-10:18 (50 mins)</b>
<b>5B Lunch</b>	<b>10:18-10:53 (35 mins)</b>
<b>6th Hour</b>	<b>10:58-11:34 (36 mins)</b>
<b>7th Hour</b>	<b>11:39-12:15 (36 mins)</b>



## **Educational Rights**

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, and disability, or any other reason not related to the student's individual capabilities.

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.:

AC - Nondiscrimination

ACA - Sexual Harassment

GBA - Equal Employment Opportunity

IHBA - Special Educational Programs and Accommodations for Disabled Students

KED - Public Concerns/Complaints about Facilities or Services

<http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>

More information can be found on [www.qcusd.org](http://www.qcusd.org) under "quick links" or at the links below:

District Policies: <http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>

Strategic Plan: [http://www.qcusd.org/Strategic\\_Plan](http://www.qcusd.org/Strategic_Plan)

### **Annual Public Notification of Nondiscrimination**

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

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

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

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

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

**Compliance Officer for Title IX**

Cody Nenaber  
Director of Support Services and Athletics/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 Policies**

Policy AC Nondiscrimination / Equal Opportunity  
Policy AC-R\_Nondiscrimination / Equal Opportunity  
Policy AC-E Nondiscrimination / Equal Opportunity Complaint Form  
Policy ACA Sexual Harassment Policy ACA-R Sexual Harassment  
Policy ACA-E Sexual Harassment Complaint Form  
Policy ACAA Title IX Sexual Harassment  
Policy IHBA Special Instructional Programs and Accommodations for Disabled Students  
Policy IHBA-RA Special Instructional Programs and Accommodations for Disabled Students  
Policy IHBA-RB Special Instructional Programs and Accommodations for Disabled Students  
Policy IHBA-E Special Instructional Programs and Accommodations for Disabled Students

**QCHS Fight Song**

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



### **QCHS Alma Mater**

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

## **ATHLETICS**

**Go to: [qchsathletics.com](http://qchsathletics.com)**

### **Athletic Eligibility:**

Eligibility, Athletic Packet, Insurance, Physicals, Participation in Athletics and Academic support, in the form of grade checks, will be performed to encourage and ensure academic integrity to our student-athletes. All students, including those enrolled in Queen Creek Virtual Academy and the Learning Lab must be enrolled in a minimum of 5 classes to be eligible to participate in athletics. All Students, other than those enrolled in Virtual and E Academy, receiving a 64% or lower in any class on a Progress Report, or a Semester Grade, will not be eligible to participate in AIA sanctioned events and will be placed on Academic Ineligibility until they have improved their grade(s) to at least 65% while being enrolled in a minimum of 5 classes. Eligibility checks for Virtual and E Academy students will be determined by student progress in class. An ineligible student may practice but will not be allowed to participate in any competition. All student athletes must be in attendance for at least three classes during the day of the game/practice. Student grades will be checked on the 2nd Friday of each athletic season or the period progress report for quarter or semester grade using students current grade book data. If ineligible at grade check interval, students will be ineligible until the grade becomes a 65% or higher. Students and/or parents shall be notified of ineligibility or pending ineligibility through coaches. Once a student regains eligible status, the student will remain eligible until the following

official grading period. Student-athletes may not be deemed ineligible during the two-week breaks or at the start of a semester. Grades will reset at the beginning of each school year. If a student athlete is suspended for discipline reasons, he or she will not be eligible to participate in practice and or games during the time of suspension. Please contact the high school athletic office for further clarification.

**Family Passes:**

Ticket prices for all high school athletic events (Frosh/Soph, JV, Varsity)

- o \$5 for Adults, \$3 for Senior Citizen (62+), free for Military (active and retired)
- o \$3 for Students (w/ student ID from any school), kids 5 years old and under are free

High School Athletic Passes are available, which covers attendance at all home high school athletic events for the entire school year, excluding postseason.

- o Student Pass - \$30
- o Family Pass for 2 People - \$150
- o Family Pass for 5 People or less - \$200
- o Family Pass for more than 5 People - \$250

***\*\*\*For additional information regarding QCUSD athletics, please refer to the QCUSD 2022-2023 Athletic Handbook\*\*\****

**ATTENDANCE**



**Attendance/Tardy Policy**

Students must attend school each day unless parents or guardians have authorized the absence. Arizona State law (§15-8072. A, §15-803.(E)) 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 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 absences, 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% of all scheduled class meetings. Cases involving prolonged illness or unusual circumstances will be reviewed by the administration upon parental request. Students absent ten (10) unexcused consecutive days will be withdrawn.

The CUTS program has proven that the collaboration between the school, parents, student, and the probation department is effective in reducing truancy and subsequently curbing delinquent activity. The **CUTS (Court Unified Truancy Suppression) Direct-Cite Program** provides schools with a protocol, forms 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 DIRECT-CITE Truancy Citation to the student with a hearing scheduled at the Juvenile Court Facility. The 22 CUTS LITE (Limited Intervention to Educate) Program was designed to deal with the younger students to address the issue of truancy with them prior to a citation being issued. This program also provides a protocol, forms and support in addition to a 'Pre-Citation conference' attended by the parent, student, school official and a 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. The CUTS LITE conference can be offered to students who are experiencing truancy issues and who are not responding to the school's efforts to curb truant behavior.

**Steps to follow when absent:** Parent/Guardian should call the Attendance Office at **480-987-5967** as early as possible each day the student is absent. The Attendance Office opens at 6:30 a.m. Parent/Guardian should call by 9:30 a.m., or the automated phone caller will notify the parent/guardian. Any absence not excused within 48 hours will be considered unexcused.

### **1st Hour Tardy Sweep**

**What is Tardy Sweep?** "Sweep" or "Tardy Sweep" is a proven method used by many traditional high schools to reduce the number of student absences and tardies, resulting in increased learning time with few classroom disruptions.

**Why Tardy Sweep?** Education and safety are our two top priorities. Sweep addresses both. As always, safety at QCHS is our first priority. This program will reduce the number of students in the hallways and will assist everyone in moving through the school safely and expeditiously.

Additionally, we know that students who are in class, on time, and prepared are more likely to be successful. Research has shown that schools implementing a Sweep program have reduced tardies by more than 90% in as little as five weeks, thereby increasing instructional time and momentum - in some cases, gaining the equivalent of three extra days per year per student.

### **What are the benefits of 1st Hour Tardy Sweep?**

- Reduces tardiness, absenteeism, and classroom disruptions
- Reduces office referrals, in-school and out of school suspensions
- Curtails misbehavior in common areas
- Improves faculty and staff morale by unifying staff with a common purpose: more students in class and learning
- Enhances safety on campus and contributes to an overall improvement of school climate and culture
- Increases and maximizes instructional time
- Fewer classroom disruptions to the learning of others

### **What does the data show?**

At QCHS last year we had 16,869 unexcused tardies documented. Out of the 16,869 unexcused tardies, 6,641 of those were students who were late to their first hour. That is 39% of our tardies. Schools who have implemented a sweep program 1st hour have found that arriving at school on time and prepared sets the tone for students, thus decreasing tardiness in their other periods as well.

**When does the 1st Hour Tardy Sweep begin and where will students go?** Students who are late to their 1st hour class will be sent to the ISS room for the remainder of the 1st hour. Once the 2nd hour bell rings, students are free to attend their 2nd hour class.

**Will my child be able to make up any work missed if they are in Tardy Sweep?** It is the student's responsibility to meet or communicate with their 1st hour teacher to ask for missed assignments prior to 3pm on the same day they were swept.

**What if my child has an assignment due?** After signing in to tardy sweep, students will fill out a brief form, attach it to their assignment, then drop it in the basket to be delivered to teachers' mailboxes.

**What if my child has a test?** Students who have a test on a day they are swept will notify the ISS supervisor immediately and will be given a pass to class. The student will make up the detention at another time.

**How can my child avoid being sent to Tardy Sweep?** If students are tardy (up to 10 minutes late) to 1st hour due to a doctor's appointment or other unavoidable circumstances, they must present a doctor's note upon check-in with the attendance office OR be physically accompanied by a parent/legal guardian (phone calls/written notes from parents will not suffice). These students will still be marked "tardy excused", but will be sent to class with a pass from the attendance office.

If a student is more than 10 minutes late due to doctor's appointments or other unavoidable circumstances, they must present a doctor's note upon check-in with the attendance office OR be physically accompanied by a parent/legal guardian (phone calls/written notes from parents will not suffice). These students will be marked "excused" absent and sent to class with a pass from the attendance office.

**What happens if my child is swept more than once?**

- Each student gets two (2) warning tardy sweeps.
- Three (3) tardy sweeps = 1 lunch detention
- Four (4) tardy sweeps = after school detention from 2:20pm-3:30pm
- Five (5) tardy sweeps = Saturday Detention from 8-11am
- Six (6) tardy sweeps = 1 day of In-School Suspension

**Makeup Work/Late Work**

It is the student's responsibility to initiate scheduling for make-up work if the student is absent for a field trip, athletic event, or any other planned absence. Any work due on the day of a planned absence should be submitted per the deadline unless prior communication with the teacher has taken place.

**Excused absence** - Students will be allowed the number of days absent to make up the assignments without penalty.

## COUNSELING & GUIDANCE SERVICES

The Queen Creek High School Counseling and Guidance Center offers services to students in three major domains: academic advisement, career guidance, and personal/social development. Counseling and guidance

services are available for all students, their parents, and school staff.

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

## GENERAL STUDENT INFORMATION

### **ACTIVITIES PROGRAM**

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

### **AREAS RESTRICTED TO STUDENTS**

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

- **Parking lot**
- **Gym, gym hallways, and locker rooms (unless assigned to a class).**
- **Athletic fields/facilities (unless assigned to a class)**
- **Classrooms they are not assigned to**
- **Performing Arts Center (unless assigned as a class)**

- **Hallways during lunch, class time, before or after school**
- **LDS Church parking lot or building unless assigned to a class or parking.**

### **ASSEMBLIES**

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

### **BOOKSTORE**

Chromebooks and/or textbooks will be distributed to students at the beginning of the school year. Students who have outstanding chromebooks/textbooks will not be issued additional items until the outstanding items are either returned or paid for. Students are required to pay for all lost or damaged textbooks. This includes defacing or removing bar codes. Students are responsible for returning the EXACT book/chromebook that was checked out to them. Barcodes must match, or credit will not be given for the returned book/chromebook. Chromebooks that are returned without a charger will have a \$40 replacement fee billed to the student's account.

All fees, such as lost book payments, class fees, athletic fees, and parking fees, are paid in the Bookstore. NO REFUNDS WILL BE GIVEN AFTER 9 WEEKS FROM THE BEGINNING OF THE SCHOOL YEAR. If a class is dropped, or if a student requires a refund for any reason, the student MUST REQUEST IT WITHIN 9 WEEKS OF SCHOOL STARTING.

All outstanding debts must be paid BEFORE "extras" can be purchased/paid for. "Extras" include items such as: parking permit, yearbook, field trips, sports, etc.

### **BUS PASSES**

Any student wishing to ride a bus, other than their normally scheduled one, will need to obtain a bus pass from the Administration Office by the end of lunch hour. A note written and signed by a parent (student name, bus number, who student is riding with or bus stop, contact number and date) requesting their child to ride a different bus must be submitted. No phone calls will be accepted for bus passes except in emergency situations. The Administration Office will issue a temporary bus pass for students who have forgotten their student ID.

### **CLOSED CAMPUS**

Queen Creek High School is a closed campus. Students may **NOT** leave the campus once in school or during lunch. Parents who sign out their students must do it through the Attendance Office. Once school has started, any student needing to leave school, without a parent/guardian present to sign them out, will need to have a written and signed note from parent/guardian or a phone call placed to the Attendance Office. Students must sign out through the front office and obtain an off campus pass before leaving. EVIT students who plan to ride the bus to EVIT must remain on campus until the EVIT bus departs. Leaving campus and returning to ride the bus is prohibited. Students will not be allowed on the bus if they have left campus.

### **CLUBS AND ORGANIZATIONS**

For a list of current clubs and organizations, please consult the administration office.

### **COMMUNICATION**

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

### **DRESS CODE**



Please refer to QCUSD's Family Handbook for guidelines.

## **EMERGENCY PROCEDURES**

State law requires that all schools practice evacuation drills. The purpose of these drills is to acquaint all students with the different exits depending on the area they may be in at the time of the evacuation drill. In case of an evacuation drill, students must exit in an orderly, efficient manner. In the unlikely event of a fire, bomb or other emergency requiring the evacuation of the building, notification will be given by sounding the fire alarm, making an announcement over the public address system, or sending a message in the case of a power outage. When notification is received, students should follow the evacuation plan posted in their rooms. Students who are at lunch during the emergency should evacuate through the nearest exit and then report to a teacher at the football field. Students should not attempt to return to classrooms during an emergency evacuation. EXCEPTION: When there is an emergency lockdown situation, students and teachers will follow the A.L.I.C.E. protocol until further notice.

## **FIELD TRIPS**

Field trips are an earned educational privilege and are aligned with Arizona State Standards. Students attending a school related field trip must turn in a signed permission slip on the required due date, pay non-refundable entrance fees, follow school appropriate dress code and school policies. In addition, the schools may provide additional non-educational field trips for students who have met specific requirements for various programs/clubs.

## **FINAL EXAMS**

- All students are required to take the final exam during the designated exam period. The district calendars are planned over a year in advance, so please plan accordingly.
- Only students with an excused absence will be allowed the opportunity to make up their final exam.
- An excused absence during final exams is defined as an illness, family death or funeral only (documentation will be required).
- Students with an \*\*excused absence during the 1<sup>st</sup> Semester exam week must make up their final exam(s) within two (2) weeks after the start of the second semester.
- Students who are absent on the day of the final exam will receive a zero on the final exam. Once the student makes up the exam, the teacher will submit a grade change to the registrar.

## **FOOD IN CLASSES**

Food or drinks may be allowed in the classroom with teacher permission, however drinks must be in a sealed container.

## **GRADUATION STOLES CRITERIA**

- Criteria for the honor of wearing a CTSO stole:
  - 3.2 GPA
  - Attended 70% of scheduled meetings or events senior year
  - Good standing with the CTSO
  - Successfully completed at least one CTE class tied to that CTSO
  - Participation in at least one competition or event (as further defined by advisor)
  - Held position as a CTSO Officer
- NHS, Student Council, Link Crew, and Technical Theater must meet specific requirements to be approved.
- Only QCHS approved regalia may be worn at QCHS Graduation.
- Please refer to QCUSD Governing Board Policy IKFB for additional information.

## **HEALTH SERVICES**

The school Health Office is staffed with a registered nurse and a health assistant. The RN is also available during regular school hours by phone. The school Health Office is equipped to handle minor illnesses and accidents. Emergencies and serious illnesses will be responded to and referred to appropriate health professionals. The Health Office also helps coordinate care (during the school day) for students with a chronic

illness and/or special needs. Any student with a chronic illness should notify the Health Office. Students, who become ill or are injured at school, should report to the Health Office or other office personnel immediately. They should not **leave** school without permission. 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 must 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.
  - Students may be dismissed from class at any time if the teacher considers it necessary.
  - Students who are ill or injured will be sent to the Health Office for attention.
  - Any pregnant student should inform the nurse.
  - A student may visit the Health Office, in an emergency, without a permission slip.
  - It is important that a student's address, phone number, emergency contact person, and medical information be accurate. Access to this information is vital in case of an emergency.
  - Student health screenings are conducted through the health office. These include hearing and vision as recommended by the State of Arizona. Other screenings may include height and weight, dental, and blood pressure. You may exempt your student from any, or all, screenings by 22 giving written notice to the QCHS Health Office yearly.
  - House Bill 2295, Chapter 208, 1990 - requires that pupils be suspended from school upon enrollment if documented proof of required immunizations is not submitted unless the student is exempted due to personal beliefs of the parents, or due to certification, that immunization is detrimental to the student's health. This requires that the immunization record be a part of the student's permanent record. This requires exclusion of students who lack documented proof of required immunizations during outbreak of communicable and/or preventable diseases..
- Elevator keys are available upon request. A \$50.00 fee will be assessed to the students account at the time the key is issued. Once the student returns the key, the fee will be removed. If the key is not returned, the fee will not be removed from the students account and must be paid. Parent and student signatures must be on the checkout form prior to issuance of keys.

**When it is essential to a child's health that he/she takes medication 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 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.
8. For students on campus medication shall be kept in the Health Office and dispensed through the nurse or by the principal's designee.

### **IDENTIFICATION CARDS**

Students are required to wear their student I.D. card while on campus. The ID cards must be visible at all times. ID cards that are damaged or defaced will be required to be replaced at the student's expense. Replacement I.D. cards are \$5.00 and can be purchased at the Bookstore.

### **ITEM DROP OFF**

Items needed by your student during the school day are to be dropped off at the Front Office. Students will be notified to pick up deliveries between class periods or at lunch. Balloons and celebratory items are limited to one or two items.

### **LOCKERS**

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

### **LOST & FOUND**

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

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

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

### **LUNCH**

We are a closed campus and this includes lunch. Each student is responsible for cleaning their table and the area at which she/he eats. **During lunch hours, the designated lunch areas are in the cafeteria and the courtyard.**

Students are prohibited from ordering food for delivery from restaurants, as well as using delivery services such as Uber Eats, DoorDash, Postmates, etc. during the school day. Please note that due to allergy restrictions and food and nutritional health requirements, students are not permitted to share outside food with each other.

## **PARKING**

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

- There are a limited number of parking passes. 11<sup>th</sup> and 12<sup>th</sup> grade students will be sold parking passes first. This will be on a first-come, first-served basis. 10<sup>th</sup> grade students will then be able to purchase the remaining permits. There will be no additional parking permits available once the yearly allotment is sold out.
- All student-driven motor vehicles, including motorcycles, must be registered with the bookstore and parked in the designated student parking areas. Students may not park in any other lots on campus during the school day without permission from administration or security. Registration of vehicles needs to be completed prior to parking on campus.
- Before a student is issued a parking permit, he/she must register the vehicle in the Bookstore, pay a \$75.00 registration fee and complete a parking contract.
- Students are issued a vehicle tag. This tag must be visible & in the vehicle at all times.
- Students may NOT be in the parking areas or vehicles during the school day without SPECIFIC WRITTEN PERMISSION from the Administrative Office. This includes lunch hours and breaks.
- Student-driven vehicles are not allowed in bus-loading areas.
- Students who drive trucks are NOT permitted to have passengers in the bed of the truck while on school grounds.
- Parking privileges may be temporarily suspended or revoked if, but not limited to, one of the following occurring: reckless driving, failure to drive courteously, failure to provide adequate seating/seat belts for passengers, **failure to respond to school rules and authorities**, intentionally damaging other vehicles, and leaving campus without approval.
- The school is not responsible for vehicles or a vehicle's contents parked on school grounds. **VEHICLES PARKED ILLEGALLY MAY BE TOWED or Booted** at the owner's expense.
- Vehicles should NOT be used for lockers. Thus, once a student has begun school, he/she shall not return to the vehicle until his/her school day is over. Students are not permitted to sit in cars, eat lunch in cars, or loiter in the parking lot.
- No parking is allowed in surrounding neighborhoods.

## **PASSES**

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

## **PERSONAL PROPERTY**

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

Personal belongings that are not directly related to the educational process are ***NOT*** allowed to be used during class time without teacher permission. This includes but is not limited to:

- **Electronic devices such as cell phones, etc.**
- **Recording with cameras, video cameras, or cell phones are not permitted without prior administrative approval.**
- Cell phones used without permission during class time for non-educational purposes may be confiscated.
- No electronic device of any kind is permitted during state and district assessments.

Items that are deemed inappropriate and interrupt the educational setting will be confiscated. These items will be returned at the end of the school day or parent/guardian pick up may be required as per teacher discretion.

## **RESTROOMS**

No more than one person shall be in the same bathroom stall at the same time under any circumstances. Students may not loiter in the restrooms. Students shall use the restroom facilities and immediately leave. Violations will result in disciplinary consequences. Students are encouraged to report any unusual behaviors/activities to a staff member.

### **SCHOOL LIBRARY**

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

Library fines for late books will be assessed on late materials at \$ .10 a day per book. Additional fines will occur for lost or damaged materials up to the replacement cost of the material. Computers are available for student use. Printing fees are \$ .10 per page. Students may not play games on the computers unless the game is part of an educational program.

### **SEIZURES**

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

### **STUDENT/PARENT - TEACHER COMMUNICATION**

Student/Parent concerns about a class or teacher (grades, assignments, communication, etc) should be communicated first with the teacher. Any subsequent unresolved concerns should then be communicated to the department chair. Administration may be contacted as a final resort.

### **STUDENTVUE**

QCHS uses the secure site, StudentVue to post student grades. You can login at any time to check your student's current grades and missing assignments. To access the website go to <http://qcsvue.apsc.org> and type your student's name and password. Please make sure your contact information is up-to-date. This system is a great way to keep communication open between teacher, student and parents.

### **THREAT ASSESSMENT**

Queen Creek High School has a threat assessment team that convenes when necessary. Every instance of threatening behavior will be treated seriously and investigated thoroughly to determine whether a threat exists under the threat assessment process. According to the outcome of the threat assessment, a safety plan may be developed, victims may be notified and/or disciplinary consequences may be assigned.

### **TUTORING ASSISTANCE**

Various forms of student assistance are available, including NHS peer tutors. Each department will have a tutoring schedule available. Please see the department chair for more information. Students experiencing academic difficulty should talk with their teacher(s) and see their guidance counselor for support.

### **VIDEO SURVEILLANCE**

QCHS utilizes security cameras for the protection of its students, staff, visitors and property. The cameras may be in a school's common areas, hallways, building entrances/exits, and parking lots and 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 Code of Conduct may be assigned the consequence(s) as may be applicable.

### **VISITORS TO CAMPUS PASSES**

**ALL VISITORS MUST CHECK IN THROUGH THE FRONT OFFICE. Students will not be permitted to bring non-QCHS students to the campus at any time during the school day.** Parents/Guardians wishing to visit classrooms must have administrative approval in advance of the requested visit. Our commitment to academic excellence and school safety necessitates the school establishing this procedure.

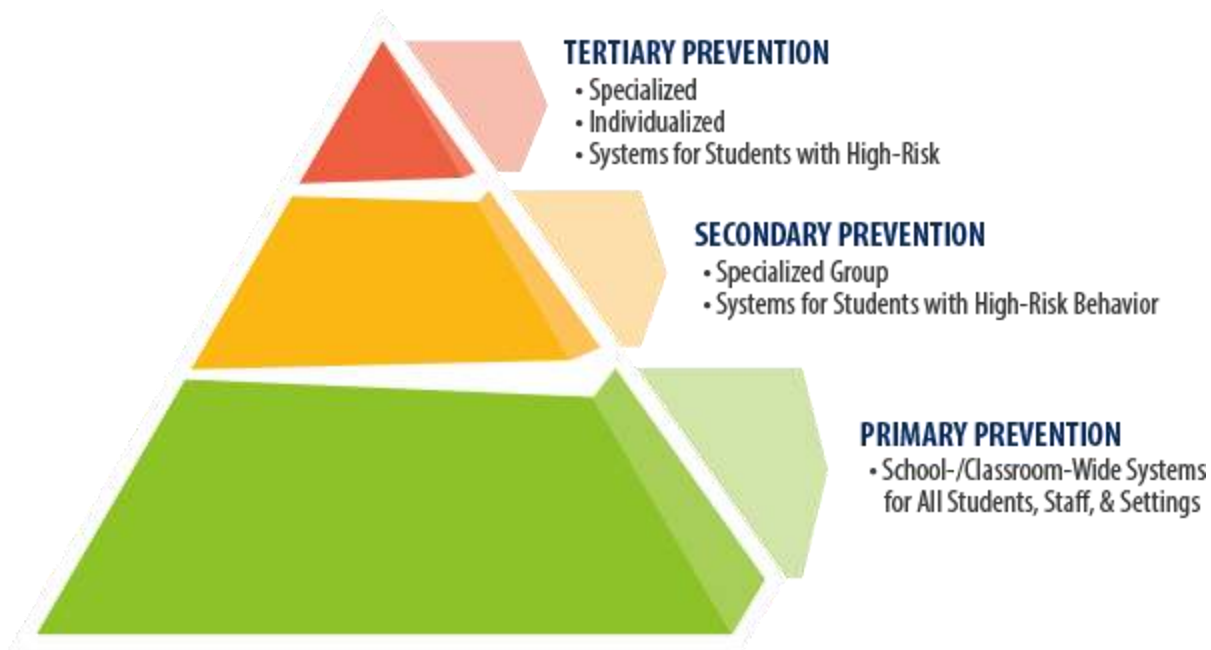
**\*\*\*Please see the QCUSD Family Handbook for more information regarding District Wide policies and procedures\*\*\***

## Positive Behavior Interventions and Supports



### **What is PBIS?**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day.



One of the foremost advances in school-wide culture is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school learning environment.

Listed below is the breakdown of both Minor Infractions and Major Infractions.

Minor Infractions-Teacher	Major Infractions-Administration
<ul style="list-style-type: none"> <li>• Minor Disrespect</li> <li>• Lack of motivation/lack of work</li> <li>• Violation of classroom policies</li> <li>• Leaving class without permission</li> <li>• Harassment/intimidation/bullying</li> <li>• Disruption/talking</li> <li>• Not following directions/defiance</li> <li>• Cheating/academic</li> <li>• Tardies</li> <li>• Dishonesty/plagiarism (but notifying admin)</li> </ul>	<ul style="list-style-type: none"> <li>• Major tech violations</li> <li>• Verbal/physical abuse of staff</li> <li>• Threats</li> <li>• Vandalism</li> <li>• Trespassing</li> <li>• Excessive tardies/absences</li> <li>• Drugs/alcohol/vaping</li> <li>• Fighting</li> <li>• Weapons</li> <li>• Harassment</li> <li>• Major disrespect</li> </ul>

**QCHS PBIS Behavior Expectation Matrix**

Expectations →	Be Kind	Be Respectful	Show Integrity
↓Locations Rules			
Classroom	Speak positively to and about others Show empathy Offer support	Use school appropriate language Use materials appropriately Be on time Use electronics with permission	Make smart choices Participate Complete your own work
Cafeteria	Welcome others to sit next to you Speak positively to and about others Share when others have nothing	Use school appropriate language Clean up messes Eat in designated areas	Make smart choices Wait your turn in line See something, say something
Office	Greet visitors Speak positively to and about others Be a school ambassador	Use school appropriate language Follow staff directions Use manners	Make smart choices Protect privacy Use equipment appropriately
Bathroom	Keep hands, feet, and objects to yourself Speak positively to and about others	Clean up messes Flush toilet after use Maintain privacy	Make smart choices See something, say something
Locker room	Keep hands, feet, and objects to yourself Speak positively to and about others	Use school appropriate language Maintain privacy	Make smart choices Only take your own items
Common areas	Treat others as you would want to be treated Speak positively to and about others	Use school appropriate language Clean up messes Follow staff directions	Make smart choices Use furniture as intended Be mindful of nearby instruction

**\*\*\*For more information about PBIS at QCHS, please visit our school's webpage\*\*\***



**In QCUSD, we are all responsible  
for keeping our schools safe.**

**Report weapons, drugs, violence  
anonymously.**

**Text or Call: 480-987-3130**

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

EXCELLENCE THROUGH LEADERSHIP