

# Queen Creek Elementary

*An "A" Rated School*

*By the Arizona Department of Education*

**2015-2016**



**FAMILY  
HANDBOOK**

QCE EAGLES  
SOARING TO SUCCESS



Where Everyone Matters!

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## **Mission Statement:**

At Queen Creek Elementary School we are proud to provide an exceptional learning experience where we strive to create life-long learners who are motivated to meet their greatest potential.

## **Vision:**

We believe that working together is the key to success for our students. A collaborative effort of parents, community members and staff contributes to the overall success of the students and the school, thus enabling us to achieve our mission. At Queen Creek Elementary School, we are committed to providing a positive environment that promotes self-worth for all students and their individual differences. Our students are continuously challenged by the high expectations and quality curriculum that our staff provides.

## **Core Values:**

At QCE we are committed to provide:

- A safe and positive school environment for all students and staff.
- A school community that recognizes the value and importance of each individual.
- Open communication among students, staff and parents.
- A welcoming atmosphere for all students, staff and parents.
- The tools and skills to prepare our students for the 21<sup>st</sup> century.
- Instruction that develops citizenship and positive character traits.
- High expectations for all students in both academic and character achievement.
- Up-to-date and innovative technology integrated throughout the curriculum.
- Current and effective educational methods in our instruction.
- Opportunities of enrichment within and outside the core curriculum.
- A staff that is adequately prepared to teach a diverse population.
- A life-long love of learning.

## QCE Faculty and Staff 2015-2016

Preschool	Sylvia Cruz-Torres
Preschool	Sharon Dobbs
Preschool	Alison McCoach
Preschool	Elissa Palevsky
Preschool	Jenny Richardson
Preschool	Deb Schultz
Preschool	Amy Vanderpol
Preschool Office	Janet Henrickson
Kindergarten	Angi Cummins
Kindergarten	Stacy Knighton
Kindergarten	Christina Schrieber
Kindergarten	Amanda Sorensen
First Grade	Darla Kaesler
First Grade	Laura Lamb
First Grade	Kim Rutherford
Second Grade	Hallie Jones
Second Grade	Amanda Stinson
Second Grade	Ryan Willie
Third Grade	Jen McDonald
Third Grade	Dawn Rosa
Third Grade	Albert Wogen
Fourth Grade	Megan Camunez
Fourth Grade	Seth Kaesler
Fourth Grade	Stephen Watkins
Fifth Grade	Brian Quinn
Fifth Grade	Don Thalke
Fifth Grade	Leslie Villalobos
ELL	Michelle Willson
Band & Orchestra	Steven Kirchoff
Physical Education	MaryAnn Contreras
Music	New Staff
Computers	Daniel Edlen
Media Assistant	Shawna Pauli
Learning Center	Brittany Fletcher
Learning Center	Natalie Dase
Learning Center	Meghan Metcalf
Learning Center	Heather Raymond
Learning Center	Toya Corbett
Resource	Kylie Ware
Psychologist	Emily Keith
Counselor	Jody Fisher
Reading Specialist	Erica Modzelewski
Interventionist	Kelli Ross
Speech	Laurie Trio, Jennifer Goodman, Karen Batts
OT / PT	Beth Duyck & Jill Sandstedt

## OFFICE HOURS AND GENERAL INFORMATION

### Office Hours 7:30 - 4:00

Office Phone	(480) 987-5920
Secretary Phone	(480) 987-5921
Attendance Phone	(480) 987-5926
Nurse Phone	(480) 987-5929
Transportation	(480) 987-5982
Cafeteria	(480) 987-5924
District Office	(480) 987-5935

**District Website:** [www.qcusd.org](http://www.qcusd.org)

**School Website:** [www.qces.qcusd.org](http://www.qces.qcusd.org)

**Twitter:** QueenCreekElementary@QCEEagles

### PHYSICAL ADDRESS

23636 South 204<sup>th</sup> Street Queen Creek, AZ 85142

### SCHOOL HOURS

Teacher Work Day	<b>7:30-3:30</b>
Full-Day Kinder - 5 <sup>th</sup> Grade	<b>8:15-2:45</b>
AM Kindergarten	<b>8:15-11:00</b>
Full-Day K -5 <sup>th</sup> Grade Early Release	<b>8:15-12:20</b>
AM Kindergarten Early Release	<b>8:15-9:45</b>

Preschool times vary; please check with your child's teacher.

**Students are not allowed on campus until 7:45**

# DISTRICT ADMINISTRATION

## **Superintendent**

Dr. Perry Berry

## **Asst. Superintendent**

Dr. Cort Monroe

## **Chief Financial Officer**

Ms. Crystal Korpan

## **Board President**

Ms. Laurie Roland

## **Board Vice President**

Mr. Ken Brague

## **Board Member**

Mrs. Wendy Baggs

## **Board Member**

Mr. Judah Nativio

## **Board Member**

Mr. Mark Linder

# SCHOOL ADMINISTRATION

## **Principal**

Mrs. Julie Niven

Administrative Assistant Cindy Loveless

Registrar Amy Pritts

Office Clerk Sonia Ruiz

Counselor Jodi Fisher

Nurse Christine Fuhrman

Custodian Frank Shreeve

Cafeteria JoAnn Maxwell



## **PARENT TEACHER ORGANIZATION/SITE COUNCIL**

The PTO is made up of parents, staff, and community members who take an active role in the school. Contact the school for further information (480) 987-5920.

### **ATTENDANCE AND TARDY POLICY**

Arizona law (ARS 15-803) states that “Every person who has custody of a child between the ages of 5 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.”

State law also requires a school to withdraw a student after ten (10) *consecutive* days of absences whether or not the absence is excused.

It is essential that the child attends school regularly in order to provide continuity in the learning program and to enhance the probability of success in school. Absences for reasons other than illness or emergency situations are to be avoided. Doctor’s appointments, dentist’s appointments, and vacations should be scheduled for times when school is not in session.

Parents must telephone the school office to excuse any child who will be absent from school. Please call our office (480) 987-5926 by 9:00 a.m. to inform us about the reason for the absence. Parents of students who are unaccounted for will be notified by phone.

*Students who fail to successfully complete supplemental instruction and continue working below grade level (as determined by teacher assessment and/or state assessment test data) may be recommended for retention at the same grade level the following year. Student attendance will not be the sole criterion when considering the appropriateness of retention.*

When a student accumulates an excessive number of days absent, the parent will be informed in writing of the exact dates of a child’s absence. The parent may also be informed that future absences will require a doctor’s excuse. Excessive absence from school is defined as ten percent or more of excused and/or unexcused absences during the time school is in session.

Medical verification is required for any chronic condition/illness likely to result in frequent absences.

Queen Creek Elementary requires all students to be prompt at the beginning of the school day. The district requires every student who arrives late for school **TO BE SIGNED IN BY A PARENT/GUARDIAN AND MUST OBTAIN A LATE PASS**. Late students may not be dropped off without a parent/guardian signature.

## Bullying

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

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

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

**The following regulations apply:**

- Students and others should report any incidents of bullying to a district employee.
- It is mandatory that District employees report any incidents of bullying in writing to the school administration.
- The district employee shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or as otherwise required by law.
- Instances of reported or observed bullying that are in violation of the law or involve possible child abuse must be reported to the appropriate agency.
- Reported incidents of bullying will be investigated within 10 instructional school days.
- All violations of the policy shall be treated in accordance with the appropriate procedures and penalties provided for under Policy JIC, Student Conduct, and ARS 15-341.
  
- **Any student who:**
  - Commits the act of bullying
  - Intentionally files a false report
  - Retaliates against another who has participated in any manner in an investigation, proceeding, or hearing conducted in response to an investigation of bullying will be subjected to consequences in accordance with Policy JIC, including possible police involvement.
  
- **Students responsibility:**
  - Participate in school-wide bullying program
  - Tell an adult staff member if bullying occurs.

**\*Please contact the Campus Administrator for further information.**

## Cafeteria Information

<u>Meal Prices:</u>	<u>Breakfast</u>	<u>Lunch</u>
Full Pay	\$1.15	\$2.50
Reduced	No charge	\$0.40
Adults	\$1.75	\$3.50

We provide meals at a reduced rate or free depending on your income level. Meal applications are available at your school, Queen Creek USD Administrative Office, or online at [www.qcusd.org](http://www.qcusd.org). Applications will also be available to fill out online at <http://family.titank12.com> for the 2015-16 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 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 total 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. You may set up a low balance reminder on your account and the system will email you when your balance reaches the limit you set. You can also utilize <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://familytitank12.com> using your Visa, Master Card or Discover cards. You can also send payment via cash or check. 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 \$0.50 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 vegetables, 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.

## CAFETERIA

### **CAFETERIA PHONE – (480) 987-5924**

- Student behavior in the cafeteria will be based on courtesy and cleanliness.
- Students will remain until they have finished eating.
- Students are not allowed in classroom areas during lunch without teacher permission.
- Students will be provided with a monthly menu.
- There are 3 lunch choices daily. One hot lunch, sandwich, or yogurt.
- All students are expected to follow the cafeteria rules. (see rules below)

Parents are welcome to eat with their child, please check in the main office first.

### Student Regular Lunch Schedule

<u>Lunch Times</u>	<u>Eat</u>	<u>Recess</u>
1 <sup>st</sup> Grade	10:40-11:00	11:00-11:20
2 <sup>nd</sup> Grade	10:50-11:10	11:10-11:30
Kinder	11:05-11:30	11:30 -11:45
5 <sup>th</sup> Grade	11:25-11:45	11:45-12:05
3 <sup>rd</sup> Grade	11:40-12:00	12:00-12:20
4 <sup>th</sup> Grade	11:55-12:15	12:15-12:35

### Student Early Release Lunch Schedule

<u>Lunch Times</u>	<u>Eat</u>	<u>Recess</u>
1 <sup>st</sup> Grade	10:30-10:50	10:50-11:10
2 <sup>nd</sup> Grade	10:40-11:00	11:00-11:20
Kinder	10:55-11:15	11:15-11:35
5 <sup>th</sup> Grade	11:05-11:25	11:25-11:45
3 <sup>rd</sup> Grade	11:25-11:45	11:45-12:05
4 <sup>th</sup> Grade	11:35-11:55	11:55-12:15

Payment for lunches can be made daily or weekly. Any questions about your child's account can be answered by the school cafeteria staff (480) 987-5924.

### Cafeteria Rules

- ☺ Be respectful to adults in charge.
- ☺ Walk in quietly.
- ☺ Keep hands, feet, food, and other objects to yourself.
- ☺ Be polite.
- ☺ Use inside voices.
- ☺ Remain in your seat until you are dismissed.
- ☺ Use good manners.
- ☺ Eat your food only.
- ☺ Do not touch someone else's food.
- ☺ Clean up if you spill any food or drink.
- ☺ Raise your hand for help or to be dismissed.
- ☺ Clean your table, seat, and floor before leaving the cafeteria.

# CHARACTER COUNTS!

CHARACTER COUNTS! Is a national program that promotes the Six Pillars of Character as the basis for understanding, evaluating and modeling ethical behavior. At Queen Creek Elementary School we endeavor to model and teach these character traits to our students.

**The six pillars of character are:**

## **Trustworthiness**

\*\* Be honest \* Don't lie, cheat or steal \* Be reliable – do what you say you'll do \* Have the courage to do the right thing \* Build a good reputation \* Be loyal – stand by your family, friends and country

## **Respect**

\*\* Treat others with respect; follow the Golden Rule \* Be tolerant of differences \* Use good manners, not bad language \* Be considerate of the feelings of others \* Don't threaten, hit or hurt anyone \* Deal peacefully with disagreements

## **Responsibility**

\* Do what you are supposed to do \* Persevere: Keep on trying! \* Always do your best \* Use self-control \* Be self-disciplined \* Think before you act \* Be accountable for your choices

## **Fairness**

\* Play by the rules \* Take turns and share \* Be open-minded; listen to others \* Don't take advantage of others \* Don't blame others carelessly

## **Caring**

\* Be kind \* Be compassionate and show you care \* Express gratitude \* Forgive others \* Help people in need

## **Citizenship**

\* Do your share to make your school and community better \* Cooperate \* Stay informed; vote \* Be a good neighbor \* Obey laws and rules \* Respect authority \* Protect the environment

From Arizona Character Education Foundation

## CLASS VISITATIONS

Parents are welcome to come and observe their child. Observations are limited to 30 minutes. An appointment must first be made with the teacher and administration in case of illness, testing, workshops, conferences, early releases, assemblies, or classroom specials. **All visitors to the building must first sign in at the front office and wear a visitor ID.**

## COMPUTER LAB

All Queen Creek Elementary pupils are provided with the opportunity to learn and use computer technology. Every class is scheduled for weekly computer time. A use of technology agreement is included in the packet of sign-off sheets. The use of technology agreement must be reviewed and signed by both the parent and the student.

### Computer Rules

1. Computers are to be used for educational purposes only.
2. Students should not print, display, or retrieve any obscene, sexually oriented, or racially offensive material.
3. Understand that electronic information system is being monitored to ensure compliance with District regulations and policies.
4. Damage to equipment will be repaired or replaced at the expense of the parent.

Each student/parent will be required to sign an user agreement before being given permission to use a school computer. Any student who is found violating the agreement or rules will be denied access and may be subject to disciplinary action.

\*\*The District makes every effort to restrict access to all controversial materials; however, it is possible that some sites may filter through unnoticed.

## Social Media

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

## **DISCIPLINE PLAN**

The Queen Creek Elementary School discipline plan is designed to ensure a safe and orderly environment that enables your child to benefit from instruction. Therefore, it is essential that:

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

The teachers will explain both the class and school rules to your child. We encourage you to review these again with your child. We believe it is important for parents and teachers to work together to help children be successful.

### **Expected School Behavior**

Students will:

1. Show respect to each other and to all adults on campus
2. Keep hands, feet, and objects to themselves. Fighting is not allowed at school, on the way to and from school, or at bus stops
3. Walk on the sidewalks and in the building
4. Play safely on the playground equipment
5. Stay clear of all "water" (rainy days, sprinklers and irrigation)
6. Use appropriate language. (Profane, threatening, or abusive language is not allowed.)
7. Follow all bus rules
8. Treat the cafeteria with respect, and display good manners at all times
9. Treat all school property with respect

Positive reinforcement for appropriate behavior is the norm at Queen Creek Elementary. It is acknowledged by, but not limited to, the following:

1. Individual and group recognition by teachers, principals, and other staff (i.e. I got caught being good, verbal compliments, stickers, etc.)
2. Student of the Month
3. Special class activities
4. Opportunity to attend recess
5. Attendance at classroom celebrations
6. Recognition awards and/or treats.
7. A visit to the Principal

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

1. Time Out
2. Loss of Recess
3. Parental Contact
4. Counseling by the Principal
5. (ALC) Alternative Learning Center
6. Out-of-school suspension

The severity of the consequences will be dependent upon the severity of the infraction as well as the number of previous infractions. Severe misbehavior sometimes requires immediate intervention.

The following are some types of misbehavior that are considered severe:

1. Fighting
2. Disrespect to an adult supervisor or defiance of authority
3. Damaging school property
4. Stealing
5. Possession of any physically dangerous items such as; tobacco, drugs, alcohol, fireworks, or weapons.

In the case of severe misbehavior the principal will counsel the student and parents will be contacted. The contact may be in the form of a discipline memo requiring a parent signature, a phone call, or a parent conference. In addition, the student may be placed in “in school suspension” or suspended from school. The length of suspension will be dependent upon the severity of the behavior and the number of previous severe misbehaviors. In the case of damage to school property, the student will be required to pay for the damages.

Students who choose to become involved in any of the inappropriate conduct described earlier will be subject to disciplinary action.



# DISCOVERY KIDS

## What is “Discovery kids” and how does it work?

Discovery Kids is the before and after care program offered for students at the K-6 schools. Discovery Kids (DK) provides educational and fun activities including homework time, sports, arts & Crafts, science, math and access to district technology. Care is also available during early releases and during intersession breaks. DK is licensed through DHS and we are contracted through DES for financial assistance. For additional information, please contact Lauren at 480-987-5900 ext. 7459 or [Itauscher@qcusd.org](mailto:Itauscher@qcusd.org)

## See you at



## **ENHANCED LEARNING PROGRAM (ELP) – GIFTED**

Queen Creek Unified School District provides an Enhanced Learning Program (ELP for students in grades K-5.) The ELP program is a pullout program where students work with the ELP teacher for two to four hours per week depending the student's grade level.

A student may be nominated for the gifted program by parents, classroom teacher, principal, school psychologist, or resource teacher.

Standardized test scores (Stanford 9) above the 90<sup>th</sup> percentile will be the major criteria for consideration for screening. School personnel, using the COGAT Test, will test a student recommended for screening. Students will be eligible for the placement in the ELP program if they score in the 97<sup>th</sup> percentile on any of the placement measures of the approved test.

## **FEDERAL FUNDS**

Queen Creek Unified School District receives additional funds from the following grants: Title IA, Title ID, Title IIA and IID, III, IV, V, V, VI B, Early Childhood, Migrant, Family Literacy, Even Start, Emergency Immigrant, Civics, Adult Education, Vocational Education, VAC priority, State Chemical Abuse, English Learner Material, Pre-School Special Education, and Gifted. These grants are funded through state and federal grants. If you have any questions, you may contact Perry Berry (Director of State and Federal Grants) at 480-987-5984



# ELL English Language Learner



All students enrolled in QCUSD whose primary language is other than English are eligible to be placed in the ELL program (English Language Learner). A questionnaire is included in the application packet to be filled out by a parent.

Todos los alumnos que entran al distrito y no tienen como su primer idioma el inglés, serán elegibles para nuestro programa de ELL (English Language Learner). Un cuestionario está incluido en el paquete de registro. Favor de llenarlo y devolverlo a la oficina de la escuela. Llame al número 987-5940 para más información.

## “End-of-the-Year” Activities

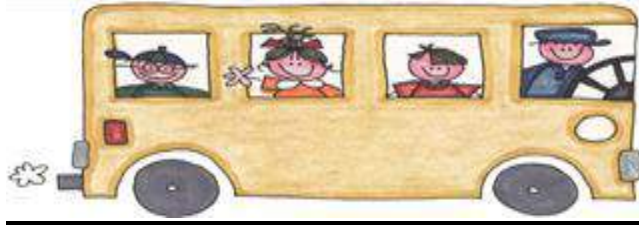
It is a privilege for students to attend end-of-the-year activities. Students must meet the criteria as outlined in the fourth quarter distributed materials.

## Evacuation Plan

**QCE has an Emergency Evacuation plan in effect. Fire drills occur on a monthly basis. Bus evacuations drills are held twice a year for all students.**

**Lock down drills occur once per quarter!**





## **FIELD TRIPS**

Classroom teachers, throughout the school year, may schedule field trips to nearby points of interest. 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. Occasionally, a fee may be requested from each student to help defray transportation or admission costs.

(Special Note: Students may go on a field trip with their class or club only.)

Note: Due to liability, younger siblings and other adults not related to student will not be permitted to attend field trips.

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

### **FOOD/DRINKS POLICY**

- ❖ No open containers of soda/juice in the hallway or classroom please.
- ❖ Water bottles are okay.

### **CHEWING GUM**

**GUM CHEWING IS NOT ALLOWED ON THE SCHOOL CAMPUS**

### **HOMEWORK**

Homework for students at Queen Creek Elementary School is designed to:

- Reinforce the importance of school work.
- Improve study skills.
- Supplement regular class work.
- Help broaden the scope of student knowledge.

Each student will have a certain amount of homework during the school week and some on the weekends.

A student with an excused absence will have two days for each day absent to make up all of his/her work. Suspended students must take the responsibility of doing all assignments during his/her absence and turn in the work the first day back in school.

If your child tells you that s/he does not have homework, it is suggested that you contact your child's teacher. Students are encouraged to read 15-20 minutes each night.

To request homework for your sick child you may call the office (987-5920) between 8:00-12:00. It may be picked up between 2:45-3:30 p.m. or can be sent home with a sibling. Classes may not be interrupted by a request for homework. Please allow the teachers time to get the assignments ready for your child.

### **HONOR ROLL**

Queen Creek Elementary will recognize those pupils who qualify for Principal's List, High Honors, and Honor Roll on a quarterly basis. A list will be published and students will be recognized and presented with a certificate at a quarterly assembly.

Grading ranges are as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Qualifications for the Principal's List will be a 95 or higher average, with no C's or N's.  
Qualifications for High Honors will be a 90-94.9 average, with no C's.  
Qualifications for Honor Roll will be an 85-89.9 average, with only 1 C.

### **IMMUNIZATIONS**

House bill 2295-Chapter 208, 1990 Law requires that the pupil 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 immunizations and/or preventable disease.

Please contact the school nurse Christine Fuhrman for more information at (480) 987-5929.

## **LIBRARY SERVICES**

The library will be open at 8:00 a.m. and will remain open throughout the day until 2:50 PM. 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 and then, upon entering the library, inform the media assistant about their particular need.

Books or library materials that are lost or damaged by a student must be replaced or paid for, before they are allowed to check out additional books.

Primary students may check out one book. Intermediate grades may check out 2 books on a weekly basis. Books must be returned in order to check out each additional book.

## **LOST AND FOUND**

Please put names on clothing and personal things brought to school. Taking some time and doing this now may save the cost of buying replacements. Found items are stored in the office so that their owners may claim them. Please visit the school office if something is lost at school. Students are asked to turn in any items, which they have found on the school campus, to the lost and found.

## **MORNING DROP-OFF POLICY**

All students **NOT** riding the school bus should be dropped off on the **south side** of the school (south parking lot). Students may then proceed to their proper playground or to the cafeteria for breakfast. Students are not permitted in the office area before school.

**PLEASE DO NOT DROP OFF STUDENTS BEFORE 7:45 A.M. –  
WE DO NOT HAVE ADULT SUPERVISION BEFORE THIS TIME.**

## MEDICAL INSURANCE

# **MEDICAL INSURANCE IS NOT PROVIDED BY THE SCHOOL DISTRICT**

## MEDICATION

If it becomes necessary for a student to take **ANY** form of medication at school, a consent form must be completed and signed by a parent or guardian. The form can be obtained from the Health Office.

The 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. Only medication that needs to be given during school hours is permitted, including cough drops and Tylenol. An adult must bring medication in person. NO child is to transport medication to or from school. All medication is kept in a locked cabinet and is dispensed through the nurse or by a responsible adult staff.

## NURSE

The school has a full time nurse on duty to administer the health program. The health office is an emergency station and is not equipped to take care of any serious illness. Students who become ill or injured at school should report to the health office or other office personnel immediately. Do not leave the school without permission. Students may be sent to the health office any time the teacher considers it necessary. Students who are ill or injured will be sent to the health office for attention. Students should come alone unless it is necessary for someone to help them.

## LICE CHECKS

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

**\*\*\*\*\*PARENTS MUST KEEP EMERGENCY CARDS UPDATED WITH CURRENT PHONE NUMBERS AT ALL TIMES! \*\*\*\*\***

## **ParentVUE Activation Instructions**

Welcome to ParentVUE!

We hope you use the capability that you find here to facilitate your child's education. ParentVUE is a wonderful tool to monitor your child's education. It will provide you with the latest information about your child's attendance and grades. To logon to the website for the first time:

1. Please enter the website name below into the browser. We support either Internet Explorer or Firefox as a browser.
2. On the logon page, click on the link that states "I am a parent".
3. On the following page, click on the Activate My Account link.
4. In the next screen enter the first name, last name and activation key exactly as it appears below.
5. Click on the Go to Step 2 button.
6. The system will prompt you to select your own username and password. The password must have a minimum of 6 characters, and can consist of numbers and letters.
7. Also enter your primary e-mail address. This address will be used to recover your password if you lose it.
8. Click on Complete Account Activation to finish setting up the account.

## **PLAYGROUND RULES**

All students will be expected to play in a safe and friendly manner at all times on the school playgrounds. We encourage the use of good sportsmanship by everyone. The following rules are to be followed or playground privileges may be removed.

- ✚ Follow instructions of all staff members.
- ✚ Use equipment safely and properly.
- ✚ Stay in your designated areas.
- ✚ Bottoms only down slides.
- ✚ One direction only on monkey bars.
- ✚ No flip flops on equipment.
- ✚ No Frisbees.
- ✚ Stop playing when the bell or whistle sounds and line up.
- ✚ Do not throw balls at others or at the walls.
- ✚ Take turns on the swings and other playground equipment.
- ✚ No groups in restrooms or playing in the restrooms.
- ✚ Students can be sent to the wall for a timeout (usually 5 min.)
- ✚ Settle differences peacefully. (i.e., keep hands, feet and other objects to yourself).
- ✚ Respect school property and avoid littering. (i.e., if you take it outside, bring it back in.)
- ✚ Dangerous games such as tackle football, tag, rugby, etc. are not allowed.

**\*\*ONLY USE APPROPRIATE LANGUAGE**



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

*As a parent of a student in the Queen Creek Unified School District, under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:*

- *Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.*
- *Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.*
- *The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.*
- *Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.*

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



## SOLICITATION

Students, staff, or any other individuals on campus are not allowed to buy and/or sell items.

## SPECIAL EDUCATION

Queen Creek District provides a variety of special education programs and services to our students.

In keeping with state and federal mandates, the type of special education program which best meets each student's individual educational 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 setting possible.

Services are provided for all identified students ages 3-22.

Parents/students who desire further information on these programs and services should contact the Department of Special Programs at 987-5990.

## 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.



T-Shirts displaying alcohol, cigarettes, drugs or any sexual connotations are not appropriate.



See-through, spaghetti straps, bare-midriff shirts, or clothing which is backless or revealing is not suitable for school. Tank tops may be worn only if the shoulder straps are at least two inches in width.



Short-shorts, ripped or torn jeans or sagging pants are unfit for school.



Hats, of any kind, may not be worn in the building.



Flip flops and backless sandals are discouraged for safety reasons. Heelies and slippers are not allowed.



Students may be given a change of clothing in the health office if available.



Tennis shoes are a MUST on PE days for safety reasons.

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

# STUDENT CHECK-OUT

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

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

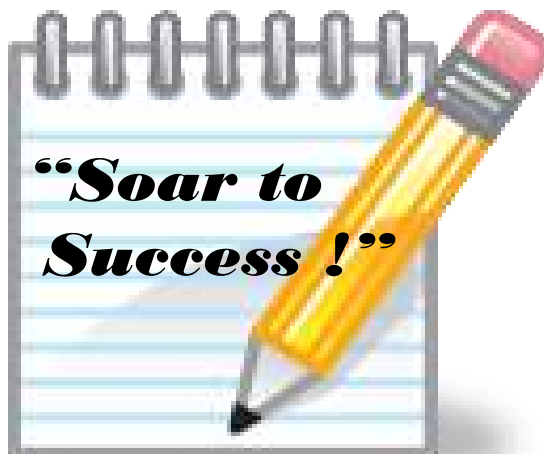
**REMINDER: When a student misses instruction it cannot be replaced!**

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

All transportation changes **MUST** be preceded by a note or phone call from the parent or guardian. You must call the office **no later than 1:30 p.m.** in order to allow the office staff enough time to locate the student and give them the message. **If you call after 1:30 p.m. we cannot guarantee that the message will be delivered.** Students must make prior arrangements to ride the bus with a friend. Students will not be allowed to make calls that day unless it is an emergency.

## **Custody**

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



## Searches

- The administration reserves the right to search and seize when there is reasonable belief that some material or matter, which is detrimental to health, safety, and welfare of the student(s), exist.
- Searches on school property may be conducted at any time for the health, safety, and welfare of the school.
- Students may be asked to turn out their pockets, empty backpacks, remove their shoes, socks, hats, and coats when there is good cause to believe that some matter or material this is detrimental to health, safety and welfare of the student(s) exists.

## Seizures

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

## Site Council

*The Site Council is made up of parents, community members, staff, and the principal. It is designed to take an active role in advising the principal on decisions concerning the school. We have openings on a yearly basis. If you are interested in serving on the Site Council, please contact the office.*

## **Celebrations**

All student birthdays are announced in the morning over the intercom and students will receive a small gift from us.

If parents wish to bring treats for the class, **please contact the homeroom teacher in advance** to arrange for a time that will not disrupt the learning time. This will usually be at the end of the day, just before students go home.

**Please do not bring large quantities of food or treats to share at lunch, as this causes a disruption.**

## **STUDENT TRANSPORTATION DISCIPLINE PROCEDURE FOR SCHOOL BUS RIDERS**

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

- The bus driver is the authority on the bus.
- No animals, insects, or reptiles are allowed on the bus.
- No glass items are allowed on the bus.
- No firearms or weapons are allowed on the bus.
- Keep all body parts inside the bus.
- All conversation should be done in a quiet manner.
- Students should remain seated at all times.
- Kindergarten students without an older sibling on the bus must be met by a parent/guardian at the bus stop. If no parent is at the bus stop, the student will be returned to the school and the parent will be responsible for pick up.

Students are NOT allowed to ride a bus other than their assigned bus route, or get on or off at a different house unless a written request or phone call is received from the parent/guardian and is signed by the principal/office staff.

### **PROCEDURES FOLLOWED UPON STUDENT MISBEHAVIOR ON SCHOOL VEHICLES**

- 1<sup>st</sup> Offense:** Driver discusses situation with student.
- 2<sup>nd</sup> Offense:** Driver submits referral to Transportation office.  
Student may be assigned to a specific seat on the bus.  
A copy of the referral will be sent home.
- 3<sup>rd</sup> Offense:** Referral is submitted to Transportation Office. Student is denied bus riding privileges for a specific amount of time.
- 4<sup>th</sup> Offense:** Student is removed from ALL bus privileges, including field trips, and any athletic events for which transportation is provided for a specific amount of time.

The Transportation Department will administer all infractions and disciplinary measures. The Transportation Office can be contacted by phone at (480) 987-5982 between the hours of 7:00 a.m. and 4:30 p.m.

<p><b>SEVERE CLAUSE: ANY INFRACTION, WHICH JEOPARDIZES THE SAFE TRANSPORTATION OF ANY PASSENGERS, WILL BE REPORTED DIRECTLY TO AUTHORITIES FOR DISCIPLINARY ACTION.</b></p>
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### **TAX CREDIT FEE POLICY**

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

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

### **TELEPHONE**

Students are NOT permitted to use the office telephone for any personal calls except in an emergency and with staff permission. If a student receives a call, s/he will be called out of class only in the case of an emergency. Normally, telephone calls for students will be handled between classes, during lunchtime, or after school.

If you'd like to talk with your child's teacher, please call either before classes (8:00 a.m.) or after the students are dismissed (2:50 p.m.) if you call during class hours and leave a message with the office, the teacher will try to return your call that same day.

### **TEXTBOOKS**

The district has and will continue to update our textbooks. Most textbooks are very costly running over \$45.00 each. Students will be assigned books by #. It is the responsibility of the pupil to take proper care of his/her assigned text books.

Students will be assessed for any damage done to textbooks issued to them.

### **TITLE ONE**

Reading services are available for students needing remedial help in grades K - 4. For more information, please contact the principal at (480) 987-5921.

### **TOYS, TRADING CARDS, RADIOS, CELL PHONES, MP3 PLAYERS AND CD PLAYERS**

Toys, trading cards, radios, CD players, I-Pods, cell phones, and any type of electronic game/ devices are not allowed on campus. These items will be taken from students bringing them to the school and will be kept in the office until a parent comes to pick up the item. Repeat offenses may result in further consequences.

### **VISITORS/VOLUNTEERS**

Parents are always encouraged to visit our campus, see programs in action, and visit with teachers. However, for security reasons, it is important that all visitors abide by the following rules.

#### **Visitors/Volunteers must:**

- **Sign in** at the front office before proceeding to their assigned areas.
- Must wear a visitors pass while on campus.
- Volunteers are not allowed to laminate.
- Volunteers are not allowed to bring siblings or other students with them when volunteering.
- Please sign out at the front office and return visitor pass.

## 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 an 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



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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### **No Child Left Behind Act**

Under the No Child Left Behind Act of 2001, you as the parent, may request information about the professional qualifications of your child's classroom teachers. We will provide the following at your request.

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

Queen Creek Schools will also be providing you with the following additional information:

1. The levels of achievement of your child in each of the required State Academic Assessments.
2. Notice, should your child be assigned to or taught for four or more consecutive weeks by a teacher who does not meet the highly qualified criteria set by the federal legislation. A highly qualified teacher is a person who is fully State certified or licensed, has a bachelor's degree, and shows competence in subject knowledge and teaching skills.

**Please direct your requests about this information to your child's principal.**

# **ANNUAL NOTICE OF CONFIDENTIALITY**

July 1, 2014

**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.

## 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](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.



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

### **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