

Student Handbook



Office Hours & General Information

**Desert Mountain Elementary
22301 S Hawes Rd.
Queen Creek, AZ 85142
480-987-5912
Fax: 480-987-5914**

Office Hours 7:45a.m. – 4:00 p.m.

Office 987-5912

Nurse 987-5904

Attendance 987-5902

Transportation 987-5982

Cafeteria 987-5908

District Office 987-5935

SCHOOL HOURS

Teacher Work Day 7:30a.m. – 3:30 p.m.

K – 5th grade..... 8:10 – 2:45

Early Release:

K – 5th grades..... 8:10 – 12:20

Students are not allowed on campus prior to 7:45 a.m.

Desert Mountain Elementary

Mission Statement

It is our goal to provide a caring and positive learning environment, which promotes respect and excellence in academic and social interactions.

All students shall have the opportunity to achieve their potential through varied educational programs designed to meet their needs. Through communication and cooperation we create an enthusiastic learning climate.

..... Life Learning Is Our #1 Priority

Desert Mountain Elementary Families,

I am honored to serve Desert Mountain Elementary, the best school in the state! Our teachers and staff are dedicated to make learning a fun and enjoyable experience.

I would like to invite you to contact me at any time. My direct line is 480-987-5901 and my email is jrichardson2@qcusd.org. I have an open door policy and I will always make time to talk to you. I am always here for you and your children.

I am also a Desert Mountain Elementary parent. I mention this because before I was chosen to serve as principal I chose Desert Mountain Elementary for my daughters. I truly believe that Desert Mountain Elementary is the best school in the state!

Our goal for each and every student is to have fun and enjoy learning!
Thank you again for allowing me to serve you and your family!

Regards,

Jim Richardson
Principal

Desert Mountain Elementary Staff

Kindergarten	Diane Albright	Reading Specialist	Margaret Happe
Kindergarten	Heather Hilland	Resource	Jennifer Merkel
Kindergarten	Rebecca Sanders	Speech	
Kindergarten	Carrie Lalama	O.T.	Kayla Sanchez
First Grade	Pamela Watkins	Band/Orchestra	Steve Kirchoff
First Grade	Connie Verduzco	Achievement Specialist	Jackie Troglia
First Grade	Veronica Onofre	Psychologist	Kari Neubauer Potthoff
First Grade	Michele Olson	Principal	Jim Richardson
Second Grade	Seneca Johnson	Secretary	Cindy Randal
Second Grade	Kristen Dawson	Attendance / Registrar	Vicki Conley
Second Grade	Deborah Viramontes	Office / ELL Clerk	
Second Grade	Hayden Hansen	Nurse	Terry Fetner
Third Grade	Darlene Meza	Counselor	Corie Incorvaia
Third Grade	Kristin Barber	Library	Lori Hilarides
Third Grade	Rachelle Spletstoser	Computer Technician	Daniel Edlen
Third Grade	Jason VanWormer	Custodian	Allen Barger
Fourth Grade	Jaime Hunt	Playground Aide	Melissa Britton
Fourth Grade	Lisa Lowery	Playground Aide	Jill Clare
Fourth Grade	Tiffany Cooney	Playground Aide	Regina Farrell
Fourth Grade	Carla Quintero	Playground Aide	Michelle Burton
Fourth Grade	Jenelle White	Playground Aide	Teresa Banhart
Fifth Grade	Amanda Franck		
Fifth Grade	Janice Skalsky		
Fifth Grade	Ashley Johnson		
Fifth Grade	Christine Sullivan		
Music	Richard Greer		
Physical Education	Paul Buday		

Governing Board

- President Ken Bague
- Vice President Judah Nativio
- Member Laurie Roland
- Member Mark Linder
- Member Wendy Baggs

Administration

- Superintendent Perry Berry
- Principal Jim Richardson
- Secretary Cindy Randal
- Attendance/Registrar Vicki Conley
- Office Assistance/ELL Clerk

PTO

- President Jennifer Revolt
- Vice President Candice Lipkin
- Secretary
- Treasurer Victoria Richey

ATTENDANCE AND TARDY POLICY

Arizona Law (ARS 15-803) states that, *“Every person who has custody of a child between the ages of 6 and 16 years shall send the child to school for the full time school is in session within the school district in which the student resides.”*

Regular attendance is essential to success in school. A student not only misses work on the day of the absence, but is not prepared for the next day because of missed instruction. Tardiness is disruptive to the learning process. Some instruction and projects taught during an absence cannot be made up.

A written note or call explaining the absence must account for every absence or tardiness.

Your call to us will save time and help protect your child. It is vital that we have one or more telephone numbers with which to contact you during the school day. If your numbers change, let us know right away. A student who arrives late must report to the office first, in order to obtain a “late pass” which is given to the teacher. This allows the office to correct the attendance report.



To report an absence or late students, a parent or guardian should call the office at 987-5902. Please call as early as possible.

Morning Drop - Off

All students’ 1st – 5th grades not riding the school bus may be dropped off at the front of the school, by the office and go to the playground. All Kindergarten students may be dropped off at the front of the school, by the office and go to Kindergarten playground. Students are not allowed to be in the building or hallways until 8:10 a.m.

Parking is not allowed in the drop off lane!

If you need to come into the school, please park in the front parking lot.

Please do not drop off students before 7:45 a.m., as we do not have adult supervision available.

AFTERNOON PARENT PICK – UP

Students who do not ride the bus may be picked up from the second (north) gym door. Parents should pull as far forward as possible in the drop-off/pick-up lane, in single file, and **wait in the vehicle for the student. Please place your students first and last name very large, in the passenger side windshield, this will assist in speeding up the pick-up process.**

All students will be released at 2:45 p.m. Each student will wait quietly in the gym until their name is called and then enter their waiting vehicle from the passenger side door. **NO** student will be allowed to cross traffic or leave with a person or persons waiting outside their vehicle.

All Kindergarten students not riding the bus may be picked up at the Kindergarten gate. Please park in the front parking lot, and then come and pick up your child.

BIKE RIDERS: Students that ride their bike to school are required to wear a bike helmet.

This policy is for the safety of the students.

C a f e t e r i a

Meal Prices:

	Breakfast	Lunch
Full Pay	\$1.25	\$2.50
Reduced	No Charge	\$0.40
Adults	\$1.75	\$3.75



We provide meals at a reduced rate or free depending on your income level. Meal applications are available at your school, Queen Creek USD Administrative Office, or online at www.qcusd.org. Applications will also be available to fill out online at <http://family.titank12.com> for the 2016-17 school year. The site will provide you with your approval status once it is processed.

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

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

All a la carte items we offer for sale during the meal service are in compliance with strict Smart Snacks nutrition criteria. This means all items are within the following guidelines: 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 230mg 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; the frozen slush drink (Penguin Ice) is also 100% juice.

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

<http://family.titank12.com> is a **free** online service you can use to keep track of your child's meal balance and transactions. Another **free** benefit includes setting up a low balance reminder on your account so the system can email you when your balance reaches the set amount. You can also utilize <http://family.titank12.com> to pay for your child's meals online. There is a convenience fee for an online payment.

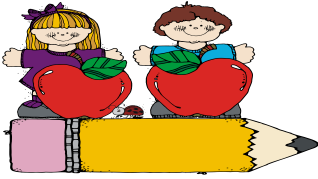
Payments for meals can be made online at <http://family.titank12.com> using your Visa, Master Card or Discover cards. You can also send payment via cash or check without a fee. There is a \$25 fee for any returned check.

We have a no charge policy for meals. If students do not have enough money in their meal account they will be given a cheese sandwich on a whole wheat bread, fruit and milk. Students will receive hand stamps when their balance is low as a reminder to parents. The hand stamp is a red happy face.

Catering for parents. In an attempt to keep money in the district, the Child Nutrition Department provides parents birthday packages that can be delivered to your child's classroom to celebrate their birthday. Packages range from \$0.55 to \$2.50. All items offered are lower in calories and sugar, but full of fun and celebration. They also come with a Happy Birthday flyer, or a flyer that can be customized for any occasion. The cafeteria is also available to provide a sack lunch for field trips at the same cost as a normal school meal and includes (sandwich, fresh fruit, fresh vegetable, 100% juice box and milk). Save time at the grocery store and let the Child Nutrition Department package and deliver snacks to your child's class.

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

*Follow us on Facebook **QCUSD Child Nutrition***



STUDENT CHECK-OUT

A request to have a student excused from class early should be sent with the student the morning of the requested dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours.

The student will remain in the classroom until the teacher is notified by the office to release the student. We require all parents or authorized people to remain in the office while waiting for the student. You must show proper identification and you must be on the students Synergy list to remove from school. This will minimize class disruption, maximize student learning and provide safety for all students. The student must be signed out in the "Student Check-out" notebook.

All transportation changes **MUST** be preceded by a note or phone call from the parent or guardian. You must call the office **no later than 2:15 p.m.** in order to allow the office staff enough time to locate the student and give them the message. If you call after 2:15 p.m. we cannot guarantee that the message will be delivered.

Telephone Calls

Students are not permitted to use the office or classroom telephone for any personal calls, except in an emergency and with staff permission. In the event that a student receives a call, he/she will be called out of class only in the case of an emergency. If you would like to speak with your child's teacher, please feel free to call, however, your call will be forwarded to voice mail. The teacher will make every effort to return calls the same day.

Students **may** use the phone for:

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

Students **may not use** the phone for:

- * Permission to stay after school for an after school activity.
- * Permission to go to a friend's house after school.
- * Permission to get off the bus at a bus stop other than their own.
- * **Please make arrangements prior to the start of the school day for these issues.**

Health Office

PHONE NUMBER 987-5904

Desert Mountain has a Registered Nurse on duty to administer the health program. The Health Office is an emergency station. Any serious illness or accident will require parental contact and referral to emergency medical services (911). Students who become ill or injured at school are to report to the health office or other school personnel immediately. Parents must keep emergency cards updated with current phone numbers at all times to be used in the event of an emergency.

- Students may be dismissed from class at any time if the teacher considers it necessary.
- Students who are ill or injured will be sent to the health office for attention.
- Students are to come alone to the office unless it is necessary for someone to help them.
- A student may visit the health office at any time without a permission slip in case of an emergency.



MEDICATION



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

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

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

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

Expired Medication will not be given.

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



IMMUNIZATIONS

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

**The Queen Creek Unified School District
does not provide medical insurance for students.**



Special Education

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

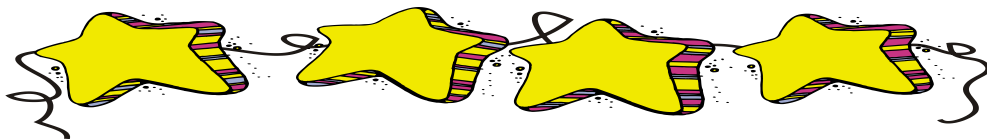
Services are provided for all identified students ages 3 – 22. Parents or guardians who require further information on these programs and services should contact the Department of Special Programs at 987-5990.

E . L . L .

English Language Learner

Todos los estudiantes que entran en el distrito y que su primer idioma no es inglés, serán elegibles para nuestro programa de ELL (English Language Learner). Un cuestionario estará incluido en el paquete de registro de su hijo/a para ser llenado por los padres. Por favor de llamar al número 987-5901 para más información.

All students who enter the district and whose primary language is not English, will be eligible for our ELL (English Language Learner) program. A survey will be included in your child's registration packet which should be filled out by the parent. Please call 987-5901 for more information.



Enhanced Learning Program Program for Gifted Students

Queen Creek Unified School District provides an Enhanced Learning Program (ELP) for students in grades K-5. The E.L.P. is a pullout program where students

work with the ELP Teacher for two to four hours a week depending on the student's grade level.

A student may be referred for the Gifted Program by parents, classroom teachers, the principal, the school psychologist, or a resource teacher.

A student recommended for screening will be tested by school personnel using the COGAT Test. Students will be eligible for placement in the Gifted Program if they score at the 97th percentile on any of the placement measures of the approved test. If you have any questions, please call the principal at 987-5901.

Desert Mountain Discipline Plan

At Desert Mountain, we work hard to give your child a good education.

Our school discipline plan is designed to ensure that:

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

The teacher will explain the class and school rules to your child. We encourage you to review these again with your youngster. We believe it is important for parents and teachers to work together to help children make good choices about their actions and to take responsibility of their own behavior.

We look forward to working with you to provide your child with a productive and enjoyable year.

If a student is sent to the office because of inappropriate classroom behavior, the following will occur:

1. First Office Visit
 - a. Principal counsels.
 - b. Principal may contact parents.
 - c. Consequence may be assigned.
2. Second Office Visit:
 - a. Principal counsels.
 - b. Principal contacts parent by phone and/or conference.
 - c. Consequence will be assigned.
3. Third Office Visit:
 - a. Principal counsels.
 - b. Principal contacts parents.
 - c. Consequence will be assigned (In-school/Out of school suspension).

Severe Misbehavior

The following types of misbehavior are considered severe:

1. Fighting (See third office visit).
2. Disrespect or defiance of authority (See third office visit).
3. Damaging school property. (See third office visit).
 - * In the case of damage of school property, student will be required to pay for damages.
4. Possession of any physically dangerous items, such as, tobacco, drugs, alcohol, fireworks, or weapons, the consequences for severe misbehavior is that the student is sent immediately to the Principal. (See third office visit.)

11 “Coyote Qualities” Program

Our “Coyote Qualities” are used for teaching good character and is composed of four ethical values (qualities) everyone can agree upon: Trustworthy; Respect; Responsibility; and Honesty. Each of the four character traits are used within our “Coyote Qualities” program to help instill a positive learning environment for students and a “culture of kindness” making Desert Mountain Elementary School a safe environment for students to learn. Students will be caught by the principal exhibiting these qualities every day. Students will earn a “Coyote Quality” card that they will put their name on and place it in a box specific to their grade level. Every day names will be drawn from each grade level, their names will be read on the announcements and they will go to the principal’s office for a prize. Teachers and staff will also catch students exhibiting “Coyote Qualities” and the students will receive a certificate with the teachers written explanation of why they are the “Coyote Quality Student of the Week”, their write up will be read on the announcements, and they will also receive a prize. Each quarter we will focus on one “Coyote Quality” and at the end of each quarter the teachers will choose the quarters “Coyote Quality Students of the Quarter”. These students will be recognized at the quarterly awards assemblies. Every quarter our counselor focuses on the Coyote Quality of the quarter and teaches lessons on each quality in every classroom.

We focus on positive behaviors at Desert Mountain Elementary!

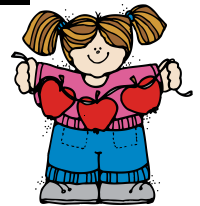


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GUM CHEWING IS NOT ALLOWED ON CAMPUS!



Student Appearance



Wearing neat, clean clothes helps children feel good about coming to school to learn. Clothing that distorts the student's identity or disrupts the learning process will not be allowed.

Students will **not** be allowed to wear:

- * T-shirts displaying alcohol, cigarettes, drugs, or any sexual connotations.
- * Fish-net shirts.
- * See-through, bare-midriff shirts, shirts with spaghetti straps, or clothing that is backless or revealing is not appropriate.
- * Hats of any kind, inside the building (Except for half day hat day).
- * Footwear that can be dangerous
Examples are, but not limited to: Flip Flops (Except for Flip Flop Fridays), shower shoes, platform shoes, high heels, backless sandals or shoes.

Tennis shoes are required to be worn on P.E. days for safety reasons.

When necessary, parents will be contacted for a change of clothing.

Toys, trading cards, radios, CD players, iPods, Tablets, cell phones, and any other type of electronic games are not allowed on campus. These items will be taken from

students bringing them to school and will be kept by the teacher until a parent comes to pick up the item.

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Field Trips

Field Trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. Sometimes a fee may be requested from each student to help defray transportation or admission costs. ECA or Tax Credit money donated to the school will be used for funding our field trips.

Volunteers are allowed on field trips based on need and occupancy ratios. Chaperones are required to ride the bus and pay for their own admission fee.

**ALL STUDENTS MUST RIDE THE BUS
TO AND FROM THE FIELD TRIP WITH THEIR CLASS.**

(If a parent needs to take their child home from a field trip site, they must sign out their child at the school office prior to the trip, and with the teacher at the field trip site.)

NOTE: Due to liability, siblings are not permitted to attend field trips.

**Student Transportation Discipline
Procedure For School Bus Ridership**



For a safe and enjoyable ride to and from school, children should be reminded about the rules for good behavior on the bus.

- * The bus driver is the authority on the bus.
- * No glass items are allowed on the bus.
- * No electronic games/devices are allowed on the bus.
- * Keep all body parts inside the bus at all times.
- * All conversation should be done in a QUIET manner.
- * Students should remain seated at all times.

Students are NOT allowed to ride a bus other than their assigned bus.

Students are not allowed to get on or off at a different house/bus stop unless a written request or phone call is received from the parent or guardian no later than 2:15 p.m.

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Procedures Followed Upon Student Misbehavior On School Vehicles

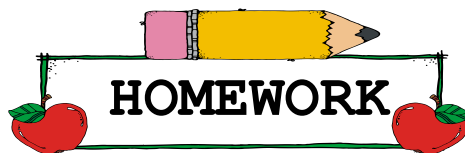
<u>First Offense:</u>	Driver discusses situation with student.
<u>Second Offense:</u>	Driver gives a copy of the referral to the student to be signed by a parent or guardian and returned to the driver. Referral must be returned by the date specified or bus privileges will be denied.
<u>Third Offense: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

The Transportation Department will administer disciplinary measures.

The Transportation Office can be contacted at 987-5982.
Office hours are 7:00 a.m. and 3:30 p.m.

Severe Clause:

ANY INFRACTION, WHICH JEOPARDIZES THE SAFE TRANSPORTATION OF ANY PASSENGERS, WILL BE REPORTED DIRECTLY TO THE AUTHORITIES FOR DISCIPLINARY ACTION.



The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year.

Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires

Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness, etc.
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's AVID folder. Regular backpack clean-ups can be useful in helping students to organize their materials.

Teacher's Responsibilities:

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments

Homework includes reading every night (15 minutes minimum) as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, science, and long-term projects.

The appropriate time limits that children at each grade level should devote to homework each night are:

- Grade 1: 15 min. Monday–Thursday
- Grade 2: 20 min. Monday–Thursday
- Grade 3: 30 min. Monday–Thursday
- Grade 4: 40 min. Monday–Thursday
- Grade 5: 50 min. Monday–Friday

Those parents requesting homework for students, may call the office between 8:00 a.m. and 12:00 p.m. (noon), at 480-987-5912, and pick up any homework the following day. This will give the classroom teacher time to assemble the homework without taking time away from teaching their classes.

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COMPUTER LAB

Students in grades Kindergarten through 5th grade are provided the opportunity to use and learn about computer technology. Classes are scheduled to work in the computer lab one or two times a week. The state of Arizona Education Department has adopted standards for the teaching of technology. These standards will be integrated into the curriculum of Kindergarten through 5th grade. Each time a class visits the computer lab the classroom teacher will teach a skill or standard appropriate for the grade.

The section on the Policy & Acknowledgement Form must be signed by the parent/ guardian and the student. If there is not a signed technology form on file, the student will not be allowed to use the computers either in the lab or in the classroom until a signed agreement is returned.



Library Services

The Desert Mountain Library will be open at 8:15 a.m. and will remain open throughout the day until 2:45 p.m. Students are encouraged to use the library as much as possible. From time to time, it may be desirable for the student to visit the library during class time to do research. In such cases, the student should first get permission

from the teacher, check the library schedule to ensure they will not be disrupting a class, and then upon entering the library, inform the librarian of his/her particular need.

A student is responsible for replacing lost or damaged books.

Both books the student has previously checked out must be returned in order to check out new books. Students will be allowed to check out two books a week. For 1st – 5th grade students, one book must be an Accelerated Reading book and the second book may be any book of the student's choice.

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Visitors and Volunteers....

We have a need for volunteers in the classroom to participate in many special activities. Any parent interested in volunteering, please contact your child's teacher or call the office at 987-5912.

Desert Mountain is very fortunate to have many parents who are willing to give their time to help support the teachers, and students in our classrooms. We are happy that parents feel comfortable and welcome here. However, in an effort to cut down on the number of non-instruction related classroom interruptions, we ask that **you have an appointment with the teacher before entering your child's classroom.** We thank you in advance for your cooperation and continued support here at Desert Mountain!

For security reasons, **ALL** visitors must check in at the office and obtain a visitor/volunteer badge before proceeding. **PLEASE BE PREPARED TO LEAVE YOUR VALID IDENTIFICATION AT THE FRONT DESK WHILE YOU ARE VISITING OUR CAMPUS.**

If you need to speak to your child's teacher during the school day, please make an appointment. This will minimize disruption of instruction and help maximize learning.

Children from other school are not allowed to visit. Younger siblings are **NOT** allowed in the classroom during the instructional day, including classroom parties. **Please** do not ask for an

exception to these policies. Teachers have other tasks that could be completed at home for those parents who don't have child care available, and would still like to help in some way.



Academic Awards

A list will be published at the end of each nine-week (quarterly) grading period. This list will acknowledge those 3rd, 4th, and 5th grade students who have achieved Principal's List and Honor Roll status.

Principal's List requirements:

A student must receive **ALL A's** (no B's, C's, or U's), with 90% accuracy in the areas of Reading, Communication, Math, Social Studies, and Science. If a student receives an "N", The teacher will refer the decision to the principal and he shall decide whether the student will qualify.

Honor Roll requirements:

A student must receive **AT LEAST 3 A's and the rest B's** (no C's or U's), in the areas of Reading, Communication, Math, Social Studies, and Science. If a student receives an "N", the teacher will refer the decision to the principal, and he shall decide whether the student will qualify.

The percentage ranking is as follows: 90-100= A 80-89=B 70-79=C 60-69=D



The Accelerated reader Program has levels that reflect significant stages in students' reading development. To certify, students must meet a set of criteria for a particular level. Students can re-certify at any level, except Independent reader.

Students will also set a quarterly Accelerated Reading point goal. The student's point goal is individualized according to their reading level and stage of reading development. At the end of each quarter, student's meeting their point goal will be invited to participate in a reward recognition activity.

Use of Technology Resources for Instruction

ELECTRONIC INFORMATION SERVICES AND EQUIPMENT USER AGREEMENT FOR STUDENTS

Please read the User Agreement for Students document carefully.
When signed, it becomes a binding agreement.

Terms and Conditions

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

The user must:

Use the EIS and equipment for educational purposes only.

Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

Abide by all copyright regulations.

Keep confidential all home addresses or personal phone numbers.

Understand that electronic information system components may be monitored to ensure compliance with District regulations and policies.

Use the network so that it does not disrupt the use of the network by others.
Assume personal financial responsibility for any services or products incurred without district authorization.

Abide by the District's Uniform Code of Student Conduct, including but not limited to: the Uniform Code of Student Conduct, Article B: Behavior, section 4: Vandalism, A.R.S. 15-842:

Damage to school property, in addition to all Board policies which may be applicable to any circumstance which may arise.

Safeguard all software and system security.

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

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

Queen Creek School District No. 95

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ANNUAL NOTIFICATION TO PARENTS

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

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

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

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

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

Complaints regarding school facilities may be directed to the principal on your child's campus or the District 504 Coordinator, Steven Ray, at 987-5990

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

1. Inspect and review your student's education record;
2. Exercise a limited control over other people's access to the student's

Education record:

3. Seek to correct parts of the student's education record, you believe to be inaccurate, misleading or in violation of student rights, in a hearing if necessary;
4. Report violations of the FERPA to the United States Department of Education, FERPA office;
5. To be informed annually about FERPA rights.

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

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

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QUEEN CREEK UNIFIED SCHOOL DISTRICT NO.95

**Special Services Department
20217 E Chandler Heights Road
Queen Creek, AZ 85142**

Phone (480) 987-5990 Fax (480) 987-7499



Queen Creek Schools

Queen Creek School District Child Find

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

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

1. Transition conferences for children ages two years and six month (2.6) to two years and nine months will be held;
2. By the child's third birthday an Individualized Education Program (IEP) or Individualizes Family Services Plan (IFSP) will be developed and implemented; and
3. For the child who turns three during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

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

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

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

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QUEEN CREEK UNIFIED SCHOOL DISTRICT NO.95
Special Services Department
20217 E Chandler Heights Road
Queen Creek, AZ 85142
Phone (480) 987-5990 Fax (480) 987-7499

ANNUAL NOTICE OF CONFIDENTIALITY

July 1, 2016

TO: PARENTS OF SPECIAL EDUCATION STUDENTS

FROM: DEPARTMENT OF SPECIAL EDUCATION

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

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

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

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Annual Notification to Parents Regarding Confidentiality of Student Education Records

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

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

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

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is

identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

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

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

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Queen Creek Unified School District

Perry Berry, Superintendent of Schools

Re: Parents' Right to Know

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

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

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

Please direct any questions, comments or concerns to the Department of Grants, Curriculum and Instruction, 480-987-7488.

Sincerely,
Perry Berry
Superintendent

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EXCUSED ABSENCES

ADE has made a very significant revision to External Guideline EX-1 regarding excused and unexcused absences. Contrary to information released by others earlier this month, the revised guideline (attached) becomes effective on July 1, 2016.

Under the provisions of the revised guideline, every absence for state reporting purposes that is incurred by a student that exceeds 10% of the instructional days scheduled for the school year is to be reported as unexcused. For those with 180 days of instruction, every absence after a student has incurred 18 absences (for any reason) is to be reported as unexcused. For those with 144 days of instruction, every absence after a student has incurred 14 absences (for any reason) is to be reported as unexcused. The absence count pertains to all absences for any membership at any school within a district or under the same charter.

Example 1 (180 day school year)

- Student is enrolled full time from August 1 – September 15 (W1) and incurs 7 absences for state reporting purposes during that period.
- Student is readmitted to the same school (R1) on October 15 and remains enrolled through the end of the school year. From October 15 through the end of the school year the student incurs 15 additional absences for a total of 22. The 19th absence and every absence after must be reported as unexcused.

Example 2 (180 day school year)

- Student is enrolled full time from August 1 – September 15 (W1) and incurs 5 absences for state reporting purposes during that period.
- Student is transferred to another school in the same district or charter (E5) on September 16 and remains enrolled through the end of the school year. From September 16 through the end of the school year the student incurs 20 absences for a total of 25. The 19th absence and every absence after must be reported as unexcused.

Important notes:

1. When counting absences for this purpose, count partial day absences accordingly (with consideration to FTE). For instance, a full time student who is absent for half a day (0.50 reported to ADE) on Monday and a full day (1.00) on Tuesday, has incurred 1.5 absences for state reporting purposes. A student who is enrolled half time (0.50 FTE) and who is absent for his/her full day (0.50 absence reported) is incurring the equivalent of one day of absence for each 0.50 absence reported. So a half time student who is marked absent with an absence amount of 0.50 on

Monday and another 0.50 absence on Tuesday has incurred 2 absences for this purpose. (I know, too complicated) Here's a formula that will work...

To determine the total number of absences a student has incurred...

Add up all absence amounts and divide by the student's FTE. (Simple enough for students that have one and only one FTE for their entire enrollment. Each membership segment will have to be considered individually for students who have one or more mid-year changes in FTE amount.)

Example for full time student (1.0 FTE)

Student is absent for 0.50 on Monday, 1.00 on Tuesday. 1.5 total absence amount divided by 1.00 = 1.5 absences (no math really required – just total the absences)

Example for half time student (0.50 FTE – maximum absence amount 0.50)

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Student is absent for 0.50 on Monday, 0.50 on Tuesday and 0.25 on Wednesday. 1.25 total absence amount divided by 0.50 = 2.5 absences.

Example for quarter time student (0.25 FTE – the only allowable absence amount is 0.25)

Student is absent for 0.25 on Monday, 0.25 on Tuesday and 0.25 on Wednesday. 0.75 total absence amount divided by 0.25 = 3 absences.

Example for three-quarter time student (0.75 FTE – maximum absence amount 0.75)

Student is absent for 0.75 on Monday, 0.50 on Tuesday and 0.25 on Wednesday. 1.50 total absence amount divided by 0.75 = 2 absences.

2. Keep in mind that if a student has incurred 10 consecutive, unexcused absences, they must be withdrawn as of the last day of actual attendance or excused absence.

3. ADE has been made aware that at least to some extent, the revised guideline appears to conflict with the intent of laws governing chronic illness. I am told that they are taking that into consideration and that we can expect some revision to the guideline by July 1.

4. Absence reasons do not apply to students for whom attendance (minutes of instruction) are submitted (Preschool, Homebound, AOI, Students in Grades 1-9 in approved alternative schools or in charter schools with approved alternative calendars).

5. We completely understand how difficult it will be to track and total absences for students, especially those that may occur over multiple membership periods and in multiple schools within a district or charter. We're looking into providing some means to ease the tracking process.

SIGNING THIS FORM IS OPTIONAL. SIGN AND RETURN THIS FORM *ONLY* IF YOU DO NOT WISH TO HAVE SOME OR ALL DIRECTORY INFORMATION RELEASED FOR QCUSD PURPOSES

STUDENT DIRECTORY INFORMATION OPT-OUT FORM

The District is required to obtain your written consent prior to releasing educational records or personally identifiable information concerning your student. Federal law provides a number of exceptions to this requirement, for example, when releasing information to other school and District officials, to the Arizona and United States Department of Education, to other schools where your student seeks to enroll, and for other exceptions provided by law. The District may also release “directory information” (specified below) concerning your student without your written consent, **unless you have provided the District notice of your desire to opt-out of directory information.**

NOTE: Your student’s home address, home telephone number, e-mail address, and class rank will **only** be released as “directory information” under the following circumstances and to the following individuals and groups without your written consent: 1) Colleges, universities, and prospective employers for purposes of recruitment, notification of scholarship offers or job opportunities, and similar purposes; or 2) Queen Creek Unified School District-affiliated and approved groups or vendors [e.g. student groups and clubs (yearbook, student newspapers, student council, marching band, National Honor Society, and the like); student athletic teams; parent booster clubs; site council; parent-teacher groups; graduation vendors (photographs, caps and gowns, announcements), and the like]. This information will not be considered “directory information” if being requested by an individual or group that does not conform to the requirements above (e.g. for-profit business that are not District-approved vendors, outside media groups, and the like). In those circumstances, your student’s home address, e-mail address, and class rank will not be released unless the District has obtained written consent provided by the parent/guardian or eligible student.

If you do not want any or all directory information about your student to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by checking off any or all of the rejected information below and signing and returning this form to your student’s school within two (2) weeks of receiving this form, or August 31, whichever occurs first. **If the Queen Creek Unified School District does not receive this student’s Student Directory Information Release Form by your returning this form within the prescribed time, the District will assume that your permission is given to use the directory information as described above.**

TO: Principal: I **DO NOT** wish to have QCUSD disclose the directory information checked below under any circumstance. The checked information **will not** be released to colleges or universities, it will not be used for scholarships, placed on athletic/activity rosters, or school programs, and photographs will not appear in the yearbook or other similarities for:

 Student’s Name

 Student’s I.D. Number

 Parent/Legal Guardian/Eligible Student Signature

 Date

- Student’s name**
- Student’s parents’ names**
- Student’s parents’ email addresses**

- Student’s home address**
- Student’s home telephone number**
- Student’s electronic (e-mail) address**

- Student's current school of attendance
- Student's major field of study
- Student's photograph
- Student's grade Level (9th, 10th etc.)
- Student's enrollment status (part time or full time)
- Student's honors and awards received
- Student's dates of attendance (semester, quarter, etc., not specific days in school)
- Student's participation in officially recognized activities and sports
- Student's height, weight and athletic number if member of an athletic team
- Student's most recently attended educational agency or institution
- Class rank by percentages (for example, top 10%, top 20%)

Military Opt-Out: Check this box if you do not want directory information released to military recruiters or military schools

ITEMS CHECKED WILL NOT BE RELEASED AS DIRECTORY INFORMATION

This form will remain in effect unless written notification is received from you, by the school Principal, identifying any changes you wish to make to your student's directory information.

Revised May 27, 2016

