

Katherine Mecham Barney Elementary School

Student Handbook 2020-2021



**Home of the Bobcats**

Where Everyone has Genius



# Queen Creek

Unified School District

**Our Vision:** Queen Creek Unified School District supports the development of the whole child by modeling positive academic, social and emotional learning through an innovative and challenging curriculum. Learning is maximized by empowering the community, and its members, to partner with us to create safe and secure learning environments for all students. 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.

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

## Our Priority Areas and Goals:

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

Dear KMBE Bobcat Families:

Welcome to Katherine Mecham Barney Elementary School! I am excited and honored to be a Bobcat! Our teachers are dedicated to making learning enjoyable and meeting the needs of our students. It is important to me to create an environment where everyone feels safe: safe to learn, safe to step outside of our comfort zones, and safe to make choices that better our community. My door is always open; please feel free to stop by, call or email.

We want to make sure you are informed of the policies, procedures, rules, and routines. This handbook is designed to provide you with information about our school. To ensure that your child has a successful year, we encourage you to read and discuss the information provided in this handbook together.

We are looking forward to a great year with you and your children.

Sincerely,  
Mrs. Chasity Cruz  
Elementary Principal  
And the Katherine Mecham Barney Faculty & Staff

**The last page of the handbook needs to be read, completed, and returned to school as soon as possible.**

# **Katherine Mecham Barney Elementary School's**

## **Mission Statement**

Where Everyone has Genius!

## **Vision Statement**

At Katherine Mecham Barney Elementary School, we are committed to growing and preparing future leaders by providing an accelerated curriculum, fostering collaboration, and cultivating the skills to be successful in the 21st century, in a safe and stimulating learning environment.

**DISTRICT ADMINISTRATION**

**Superintendent**

Dr. Perry Berry

**Assoc. Superintendent**

Dr. Matt Strom

**Asst. Superintendent**

Dr. Cort Monroe

**Executive Director of K-12 Educational Services**

Erika Copeland

**Chief Financial Officer**

Crystal Zachary

**Director of Human Resources**

Dr. Patty Rogers

**Board President**

Ken Brague

**Board Vice President**

Jennifer Revolt

**Board Member**

Courtney Narancic

**Board Member**

William Schultz

**Board Member**

Samantha Davis

# KMBE SCHOOL ADMINISTRATION

Principal	Chasity Cruz	480-474-6725
Administrative Assistant	Arlene Macias	480-474-6725
Registrar & Attendance	Alissa Mott	480-474-6721
Counselor	Carissa Morin	
Health Assistant	Karen Holt	
Media Aide	Angela Arrington	
Cafeteria		480-474-6722

## **OFFICE HOURS AND GENERAL INFORMATION**

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

Office Phone	(480) 474-6720
Secretary Phone	(480) 474-6725
Attendance Phone	(480) 474-6721
Transportation	(480) 987-5982
Cafeteria	(480) 474-6722
District Office	(480) 987-5935
Preschool	(480) 987-5958

**District Website:** [QCUSD website](#)

**School Website:** [KMBE website](#)

**Twitter:** @KMBE\_QCUSD

**Facebook:** [KMBE Facebook](#)

**Instagram:** KMBE\_QCUSD

## **PHYSICAL ADDRESS**

19684 South 225th Place, Queen Creek, AZ 85142

## **SCHOOL HOURS**

Teacher Work Day	<b>7:30-3:30</b>
Full-Day Kinder - 5 <sup>th</sup> Grade	<b>7:55-3:00</b>
Full-Day K -5 <sup>th</sup> Grade Early Release	<b>7:55-1:20</b>
Preschool	<b>Times Vary; Check with teacher</b>

**\*Students are not allowed on campus prior to 7:45 am**

## **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 (**7:55 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

**To report an absence or a tardy please call the attendance line: at  
(480) 474-6721**

### **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** 7:55 am. Please specify the student's name, homeroom teacher and reason for absence. **Please do not email teachers regarding absences, as the teacher may have a substitute, who does 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.

## **BEFORE- AND AFTER-SCHOOL CARE**

KMBE 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.

## **BULLYING**

Bullying of any kind is not tolerated at Katherine Mecham Barney 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.

## **CAFETERIA AND LUNCH HOUR**

**Cafeteria Phone (480) 474-6722**

The KMBE cafeteria offers breakfast and lunch to our students.

### **2020-2021 Meal Prices:**

	<u>Breakfast</u>	<u>Lunch</u>
Full Pay	\$1.50	\$2.75
Reduced	No Charge	\$0.40
Adults	\$1.75	\$3.75

We provide meals at a reduced rate or free depending on eligibility. Meal applications are available at your school, Queen Creek USD Administrative Office, or online at [Queen Creek School District](#). Applications will also be available to fill out online at [QCUSD Family Titan](#) for the 2020-2021 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.

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



You are welcome to eat with your child at any time. Please check with your child's teacher to find out what time he or she eats lunch. When you arrive at school, please sign in at the school office, and get a visitor's badge before heading to the cafeteria. For more information on our Food and Nutrition Department, please refer to the QCUSD Family Handbook.

## **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, saying please and thank you, waiting your turn in line, and staying in your space
- Be Respectful by keeping hands, feet and objects to self, listening and following adult directions, using polite language, and keeping your area clean.
- Show Integrity by eating your own lunch, cleaning up after yourself, and reporting all accidents/incidents to an adult.

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

**We will have a nut-free 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.**

## **COMPUTERS**

All Katherine Mecham Barney Elementary pupils are provided with the opportunity to learn and use computer technology. Every class is equipped with computers and scheduled for weekly SmartLab 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.

## **EMERGENCY EVACUATION PLAN**

Katherine Mecham Barney Elementary School 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.

## **FIELD TRIPS/ADDITIONAL ACTIVITIES**

Field trips are an earned educational privilege and are aligned with Arizona State Standards. Students attending a school related field trip must turn in a signed permission slip by the required due date, pay nonrefundable entrance fees, and follow school appropriate dress code and school policies. In addition, the schools may

provide additional non-educational field trips for students who have met specific requirements for various programs/clubs.

Field trip chaperones should fill out the appropriate paperwork on-line (below), must undergo a fingerprinting and criminal background check, sign off on the responsibilities of chaperones, and be approved by Human Resources before the field trip.

[QCUSD TalentEd Jobs](#)  
[QCUSD Volunteer Procedure](#)

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

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

**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 Katherine Mecham Barney Elementary School 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.

### **“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.

### **SEASONAL FESTIVITIES/CELEBRATIONS**

In (your school) 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.

### **FOOD/DRINKS POLICY**

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

## GRADING AND REPORT CARDS

QCUSD uses Synergy grading program for grades and reports 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

E = Exceeds Expectations

M = Meets Expectations

P = Progressing

N = Needs Improvement

### 3rd - 6th grades

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = below 59%

**PARENT/STUDENTVUE:** ParentVUE, allows 1st-5th 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. 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 KMBE 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 teacher 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
- 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.

For additional Information: <http://azdhs.gov/documents/preparedness/epidemiology-disease-control/immunization/school-childcare/school-childcare-immunization-guide>

### **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. Refer to the QCUSD Family Handbook for more information.

### **Medical Insurance:**

Medical insurance is NOT provided by the school district.

### **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 giving written notice to the school health office. This notice must be given yearly. Important health and medical information may be shared with school personnel, on a need to know basis, related to the health and safety of the student.

## **HONOR ROLL**

Katherine Mecham Barney Elementary School 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.

## **LIBRARY SERVICES**

The library opens at 8:00 a.m. and remains open until 3:00 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 some time to do so may save the cost of buying replacements. Found items are stored at school and eventually 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.

## **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 their children for any reason. For the safety of your child and all our students at KMBE, 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.**

## **PARENT TEACHER ORGANIZATION**

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) 474-6720.

# **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

PBIS (Positive Behavior Intervention and Support) is going to be our new way of providing a safe and positive learning environment at our schools in our district. PBIS has been shown to increase academic achievement and student performance, decrease classroom disruptions and office discipline referrals and improve school climate and safety. Our QCUSD expectations for behavior are:

**Be Kind**

**Be Respectful**

**Show Integrity**

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.

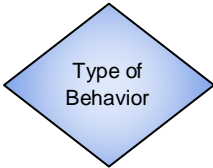
## **EXPECTED SCHOOL BEHAVIOR**

	Be Kind	Be Respectful	Show Integrity
Classroom	<ul style="list-style-type: none"> <li>• Be supportive of your classmates</li> <li>• Positive collaboration</li> <li>• Participate in activities</li> <li>• Greet adults</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> <li>• Listen and follow directions</li> <li>• Use polite language</li> <li>• Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Do your own work</li> <li>• Be supportive</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>• Use quiet voice</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> <li>• Respect privacy of others</li> <li>• Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Report any behavior and facility problems</li> <li>• Flush, wash, dry, goodbye</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>• Use quiet voice</li> <li>• Say please and thank you</li> <li>• Stay in your space</li> <li>• Greet adults</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> <li>• Listen and follow directions</li> <li>• Use polite language</li> <li>• Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your own lunch</li> <li>• Clean up your eating area</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>• Smile</li> <li>• Greet with a silent wave</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> <li>• Listen and follow directions</li> <li>• Walk facing forward</li> <li>• Be quiet</li> </ul>	<ul style="list-style-type: none"> <li>• Go straight to your destination</li> </ul>
Playground	<ul style="list-style-type: none"> <li>• Take turns</li> <li>• Pick up garbage (even if its not yours)</li> <li>• Include everyone</li> <li>• Greet adults</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> <li>• Listen and follow directions</li> <li>• Use polite language</li> <li>• Use equipment for its purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest and fair at all times</li> <li>• Report any behavior and facility problems</li> </ul>
Distance Learning	<ul style="list-style-type: none"> <li>• Be supportive of your classmates</li> <li>• Help younger siblings if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Make respectful comments</li> <li>• Value school property</li> <li>• Wash hands and maintain social distances</li> </ul>	<ul style="list-style-type: none"> <li>• Do your own work</li> <li>• Be supportive</li> <li>• Always THINK before posting. (Is it True, is it Helpful, is it Inspiring, is it Necessary, is it Kind?)</li> </ul>
Google Meet	<ul style="list-style-type: none"> <li>• Positive collaboration</li> <li>• Participate in the conversation</li> <li>• Greet adults</li> </ul>	<ul style="list-style-type: none"> <li>• Use polite language</li> <li>• Make respectful comments</li> <li>• Take turns to comment</li> <li>• Use respectful facial expressions during Google Meet Sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Use Google Meets for school only</li> </ul>



## Katherine Mecham Barney Elementary School Student Management Process

**Bobcat Expectations:  
Be Kind, Be Respectful, Show Integrity**



<p><b><u>Intervention 1:</u></b></p> <ul style="list-style-type: none"> <li>● Conference with student</li> <li>● Teach/ reteach skill/desired behavior</li> <li>● In Class Timeout</li> <li>● Loss of privileges</li> <li>● Document intervention on sheet</li> </ul>	<p><b><u>Minor Behaviors:</u></b></p> <ul style="list-style-type: none"> <li>● Disobeying Bobcat Expectations</li> <li>● Refusal/ Noncompliance</li> <li>● Disruption of the learning environment</li> <li>● Inappropriate language, writing, or drawing</li> <li>● Academic dishonesty/lying</li> <li>● Disrespectful towards peers, staff, and adults</li> <li>● Disrespectful towards school materials and property</li> <li>● Electronic devices</li> <li>● Dress Code Violation</li> </ul>	<p><b><u>Major Behaviors:</u></b></p> <ul style="list-style-type: none"> <li>● Bullying - ongoing</li> <li>● Aggressive physical behavior</li> <li>● Weapons, drugs, alcohol, tobacco</li> <li>● Sexual harassment, sexual misconduct</li> <li>● Vandalism of school or personal property</li> <li>● Extreme disrespect towards staff and adults</li> <li>● Cheating on district/state assessments</li> <li>● Theft (big ticket items) Threats</li> </ul>	<p><b><u>Step 1:</u></b></p> <ul style="list-style-type: none"> <li>● Teacher completes ODR</li> <li>● Teacher notifies administrator/ designee student is being sent to the office</li> </ul>
<p><b><u>Intervention 2:</u></b></p> <ul style="list-style-type: none"> <li>● Conference with student</li> <li>● Teach/reteach skill/desired behavior</li> <li>● Document intervention on sheet</li> <li>● Reflect on behavior with teacher</li> <li>● Communication with parents required</li> </ul>	<p><b><u>Step 2:</u></b></p> <ul style="list-style-type: none"> <li>● Administrator / designee determines consequence</li> </ul>		
<p><b><u>Intervention 3:</u></b></p> <ul style="list-style-type: none"> <li>● Conference with student</li> <li>● Teach/reteach skill/desired behavior</li> <li>● Document intervention on sheet</li> <li>● Reflection in buddy class</li> <li>● Student to see counselor to review reflection</li> <li>● Communication with parents required</li> </ul>	<p><b><u>Tips for a Great Day</u></b></p> <ul style="list-style-type: none"> <li>● Greet all students when they enter the classroom</li> <li>● Remind all students of expectations to prevent problem behavior</li> <li>● Reinforce students frequently for meeting expectations</li> <li>● Hold students accountable consistently when they don't meet the expectations</li> <li>● Thank students for a great day</li> </ul>	<p><b><u>Step 3:</u></b></p> <ul style="list-style-type: none"> <li>● Administrator/designee follows through on consequence</li> </ul>	
<p><b><u>Intervention 4:</u></b></p> <ul style="list-style-type: none"> <li>● Complete ODR (office disciplinary referral)</li> <li>● Attach interventions to ODR</li> </ul>	<p><b><u>Step 4:</u></b></p> <ul style="list-style-type: none"> <li>● Administrator/ designee provides teacher feedback</li> </ul>		



# Katherine Mecham Barney Reinforcement Matrix

## KMBE Reinforcement Matrix

Reinforcement	When	What
<b>Frequent (daily/weekly)</b>	<ul style="list-style-type: none"> <li>E-Tickets are given out whenever a staff member recognizes a student following PBIS Expectation/Behavior</li> <li>E-Tickets are tracked electronically by the office</li> </ul>	<ul style="list-style-type: none"> <li>All staff carry devices to reward students via their badges</li> </ul>
<b>Intermediate</b>	<ul style="list-style-type: none"> <li>Choose 5-7 random tickets by the office</li> </ul>	<ul style="list-style-type: none"> <li>If your name is called, you will go to the office and pick a prize from the prize drawer</li> </ul>
<b>Long Term (quarterly)</b>	<ul style="list-style-type: none"> <li>School Wide Incentive done when e-ticket threshold is reached each quarter</li> </ul>	Your grade level will be rewarded (TBD): Pizza party Popcorn party 20 min recess Game time Indoor recess Computer time

Positive reinforcement for appropriate behavior is the norm at Katherine Mecham Barney Elementary School. It is acknowledged by, but not limited to, the following:

1. Individual and group recognition by teachers, principals, and other staff (i.e. PBIS Leadership Tickets, 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

## 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.

## **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.

## **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 ages 3-22. Parents/students who desire further information on these programs and services should refer to the QCUSD Family Handbook.

## **STUDENT APPEARANCE**

Wearing neat, clean clothes helps children feel good about coming to school to learn. Students will be in school uniforms on all days except when designated as a school spirit day.

### **School Uniforms**

#### **Shirts**

Navy blue polo shirt

Light blue polo shirt

White polo shirt

#### **Pants/Shorts**

Navy blue dress pants/shorts

Khaki dress pants/shorts

#### **Rompers/Skirts**

Navy blue skirt/Romper

Khaki skirt/Romper

On School Spirit Days 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.** Refer to the QCUSD Family Handbook for complete details.

## **Student Check-out**

A student being excused before the end of the school day (2:55) 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 1:30; 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 7:00 and 3:30.

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 quiet voices, respecting others property, keeping hands, feet and unkind words to self, and waiting in line to load/unload the bus
- Be Respectful by walking to and from the bus, sitting with backs and bottoms on seats, following adult directions, and remaining seated while the bus is in motion
- Show Integrity by keeping the bus clean, keeping the aisle clear, and report incidents to an adult

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 1:30. ***In the absence of a written request or a phone call, the student will be put on his or her regular bus.***

**Kindergarten and first grade students must have a guardian at the bus stop after school. *If no one is at the stop, the student will be returned to school and parents will be responsible for promptly picking them up.***

### **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.**

## **TELEPHONE**

Students are **NOT** permitted to use the office or classroom telephones 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. 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, SMART WATCHES, ELECTRONIC GAMES, RADIOS, AND CELL PHONES,**

Toys, trading cards, radios, CD players, I-Pods, cell phones, and any type of electronic game/ devices are not allowed on campus. Students will be given a reminder to put the items away and to leave them at home. If these items are still a distraction, they may be taken from students and kept in the classroom/office 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. Repeat offenses may result in further consequences.

## **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 purpose 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.

## **VOLUNTEERS**

Queen Creek Unified School District welcomes and needs parent and community volunteers. During the day, we need classroom assistants, small group leaders, one-on-one tutors, and playground supervisors. If you are interested in volunteering in **your child's classroom**, please contact your child's teacher. There are also many

ways to help on your own time if you are not able to come to school during the day. In addition, teachers have many tasks that can be completed at home for those parents who don't have childcare for younger siblings and would like to volunteer.

Chaperones are also needed for field trips. In order to do this in a safe manner, all field trip chaperones should fill out the appropriate paperwork on-line and must undergo fingerprinting and a criminal background check before being approved by Human Resources.

[QCUSD Volunteer Procedures](#)

[QCUSD TalentEd Jobs](#)

# Katherine Mecham Barney Elementary School Student-Family Handbook Acknowledgement

Please read, sign, and return the following page to your teacher.

I, \_\_\_\_\_, acknowledge that the  
(student's name)  
Katherine Mecham Barney Elementary School Student-Family Handbook found on our school's webpage 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 KMBE student handbook.

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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.

