



Schnepf Elementary School

Cultivating Leaders Through Innovation and Education

Student Handbook 2021-2022

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

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

Our Priority Areas and Goals:

Student Success	Safe and Healthy Environment	Exceptional Personnel	Effective Partnerships	Effective Operations and Systems
<ul style="list-style-type: none"> • Inspire all students to meet or exceed annual, individual, and academic goals. • Prepare all students for post-graduation opportunities, responsible citizenship, and competition in a global economy. • Empower each student with skills and tools that support being a confident, resilient, and healthy individual. 	<ul style="list-style-type: none"> • Ensure a safe and secure environment. • Teach kindness, respect, and integrity. • Provide • Opportunities that result in meaningful connections, resiliency, and coping skills. • Raise awareness of mental health. • Enhance diversity related educational opportunities. 	<ul style="list-style-type: none"> • Value and support all personnel. • Recruit and retain highly qualified, diverse personnel. • Maximize purposeful professional development to empower personnel. • Encourage new and innovative ideas that foster collaboration, efficiency, and growth within the work environment. 	<ul style="list-style-type: none"> • Increase partnerships as a way to build mentoring opportunities, internships, and community business involvement. • Communicate effectively to promote involvement and maximize opportunities for collaboration with all stakeholders. • Ensure transparency by providing information used in the decision-making process. 	<ul style="list-style-type: none"> • Optimize use of funds through fiscal responsibility. • Strategize use of resources through balanced planning. • Manage district systems efficiently through key performance indicators. • Continuously improve facilities and technology.



Dear Schnepf Elementary Families:

As your Principal, I have the distinct honor of welcoming you to Schnepf Elementary as we open our doors for the 2021-22 school year. My hope is that Schnepf feels like a second home for your child and a special place of learning and growth where they feel known, special, and equipped for their future.

We are the home of the **Schnepf Elementary Trailblazers**. The definition of a trailblazer is **a pioneer, an innovator, a person who makes a new track through wild country**. Our motto is: **Cultivating leaders through innovation and education**.

The pioneering spirit of innovation is clearly represented in both the history and future focus of our school paying homage to the heritage of Queen Creek and the legacy of the Schnepf Family. In addition, Schnepf Elementary is a **STEAM-focused** (Science, Technology, Engineering, Arts, and Mathematics) equipped with a state of the art SMART LAB and utilizes Project Lead the Way curriculum. In addition, we are a **Leader in Me** campus also representing innovation and ingenuity in learning. Schnepf Elementary students will be the Trailblazers of the future!

At Schnepf Elementary, students are encouraged to dream big for their future and are prepared with learning tools important for their success by first-rate teachers in a beautiful, new facility that involves the classroom and beyond. As an example, your child will be inspired to **engage** in their learning, be **empowered** to succeed, and **excel** through our many school programs that foster creativity and leadership.

You will find our staff committed to serving your child and helping them reach their potential as they both support and challenge your son or daughter to grow in learning. It is important that each student feels excited to come to Schnepf Elementary each day and ready to learn. Your support in this endeavor is paramount, and I look forward to partnering together.

Our desire is that you stay connected with us, take an active role in your child's education, and participate fully in our community. We encourage you to follow our school on Facebook and Twitter.

Finally, thank you for choosing Schnepf Elementary and for the privilege of educating your child and entrusting them to our care. I look forward to serving your child and family as we grow together over the course of this inaugural school year.

Sincerely,

Mrs. Faith Orr
Elementary Principal
And the Schnepf Elementary Faculty & Staff

Acknowledgement pages at the end of this handbook need to be read, completed and returned to school as soon as possible.

Vision Statement

In collaboration with our teachers, students, and community, Schnepf Elementary seeks to pursue excellence in all endeavors by inspiring and equipping learners as leaders to trailblaze pathways for their futures impacting themselves and others as positive difference makers in the world.

Motto

We are Trailblazers: Cultivating leaders through innovation and education.

Schnepf Mascot

Schnepf Trailblazers

Schnepf Elementary Faculty and Staff

2021-2022

Principal

Ms. Faith Orr

<p>Kindergarten</p> <ul style="list-style-type: none"> • Summer Romero • Heidi Hunsaker • Stephanie Cook • Tatum Strand • Melissa Zeig <p>First Grade</p> <ul style="list-style-type: none"> • Kelly Farnstrom • Karissa Dodds • Megan Cathey <p>Second Grade</p> <ul style="list-style-type: none"> • Jill Moffat • Monique Bourgeois • Tracy Early <p>Third Grade</p> <ul style="list-style-type: none"> • Ivy Blasko • Shalyn Rosales • Laken Owen <p>Fourth Grade</p> <ul style="list-style-type: none"> • Jennifer Hensley • Torie Brown • Kimberly Cowden (4th/5th) <p>Fifth Grade</p> <ul style="list-style-type: none"> • Chris Eaton • Theresa Sneed • Kimberly Cowden (4th/5th) <p>Sixth Grade</p> <ul style="list-style-type: none"> • John Sholtis • Jennifer Stephens <p>Primary Learning Center - Geoffrey Vredevoogd Intermediate Learning Center - Heather Staley</p>	<p>Music ----- Deana Schmidt</p> <p>Physical Education ----- Suzanne McCullough</p> <p>Band ----- Brandon Bailey</p> <p>Orchestra ----- Shannon Pizzirusso</p> <p>ELP (Gifted) ----- Tracy Vandervort</p> <p>Reading/Data Specialist --- Cassie Baldwin</p> <p>Counselor ----- Kelsey Mingus</p> <p>Resource ----- Kelcie Alton</p> <p>ELL ----- TBD</p> <p>Psychologist ----- TBD</p> <p>Speech ----- TBD</p> <p>Admin Assistant ----- Debbie Hobby</p> <p>Receptionist/Clerk ----- Heather Doerfler</p> <p>Registrar ----- Leigh Boghousian</p> <p>Librarian ----- Rebecca Jensen</p> <p>Health Aide ----- Jonathan Diaz</p> <p>Computer Tech ----- Robert Myers</p> <p>Smart Lab Aide ----- Bethany D'Agostino</p> <p>Playground Aide ----- Karen Showers</p> <p>Playground Aide ----- TBD</p> <p>Playground Aide ----- TBD</p> <p>Crossing Guard ----- TBD</p> <p>Cafeteria Monitor ----- Brittany Gardner</p> <p>Cafeteria Manager ----- Laura Easton</p> <p>Cafeteria Aide ----- Blanca Ochoa</p> <p>Cafeteria Aide ----- Patricia Albavera</p> <p>Maintenance/Custodian ----- Johnny Melendez</p> <p>Night Custodian ----- David Storms</p> <p>Night Custodian ----- Kim Fortuna</p>
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District Administration

Superintendent

Dr. Perry Berry

Chief Operations Officer

Dr. Matthew Strom

Assistant Superintendent-Secondary

Dr. Chris Thuman

Assistant Superintendent-Elementary

Erika Copeland

Chief Financial Officer

Amber Stouard

Director of Human Resources

Dr. Patty Rogers

Board President

Ken Bague

Board Vice President

Jennifer Revolt

Board Member

Samantha Davis

Board Member

Patty Campbell

Board Member

Matthew Riffey

****PTO Elections will be held at the beginning of the school year and officers will be updated.****

OFFICE HOURS & GENERAL INFORMATION

Office Hours	7:30 am - 4:00 pm
Office Phone	480-474-6760
Health Office Phone	480-474-6763
Attendance Line	480-474-6760
Transportation	480-987-5982
Cafeteria	480-474-5504
District Office	480-987-5935
Website	https://schnepfelementary.com

Social Media:

Facebook: <https://www.facebook.com/QCSchnepf/>

Twitter: <https://twitter.com/SchnepfSchoolQC>

Instagram: https://www.instagram.com/schnepf_QCUSD

PHYSICAL ADDRESS

26161 S. 231st St.

Queen Creek, Arizona 85142

SCHOOL HOURS

Teacher Work Day	7:30 am – 3:30pm
K through 6th grade	8:15 am – 2:55 pm *
First Bell Rings	8:10 am
Late Bell Rings	8:15 am

***Early-Release Schedule:**

Every Wednesday (except July 21, 2021)

All K-6th Students are released at 12:55pm

Students are not allowed on campus prior to 7:45 a.m. unless they are enrolled in the Discovery Kids program

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 for success in school. A student not only misses work on the day of absence, but also is not prepared for the next day because of missed instruction. Tardiness is disruptive to the learning process. Instructional time is from 8:15-2:55; please do not take your child out of school early as this disrupts the learning of our students and could result in a half day absence. A picture ID (driver's license) will be required when signing your child out.

A written note or call to the attendance line explaining the absence or lateness 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 to contact you during the school day. If your contact numbers change, let us know right away. A student arriving after the late bell rings (8:15 AM) must report to the office to obtain a late pass which is then given to the teacher. This allows the office to correct the attendance report.

After a student has incurred 18 absences (for any reason), every absence thereafter will be reported as unexcused. Arizona Law (A.R.S. §15-901(A)(1)) defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions. The Department of Education delegates the decision of family vacations as an excused absence to individual school districts and charter holders. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported as unexcused.

PERFECT ATTENDANCE AWARDS

Perfect attendance will be awarded to students without absences, tardies, or signed out early (for any reason) on a semester basis.

To report an absence or a tardy please call the attendance line: 480-474-6760

WHEN A STUDENT IS ABSENT OR TARDY

1. A parent/guardian should call the attendance office as early as possible. Siblings may not excuse absences.
2. Call before 8:10 am. Please specify the student's name, teacher and reason and time period for absence. Please do not email teachers regarding absences, as the teacher may have a substitute, who will not receive the message.
3. If the parent/guardian cannot call the attendance line, a note must be sent in upon the student's return to school, explaining the absence. Illness absences lasting three (3) days or longer may require a doctor's excuse.

ELL (ENGLISH LANGUAGE LEARNERS)

All students enrolled in QCUSD whose primary language is other than English are eligible to be placed in the SEI program (Structured English Immersion). For more information refer to the QCUSD Family Handbook.

BEFORE- AND AFTER-SCHOOL CARE

Schnepf Elementary is proud to offer Discovery Kids, an on-site, before- and after-school care program. This licensed program provides quality, caring, enriching and engaging activities for children both before and after school. Please refer to the QCUSD Family Handbook for more details.

CAFETERIA AND LUNCH SCHEDULES

Cafeteria Phone...TBD

The Schnepf cafeteria offers breakfast and lunch to our students.

As per state COVID-19 relief efforts, all meals are free to students for the 2021/2022 school year.

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

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 (a choice of 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.

For more information from our Food and Nutrition Department please refer to the QCUSD Family Handbook.

Lunch Schedule

Kindergarten: 11:00am (regular day)/10:55am (early release)
1st Grade: 12:05pm (regular day)/11:50am (early release)
2nd Grade: 11:35am (regular day)/11:30am (early release)
3rd Grade: 12:35pm (regular day)/12:10pm (early release)
4th Grade: 11:50am (regular day)/11:40am (early release)
5th Grade: 11:20am (regular day)/11:15am (early release)
6th Grade: 12:20pm (regular day)/12:00pm (early release)

**students are in the cafe for the first 20 minutes of their scheduled time

times are subject to change

CAFETERIA RULES

Eating in the cafeteria can be a different type of experience for many children. Without parents there to remind them of polite manners, children easily forget. Cafeteria rules are consistent with rules across our school: be kind, be respectful, and show integrity. Please take time to review the expectations with your child.

- Be Kind by using quiet voices, raise your hand to ask for help or ask a question, wait your turn in line, and keep hands, feet, and unkind words to self.
- Be Respectful by sitting bottom on bench, feet on floor, and facing forward, walking at all times, following adult directions the first time they are given, and staying seated until dismissed.

- Show Integrity by keeping food to self, clean up after self and throw trash away, use good table manners, eat your own food, and report all accidents/incidents to an adult.

Students are NOT allowed into classroom areas during lunch without a teacher.

We will have a nut-aware table for students with allergies. Please contact the school health office and your child's teacher to inform them of your child's food allergies.

FOOD/DRINKS POLICY

The following rules apply to our campus:

1. Students are encouraged to bring water bottles to school
2. Water is the only acceptable beverage in the classrooms, hallways, and other learning areas
3. Gum is not allowed to be chewed on campus or on buses
4. All food items brought in for class celebrations must be store-bought; due to allergies homemade treats are not allowed

FIELD TRIPS

Throughout the school year, teachers 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 in advance of the scheduled trip date. A fee may be requested from each student to help defray transportation and admission costs. Students may go on a field trip with their own class or club only. If your child needs medication during the field trip, the medication must be in its original container and must have appropriate documentation showing how and when the medication is to be dispensed.

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

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

This information is subject to change due to reopening guidelines

Tax Credit Donations for Field Trips:

Did you know you can make a tax credit donation to help cover field trip costs? Arizona State Law (A.R.S. 43-1089.01) allows you to get a dollar- to-dollar reduction when you give up to \$400 (joint returns) or \$200 (individual returns) to a public school for extracurricular activities. The earned funds from the tax credit program come directly to Schnepf Elementary and can be used to help cover the cost of busing and admission for field trips. It's easy to participate! Just complete a tax credit form and return it to the school or district office with your check and you will receive a receipt for the amount you donate. Then when tax time rolls around you claim the credit on your state taxes.

CLASSROOM CELEBRATIONS

If you do not want your child to participate in classroom activities such as birthday parties, holiday parties, etc. it is the parent's responsibility to communicate with your child's teacher.

Code of Conduct: Schnepf Standards of Behavior

At Schnepf, we work hard to give every child a great education. Our behavior standards are designed to ensure:

1. Teachers are able to teach the grade level standards.
2. Students allow one another to get the education they deserve.
3. Students engage in activities that are in their best interest and are safe for all.

To provide our students with a safe and positive learning environment we will be implementing PBIS (Positive Behavior Intervention and Support). PBIS has been shown to increase academic achievement and student performance, decrease classroom disruptions and office discipline referrals, and improve school climate and safety. All QCUSD schools will be implementing PBIS so as students move from one school to the next they will have a clear understanding of the expectations. Our QCUSD expectations for behavior are:

- Be Kind
- Be Respectful
- Show Integrity

Teachers will review each of the expectations and what it looks like around our campus (ex: classrooms/instructional areas, playground, bathrooms, buses, etc.). We encourage you to take time to review the behavior matrix with your child; the behavior matrix can be found at the back of the handbook (appendix B).

SE is using PBIS Rewards to help with our PBIS program. PBIS Rewards is a technology based platform that is used to issue points to students for following the Schnepf Standards throughout the school day. Students earn one point each time they're observed following the behavior expectations. These points accumulate and, depending on the teacher's preference, can be redeemed for student privileges, tangible items and school wide raffles such as acknowledgement on the morning announcements. Parents can monitor how their child is doing with respect to the Schnepf Standards, by downloading the PBIS Rewards "Parent App" on their smartphones or tablets. A letter with more instructions on PBIS Rewards will be sent home with students the first week of school. (Appendix C).

School rules are designed to protect all students. To protect the rights of all students, it is important that parents and students understand the consequences of misbehavior. When misbehavior occurs in the classroom or on campus, teachers and staff will work with the student to correct the behavior using the Schnepf Student Management Process (see appendix D at the back of the handbook). If positive behavioral change is not occurring or when the offense is immediately serious, a disciplinary referral to the school administration will be generated. Please refer to the chart in the QCUSD Family Handbook for a list of common and/or serious student conduct violations, along with a range of recommended consequences. This list is not meant to be exhaustive.

BULLYING

Bullying of any kind is not tolerated at Schnepf Elementary School. Bullying is defined as repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical (pushing, hitting, kicking, spitting, stealing); verbal (threats, taunting, teasing, name-calling); or psychological (social exclusion, spreading rumors, manipulating social relationships). Students are encouraged to tell an adult if they see any questionable behaviors. Our school counselor presents lessons to each class at the beginning of the year, where age-appropriate strategies are shared with students to use if they are a witness or a victim of bullying. To help give our families a better understanding of what is and isn't bullying see appendix A in the back of the handbook.

SOCIAL MEDIA

It is becoming increasingly popular for students to post material on social media websites such as Facebook, Snapchat, Instagram, and Twitter (this list is not inclusive as there are numerous social media sites/apps). Please be aware that material posted, either at home or at school, could be viewed as harassment or disruptive to the educational environment. If conduct off campus during non-school hours leads to disruption of the educational environment, students will be subject to disciplinary action.

As a parent, we encourage you to share positive news about the school and QCUSD. In the spirit of our commitment to serving students and their families, please address any questions or concerns directly with the individual(s) involved. Our goal, with your partnership, is to effectively serve our students and their families with integrity.

COMPUTERS

Schnepf Elementary students will be given the opportunity to use and learn about computer technology. Classrooms will be equipped with chrome books daily. As a STEAM campus, students will have the opportunity to participate in SmartLab learning and activities.

EMERGENCY EVACUATION PLAN

Schnepf Elementary has an Emergency Evacuation plan in effect. Fire drills occur on a monthly basis, and two lockdown practices occur annually. Bus evacuation drills are held twice a year for all students. Queen Creek Unified School District has adopted a proactive strategy for lockdown procedures known as ALICE: Alert, Lockdown, Inform, Counter, and Evacuate. The ALICE plan offers a different philosophy in response to school violence. ALICE encourages the use of technology and information so that staff and students can make life-saving decisions during a time of crisis.

GRADING AND REPORT CARDS

QCUSD uses the Synergy grading program for grades and report cards. Grades are taken on a weekly basis for assigned lessons, homework, quizzes, and tests. Parents can check grades at any time using their parent ID and login (see information below for Parent and StudentVue).

Report card grades are as follows:

Kinder- 2nd Grades/3rd - 6th Grades

E = Exceeds Expectations	A = 90-100%
M = Meets Expectations	B = 80-89%
P = Progressing	C = 70-79%
N = Needs Improvement	D = 60-69%
	F = below 59%

PARENT/STUDENTVUE:

ParentVUE, allows 1st-6th grade parents and students to check current grades, homework and attendance online, anytime. Everyone is assigned their own password, so grades are always private. You may access ParentVUE from any computer with internet access. If you do not already have a ParentVUE account, a letter will be sent home during the first week of school with your personal activation code and instructions.

IMPORTANT INFORMATION:

- Midterm/progress reports are sent home at mid-quarter of each nine week grading period. • Report cards are sent home or emailed through Synergy at the end of each quarter. • Students who have 6 or more missing homework assignments will receive an N for Homework Effort.

HOMEWORK: Homework is not simply busy work assigned to children to keep them occupied at home. Homework assignments and studying serve several educational needs that are essential to receiving a complete education. Homework provides children with the opportunity to develop self-discipline, study habits, and time management skills. By completing homework, children learn how to be independent and responsible. In addition, homework helps to close the gap between school and home; learning should happen at home as well as in school.

Homework for students at Schnepf Elementary is designed to:

- reinforce the importance of schoolwork
- 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 may have some on the weekends. A student with an excused absence will have two days for each day absent to make up all of the missing work. A student with an unexcused absence will be expected to do all the work and may (at a teacher's discretion) receive credit. Suspended students must take the responsibility of doing all assignments during their absence and turn in the work the first day back in school.

Each teacher/grade level sets their own homework policy, which will be sent home the first week of school, please take time to review the policy with your child. If your child tells you that he/she does not have homework, it is suggested that you contact your child's teacher.

**Students are expected to read for at least
15 minutes each night**

Parents requesting homework for students who are absent may call the office before noon, and pick up any assignments between 2:30 and 4:00 p.m. If requested, assignments may be given to a sibling to take home. Classes will not be interrupted by a request for homework. Please allow the teachers appropriate time to ready the assignments for your child.

HEALTH OFFICE

The school has a full time health aide to administer our 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. The health aide is not a doctor, so she cannot make a diagnosis regarding an illness. In instances where students are sick and need to go home it will be the parents' responsibility to make arrangements for their child.

Students with any of these symptoms must be kept home from school until they are symptom free for at least 24 hours.

- A Fever greater than 99.9 degrees

- Vomiting AND/OR Diarrhea

PARENTS MUST KEEP EMERGENCY CARDS UPDATED WITH CURRENT CONTACT NUMBERS AT ALL TIMES. PLEASE INFORM THE OFFICE IMMEDIATELY SHOULD YOUR CONTACT INFORMATION CHANGE!!

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 immunization and/or preventable diseases. Contact the school health office for more information.

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, the dosage, and the 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 directly to the health aide's office. No child may transport medication to or from school. All medication is kept in a locked cabinet and is dispensed through the health aide by responsible staff.

HEALTH SCREENINGS

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

RETURNING FROM SURGERY

Students who have had surgery or recent hospitalization should have a doctor's note to return the student to school and participate in PE. Contact the school Health Office for further information. Refer to the QCUSD Family Handbook for more information.

LIBRARY SERVICES

The library opens at 8:10 a.m. and remains open 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 and then, upon entering the library, inform the librarian about his/her particular need. Books must be returned in order to check out additional book(s).

Students must pay for lost or damaged books and materials.

LOST AND FOUND

Please put your child's name on clothing, backpacks, lunch boxes, and personal items brought to school. Taking time to do so may save the cost of buying replacements. Found items are stored at school and eventually (at the end of each quarter) donated to charity if not claimed. Please visit the school office or the "lost and found" bin if something is lost at school. Students are asked to turn in any items they find on the school campus.

SEASONAL FESTIVITIES/CELEBRATIONS

At Schnepf and QCUSD, our primary focus is teaching and learning. With that being said, we do participate in a variety of fun celebrations at our school. We have spirit days, seasonal activities and festivities to celebrate these special times of the year. They do not include student costumes during the school day. These types of events generally take place for a short period of time at the end of the school day and/or include educational activities so that we can continue to focus on our mission of teaching and learning.

ANIMALS ON CAMPUS

The Superintendent may establish procedures for appropriately and humanely bringing live animals into a classroom. Such procedures shall forbid the transporting of live animals that are not service animals on school buses unless the animal is present for an educational purpose by written approval from the Superintendent or principal.

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, and intellectual or other mental disability. Service animals do not include other species of animals, whether wild or domestic or trained or untrained.

Any person or entity that operates a public place shall not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Adopted: January 23, 2018

LEGAL REF. A.R.S. 11-1024
A.A.C. R17-9-102

MORNING DROP-OFF POLICY

Kindergarten thru 6th grade students are to be dropped off in the front of the school; please drive all the way forward before letting your children out of the car.

DO NOT, AT ANY TIME, PARK in any drop-off zone. Parents wishing to park should do so in the front parking lot and escort their child(ren) into the building or to the playground. Don't forget to set a good example for our students by using the crosswalk.

Please avoid prolonged goodbyes (for example: getting out of your car to let your child out; fixing your child's hair; or tying his or her shoelaces) as traffic backs up and other parents are waiting to drop off their child too.

The staff parking lot and bus loading areas cannot be used by parents to drop off or pick up children for any reason. For the safety of your child and all our students at Schnepf, please drop off and pick up in designated areas only.

Please DO NOT drop off students before 7:45 a.m., as we do not have adult supervision before this time. The Discovery Kids program is available for students arriving prior to 7:45am.

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. Students should play games (ex: 4-Square, tetherball) according to the rules taught in PE. All rules are to be followed or playground privileges may be revoked. Teachers will review rules and expectations the first week of school and again following intersession breaks.

- **Be Kind** by taking turns on equipment, including everybody, playing fair, and keeping hands, feet, and unkind words to yourself
- **Be Respectful** by walking to and from the playground, staying within the playground boundaries, following adult directions, and using equipment properly
- **Show Integrity** by throwing trash away, lining up when signaled, following game rules, and reporting incidents to an adult

SPECIAL EDUCATION

Queen Creek Unified School 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, within the district, for ages 3-22. Parents/students who desire further information on these programs and services should refer to the QCUSD Family Handbook.

ENHANCED LEARNING PROGRAM (ELP) - GIFTED

For students that are qualified as gifted, Queen Creek Unified School District provides an Enhanced Learning Program (ELP). To qualify, students need to score at or above the 97th percentile on the CogAT or other state approved cognitive assessment tool. ELP is a half day pull-out enrichment program in which gifted students are cluster grouped in a self-contained class and work with a gifted certified specialist. For more information about the program, please visit our webpage at <https://www.qcUSD.org/Gifted-Program> or contact our gifted specialist, Tracy Vandervort at tvandervort@qcUSD.org.

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***. **The overall guideline for appearances should be clean, neat, and modest. When necessary, parents will be contacted for a change of clothing.** Refer to the QCUSD Family Handbook for complete details.

- Alcohol, cigarettes, drugs, gang-related, sexual connotations, profanity is not appropriate for clothing.
- See-through, spaghetti straps, bare-midriff shirts, or clothing which is backless or revealing is not suitable for school wear.
- Shorts and skirts (must meet fingertip rule), excessively ripped or torn jeans, or sagging pants are unfit for school. **We encourage leggings underneath skirts not meeting length requirements.**
- Hats of any kind will not be worn in the building.
- Flip-flops, backless sandals, and high heels are discouraged for safety reasons.
- Heelys (shoes with built in wheels) or slippers are not allowed.
- For safety reasons, tennis shoes are a MUST on PE days.

STUDENT CHECKOUT

A student being excused before the end of the school day (2:55pm or 12:55pm on early release Wednesdays) should bring a request on the morning of the dismissal; the time and reason for leaving should be included on the request. The student will remain in the classroom until the teacher is notified by the main office. The parent/authorized person **MUST** report to the office and sign the child out; proper identification will be required.

When a student misses instruction it cannot be replaced, so whenever possible try to schedule medical and dental appointments outside of school hours.

Any transportation changes require a written note or phone call from the parent/guardian. Please **do not** email your child's teacher as there may be a substitute and therefore the message may not be received. Since the end of the day can be a bit hectic, please call with transportation changes prior to 1:30pm (or 11:30am on early release Wednesdays); requests made after this time may not reach the student in time for dismissal.

STUDENT TRANSPORTATION: BUS RIDERS

Your child's transportation information can be found by visiting the QCUSD website and clicking on the "Bus Route Information" link. Simply type in your address and you will receive pick-up and drop off times, bus stop location, route number, and bus number. If you have any questions, please contact the Transportation Department at 480-987-5982 between 7:00am and 3:30pm.

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 following rules apply when riding a bus to and/or from school:

- **Be Kind** by using nice words and school appropriate language, using a quiet voice, and staying in your seat facing forward when the bus is moving.
- **Be Respectful** by following the driver's instruction, keeping food and drink in your backpack, and keeping your hands, feet, and objects to yourself.
- **Show Integrity** by keeping your phone and technology in your backpack, and keeping the bus clean and undamaged.

Students are **NOT** allowed to ride a bus other than their assigned bus route, or get on or off at a different stop unless a written request or phone call is received from the parent/guardian and is signed by the office. All requests should be received by the front office by 1:30pm (10:30am on early release Wednesdays). ***In the absence of a written request or a phone call, the student will be put on his or her regular bus.***

Kindergarten through 2nd grade – a parent MUST be at the bus stop to receive your student each day. If a parent is not there, your student will not be let off the bus. They will be returned to the school at the end of the school route. Parents may complete a Release of Responsibility Form found on our Transportation Department Website to authorize your Kindergarten through 2nd grade student permission to walk home with an older sibling or a group of students. This form must be submitted to the Transportation Office via fax or email.

SCHOOL TRANSPORTATION DISCIPLINE PLAN:

It is essential for all students to exhibit good manners and behavior while in a school vehicle. Any infraction which jeopardizes the safe transportation of any passengers will be reported directly to the transportation and/or school administration for disciplinary action. Consequences may range from assigned seat to loss of bus privileges. The Transportation Department will administer all infractions and disciplinary measures that occur on the bus and/or at bus stops.

STUDENT TRANSPORTATION: BY BICYCLE, SCOOTER, OR SKATEBOARD

For the safety of our students, we recommend only students in grades 2-6 ride their bikes, scooters, or skateboards to school. Bike racks are available and student-provided chains or locks must be used by students who choose to ride their bikes to school. As with other personal items brought to the Schnepf campus, we cannot accept responsibility for the safety of bikes, scooters, or skateboards throughout the school day. The school is not responsible for theft of parts or damage while bicycles and scooters are parked in the bike rack.

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

- In traveling to and from school, all ordinances concerning bicycle/scooter/skateboard safety must be observed.
- Students who violate city wheeled-vehicle guidelines will jeopardize their privilege of bringing a bike, scooter, or skateboard to campus. Serious injury can be prevented through observation of these rules. Students riding bicycles, scooter, or skateboards are not to arrive on campus before 7:45 a.m. **Helmets should be used.**
- Students who arrive on bikes/scooters/skateboards must use the racks and each bicycle / scooter / skateboard must be locked individually.
- Once students reach the crosswalk, they **must** walk their bikes to the bike rack. ***Bike, scooter and skateboard riding is not allowed on school grounds.***

TEACHER ASSIGNMENT

There will be no teacher assignment changes. Our staff works efficiently to ensure each classroom is staffed with a highly effective teacher. Further, our staff plans with grave detail to ensure all classes are balanced in a variety of categories including but not limited to: academics, gender, special needs, etc.

TELEPHONE

Students are **NOT** permitted to use the office or classroom telephones for any personal calls except **in an emergency and with staff permission**. Generally, telephone calls for students will be handled between classes, during lunchtime, or after school.

Cell phones and smart watches are not to be used during the school day. Students with cell phones or smart watches will be asked to turn them off once they arrive at school. If a student is caught using a cell phone or smart watch during the school day, the device will be taken away and a parent may be required to come and pick it up at the school. **If you'd like to talk with your child's teacher, please call either before classes begin or after the students are dismissed.** If you call during class hours and leave a message with the office, the teacher will return your call within 24-48 hours.

TOYS, TRADING CARDS, TABLETS, CELL PHONES, SMART WATCHES, AND ELECTRONIC GAMES

Toys, trading cards, tablets, cell phones, smart watches, and any type of electronic games are not allowed on campus. These items will be taken from any student bringing them, and will be kept by the teacher until a parent comes to pick up the item. The school is not responsible for theft or damage of items brought to school by students.

VISITORS

Parents are always encouraged to visit our campus, see programs in action, and visit with teachers. For the protection of our students, all visitors are required to check in at the office and wear a visitor's badge/sticker while in the building. Prior to being admitted to the building the office will check with the teacher to announce your arrival.

Unplanned visits before or after school are disruptive to the teachers' prep time. In addition, the unplanned visits during instructional time are disruptive to the classroom learning environment. Children from other schools and younger siblings are not allowed to visit in the classroom; please do not ask for an exception to this restriction.

We ask that you have teacher approval prior to entering a classroom. Classroom observations should be scheduled with the teacher and principal, and should not exceed one hour. The visit should be scheduled 24 hours in advance and the purpose for the visit should be shared with the teacher and principal. The teacher will not be able to conference with a parent while students are in class. Conferences must be scheduled for another time. The parent must report back to the office and sign out and return the visitor's pass prior to exiting the school.

This information is subject to change based on current District health policy guidelines

VOLUNTEERS

Volunteers are welcome and needed at Schnepf Elementary. During the day we need classroom assistants, small group leaders, one-on-one tutors, etc. If you are planning on volunteering all day or do not have a child in a classroom you would like to volunteer in, you will need to undergo a criminal background check. There are many ways to help on your own time if you are not able to come to school during the day. If you are interested in volunteering contact your child's teacher or our PTO.

Volunteers must observe appropriate dress code that is in keeping with the Schnepf Elementary student and staff guidelines of clean, neat, and modest appearance and is without distraction to the learning environment.

This information is subject to change as per health department/QCUSD guidelines

EARLY RELEASE

Early Release Every Wednesday
(Exception: July 21, 2021-First day of school is full day)

Mark your calendar so you don't forget!!

Kindergarten-6th Wednesday Dismissal: 12:55 p.m.

- Consistent weekly time for parents and staff
- Common Time for teachers to collaborate
- Regular time for Professional Learning Communities (PLC'S) and looking at data
- Regular time for district-led and campus-based professional development
- Vertical planning and articulation (grade levels/departments/across campuses)
- Staff morale-honoring time, coaching support, additional support from site leaders and data specialists

APPENDIX A:

What's Bullying and what's not?

Balance of power		
Healthy peer relationship	Normal range of conflict situations (not bullying)	Bullying
<ul style="list-style-type: none"> * Kids having fun together on the playground. * Calling to invite a friend over. * Going to a movie together. * Invite someone to sit by you at lunch. * Playing a game together. * Invite someone to play on campus. * Be a good listener. * Include others. 	<ul style="list-style-type: none"> * Equal power of friends. * Happens occasionally. * Generally not serious. * Equal emotional reaction. * Not seeking power or attention. * Generally not trying to get something. * Remorse and will take some responsibility. * Effort to solve the problem. 	<ul style="list-style-type: none"> * Repeated negative actions. * Imbalance of power, not friends. * Purposeful, serious with threat of physical or emotional harm. * Strong emotional reaction from victim and little or no emotional reaction from bully. * Seeking power, control or may attempt to gain material things. * No remorse - blames victim. * No effort to solve problem.

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- * Has the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm or damage to property.
- * Is sufficiently severe, persistent or pervasive that the action, behavior or threat creates an intimidating, threatening or abusive environment in the form of physical or emotional harm.
- * Occurs when there is a real or perceived imbalance of power or strength.
- * May constitute a violation of law.

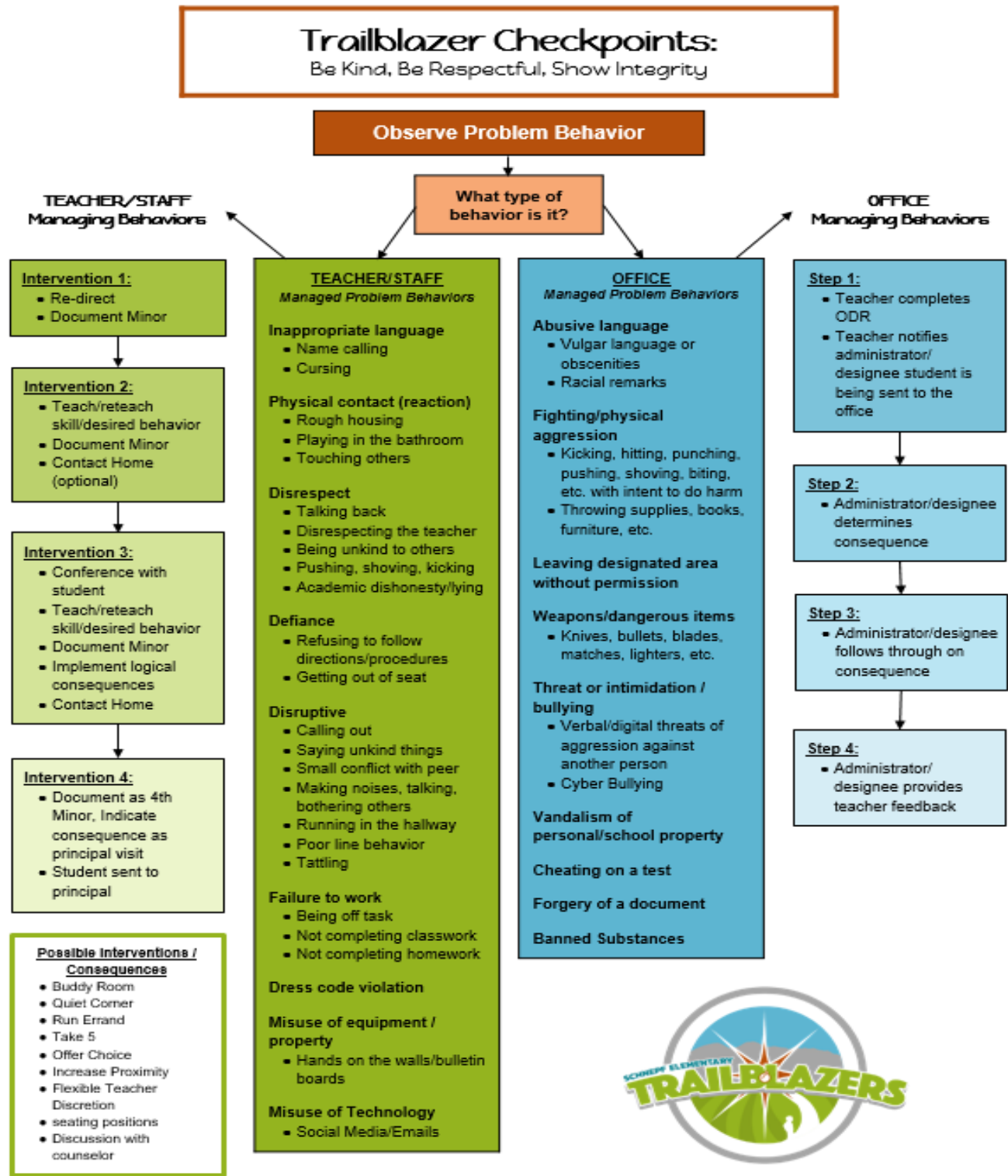


APPENDIX B:

	Be Kind	Be Respectful	Show Integrity
	<i>How you treat yourself and others</i>	<i>How you treat the environment and remain safe</i>	<i>Doing the right thing when nobody is watching</i>
Instructional Areas	<ul style="list-style-type: none"> • Self to Self • Actively participate • Encourage others in words and actions 	<ul style="list-style-type: none"> • Use learning tools appropriately • Allow all students to learn 	<ul style="list-style-type: none"> • See something, Say something • Follow procedures • Take responsibility for your learning
Hallways, Stairs, Pathways	<ul style="list-style-type: none"> • Self to Self • Personal space • Silent heart or wave to greet others 	<ul style="list-style-type: none"> • Silent • Walk on right side • Stay in line 	<ul style="list-style-type: none"> • See something, Say something • Walk with purpose • Keep hallway clean • Be where you are supposed to be
Arrival and Dismissal	<ul style="list-style-type: none"> • Self to Self • Use nice words 	<ul style="list-style-type: none"> • Quiet voice and body • Listen for name • Walk to and from vehicle • Keep belongings in backpack • Use crosswalk 	<ul style="list-style-type: none"> • See something, Say something • Be where you are supposed to be • Stay on sidewalk • Stay with group
Restroom	<ul style="list-style-type: none"> • Self to Self • Maintain privacy • Use nice words • Go, flush, wash, leave 	<ul style="list-style-type: none"> • Quiet voices • Keep water in sink • One pump soap • One push on dryer 	<ul style="list-style-type: none"> • See something, Say something • Be safe • Be timely • Sign in and out • Keep restroom clean
Playground	<ul style="list-style-type: none"> • Self to Self • Compromise to solve conflicts • Use nice words • Be inclusive 	<ul style="list-style-type: none"> • Use equipment properly • Promptly follow adult directions • Keep playground green 	<ul style="list-style-type: none"> • See something, Say something • Follow rules of the game • Clean up equipment and playground when done • Practice sportsmanship
Cafeteria	<ul style="list-style-type: none"> • Self to Self • Use nice words • Include others 	<ul style="list-style-type: none"> • Raise hand for help • Use quiet voice • Helpful to staff • Stay in line 	<ul style="list-style-type: none"> • See something, Say something • Only eat your food • Only buy food for self • Keep tables/floor clean • Be where you're supposed to be
Assembly	<ul style="list-style-type: none"> • Self to Self • Use nice words • Clap appropriately 	<ul style="list-style-type: none"> • Voices off • Raise hand to speak 	<ul style="list-style-type: none"> • See something, Say something • Actively participate • Stay with class • Follow procedures
Safety Drill	<ul style="list-style-type: none"> • Self to Self • Be safe and help others 	<ul style="list-style-type: none"> • Promptly follow adult direction • Voices off 	<ul style="list-style-type: none"> • See something, Say something • Follow procedures • Stay with class • Be where you're supposed to be

APPENDIX C:

Schnepf Student Management Process




SCHNEPF PARENT – STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please read, sign and return this page to your teacher

I, _____, acknowledge that the
(student's name)

Schnepf Elementary Student-Family Handbook (found on our school's web page) has been read and discussed with me, and that I understand and will adhere to its contents.

I do not have internet access and would like a copy of the Schnepf student handbook.

Student Name (please print): _____

Teacher: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

QUEEN CREEK UNIFIED SCHOOL DISTRICT
2021 – 2022 POLICY ACKNOWLEDGEMENT SIGNATURE SHEET

STUDENT NAME _____ Please Print	STUDENT ID _____	GRADE _____
<p><u>ARIZONA RESIDENCY GUIDELINE</u></p> <p>By signing below, you are reaffirming that your Arizona Residency has remained the same as when you enrolled your student. Per A.R.S. 15-802</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">PARENT / GUARDIAN SIGNATURE</p>		
<p><u>PHOTOGRAPHING / VIDEOTAPING</u></p> <p>By initialing below you are approving that your child may be photographed or videotaped for school purposes including; school pictures / yearbook pictures, JBE Facebook, Website, Twitter or Instagram. If you do not agree with this, you must write a note to the Registrar within the first 10 days of school. Notices will be added to the student's file.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">STUDENT INITIALS</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">PARENT / GUARDIAN INITIALS</p>		
<p><u>USE OF TECHNOLOGY & ELECTRONIC INFORMATION SERVICES & EQUIPMENT</u></p> <p>Please refer to Queen Creek Unified School District Family Handbook that can be found at Queen Creek Website</p> <p>As a student, I have read and agree to abide by the School District policy and regulations (e.g. IJNDB and IJNDBR) on appropriate use of the electronic information system. I understand and will abide by the provisions and conditions indicated. I understand that any violation of the terms and conditions may result in disciplinary action and the revocation of my use of information services.</p> <p>As the parent / guardian of this student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the information services. I also agree to report any misuse of the information services to a School District administrator. I accept full responsibility for supervision if, and when, my child's use of the information services is not in a school setting. I hereby give my permission to have my child use electronic information services.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">STUDENT INITIALS</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">PARENT / GUARDIAN INITIALS</p>		
<p><u>TEXTBOOK RESPONSIBILTY</u></p> <p>Students are responsible for returning the EXACT book that was checked out to them. Non-matching barcodes will not scan to a student's name, so credit will not be given to that student for non-matching returns. If barcodes have been defaced or removed, it is impossible to determine who a book has been checked out to; therefore, credit cannot be given for the book's return and the student will be responsible for payment. It is the student's responsibility to check in their books in the same manner they were checked out to them. Do not leave them in a classroom, office or give to someone else to be returned.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">STUDENT INITIALS</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">PARENT / GUARDIAN INITIALS</p>		
<p><u>ACKNOWLEDGEMENT OF STUDENT HANDBOOK</u></p> <p>"I understand and consent to the responsibilities outlined in the handbook. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the book at school and at school sponsored and school related activities, including school sponsored travel and for any school related misconduct, regardless of time and location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violation of law. I understand that my child shall be accountable for abiding by all policies, rules and procedures for using electronic information services as outlined in this handbook. Users who violate these policies, rules and procedures will be denied access to electronic information services and will be subject to disciplinary action. QCUSD may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. QCUSD is not responsible for any service interruptions, changes, or consequences".</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">STUDENT INITIALS</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">PARENT / GUARDIAN INITIALS</p>		
<p><u>ACKNOWLEDGEMENT OF IMPORTANT INFORMATION</u></p> <p>By signing below, you acknowledge that you have received, read, and understand the above-mentioned documents.</p>		
_____	_____	_____
STUDENT SIGNATURE	PARENT / GUARDIAN SIGNATURE	DATE