



# ***Schnepf Elementary School***

## **Student –Family Handbook**

**2024–2025**

**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:**

<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 Schnepf Elementary Families,

It is with great pleasure that I extend a warm welcome to you for the upcoming 2024-25 school year at Schnepf Elementary. As Principal, it is my privilege to embark on this journey alongside your family, nurturing not only academic excellence but also fostering the development of young leaders who leave a positive mark on our community and beyond.

As Trailblazers, we proudly carry the legacy of the Schnepf Family, pioneers whose influence has shaped the Queen Creek area for generations. Their enduring impact on our community continues to inspire us as we strive for excellence in education.

At Schnepf, our dedicated staff is committed to serving your child, igniting their passion for learning, and nurturing their growth as **we work to fulfill our mission to cultivate the unique potential of each individual for personal excellence as leaders of themselves and others.** We aim for every student to step through our doors excited for the day ahead, eager to explore and expand their knowledge. Your partnership in this endeavor is invaluable, and we eagerly anticipate collaborating with you.

We encourage your active involvement in your child's education and in our school community. Whether volunteering in the classroom or engaging with the Schnepf Elementary PTO, your contributions enrich the educational experience for all. Your feedback and participation are vital as we work together to create an environment where every child can thrive.

Please stay connected to our community in whatever way you are able. A great start is by following our school on [Facebook](#) [Instagram](#) and [Twitter](#) accounts.

I eagerly anticipate the promising year ahead and the chance to support your family along the way.

Warm regards,

Mrs. Faith Orr

Elementary Principal

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

# Mission Statement

Cultivate the unique potential of each individual for personal excellence as leaders of themselves and others.

# 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.

# Schnepf Mascot

Schnepf Trailblazers

“Blaze” The Roadrunner



# Schnepf Elementary Faculty and Staff

## 2024-2025

**Principal** ----- **Mrs. Faith Orr**  
**Dean of Students** .....Lauri O'Keefe  
**Administrative Assistant** - - - - - Mrs. Heather Doerfler  
**Registrar** - - - - - Mrs. Tatiana Eslinger

### Faculty

Kindergarten - - - - -  
 Kindergarten - - - - -  
 Kindergarten - - - - -Andrea Kramer  
 Kindergarten - - - - - Heidi Hunsaker  
 Kindergarten - - - - - Stephanie Cook  
 Kindergarten - - - - - Tatum Strand  
 Kindergarten- - - - - Melissa Zeig  
 First Grade - - - - -Mary Natalie Garcia  
 First Grade - - - - - Cheyenne Spaur  
 First Grade- - - - - Jourdan Roth  
 First Grade - - - - -Shelley Poropat  
 First Grade - - - - -Susan Leal  
 First Grade - - - - -Carly Davenport  
 Second Grade - - - - -Ashlyn Willis  
 Second Grade - - - - - Jill Moffat  
 Second Grade - - - - - Jeanette Perez  
 Second Grade - - - - -Phylicia Ramirez  
 Second Grade - - - - -Abbie Mendoza  
 Second Grade - - - - - Lisa Maher  
 Second Grade - - - - - Amy Koperniak  
 Third Grade - - - - - Paige Lillie  
 Third Grade - - - - - Amy Hellewell  
 Third Grade - - - - - Shalyn Rosales  
 Third Grade - - - - - Shani DeSpain  
 Third Grade - - - - -Justine Morales  
 Fourth Grade - - - - - Amy Denny  
 Fourth Grade - - - - -Jennifer Hensley  
 Fourth Grade - - - - - Sara Shelley  
 Fourth Grade - - - - - Kate Daily  
 Fourth Grade - - - - - Amy Yanish  
  
 Computer Tech - - - - - Tim Fitzgerald  
 Fifth Grade - - - - - Hollie Lunt  
 Fifth Grade - - - - - Sara Lofton  
 Fifth Grade - - - - - Holly Reider  
 Fifth Grade - - - - - Logan Logsdon  
 Sixth Grade - - - - - Angela Murphy  
 Sixth Grade - - - - - Jaron Foy  
 Sixth Grade- - - - - Kimberly Cowden  
 Sixth Grade- - - - - Kylie Bryan  
 Data Specialist - - - - - Kimberly Mercado  
 Reading Specialist - - - - Christine Erickson  
 Counselor - - - - - Jeannine Komnick  
 Resource- - - - -Paula Bechdikian/Emily Ortiz  
 Speech - - - - -Julia Crawford

### Staff

Technology Liaison - - - -Bethany D'Agostino  
 Reading Aide - - - - -Susan Klingenberg  
 Reading Aide - - - - - Karen Showers  
 Title 1 Aide- - - - - Elizabeth Corona  
 Title 1 Aide- - - - -  
 Title 1 Aide- - - - - Pamela Benisek  
 Crossing Guard - - - - - Susan Klingenberg  
 Crossing Guard - - - - - Monique Marchant  
 Playground Aide - - - - -Monique Marchant  
 Playground Aide - - - - -Tara Gomez  
 Playground Aide- - - - - Ray Landeros  
 Playground Aide- - - - -Colette Dixon  
 Cafeteria Manager - - - - -Laura Easton  
 Cafeteria Aide- - - - -Blanca Ochoa  
 Cafeteria Aide- - - - -Dani Vo  
 Cafeteria Aide- - - - -  
 Maintenance/Custodian - Laura Brewer  
 Night Custodian - - - - -Bella Espinoza  
 Night Custodian - - - - -Ana Guevara  
 SPED Aide.....Ronda Smithson  
 SPED Aide.....Kayla Kendzlic  
 SPED Aide.....Natalie Laningham  
 SPED Aide.....Rhonda Wood  
 SPED Aide.....Karen Randall  
 SPED Aide.....Rinali Thakore  
 SPED Aide.....Dana Clydesdale  
 SPED Aide.....Amanda Diebolt  
 Health Aide - - - - - Michelle Romero

### **Additional Faculty**

Prim Learning Center - - - - Sarah Lovato  
 Int Learning Center- - - - -Mathew Rago  
 Physical Education - - -Suzanne McCullough/Tristen Salvatore  
 ELP (Gifted) - - - - - Zachary Hilliard  
 Orchestra - - - - - Carly Peterson  
 Band - - - - - Steven Kirchoff  
 General Music- - - - -Deanna Schmidt/Valerie delPlain  
 Library - - - - - Cori Christensen  
 Psychologist - - - - - Jen Haynes  
 ELL - - - - - Jenell White

## **Queen Creek Unified School District Administration**

### **Governing Board**

Jennifer Revolt..... President

Samantha Davis.....Vice President

Patty Campbell..... Member

James Knox..... Member

Matthew Riffey..... Member

## **Queen Creek Unified School District Administration**

Dr. Perry Berry..... Superintendent

Dr. Erika Copeland..... Associate Superintendent

Dr. Adam Wolfe.....Assistant Superintendent

## **OFFICE HOURS & GENERAL INFORMATION**

Office Hours . . . . . 7:30 - 4:00 pm

Office Phone . . . . . 480-474-6760

Health Office Phone . . . . . 480-474-6763

Counselor . . . . . 480-474-6762

Attendance Line . . . . . 480-474-6760

Transportation . . . . . 480-987-5982

Cafeteria . . . . . 480-474-5505

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](https://www.instagram.com/schnepf_QCUSD)

### **PHYSICAL ADDRESS**

23161 E. Grange Parkway

Queen Creek, Arizona 85142

### **SCHOOL HOURS**

Teacher Work Day . . . . . 7:30 – 3:30

K through 6<sup>th</sup> grade . . . . . 8:15 – 2:55

**First Bell Rings . . . . . 8:10**

**Late Bell Rings . . . . . 8:15**

### **Early-Release Schedule:**

Every Wednesday

All K-6th Students Released-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.

**Your child's learning is important to us, and our expectation is that you make every effort to support daily, consistent, on time, full day attendance each day.**

**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.
4. If a student is left behind after dismissal, parents or another emergency contact will be called to pick up their child. If this has become a pattern, students will be taken to Discovery Kids and parents will be charged the hourly rate.

## **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, BREAKFAST, LUNCH SCHEDULES**

**Cafeteria Phone (480) 474-5505**

The Schnepf cafeteria offers breakfast and lunch to our students.

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.

[https://www.qcUSD.org/accent\\_701259/site\\_701260/Documents/Titan-Portal-Information.pdf](https://www.qcUSD.org/accent_701259/site_701260/Documents/Titan-Portal-Information.pdf)

***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 flier, or other flier 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. **Parents are to dine exclusively with their child** and to escort **ONLY their child** to the amphitheater for lunch, refraining from inviting other friends to join them in the amphitheater. Following lunch, parents will not accompany their child to the playground unless they have completed and signed a volunteer agreement and are scheduled to volunteer. For more information from our Food and Nutrition Department please refer to the QCUUSD Family Handbook.

### 24-25 Elementary Meal Prices

	Breakfast	Lunch
Full Pay	\$1.75	\$3.00
Free	\$0	\$0
Reduced	\$0	\$.40
Adult	\$1.75	\$3.75

### Breakfast Schedule

Students eating breakfast on campus should arrive at school at 7:45 and go straight to the multipurpose room/cafeteria.

### Lunch Schedule

Kindergarten: 10:45am (regular day)/10:05 am (early release)  
 1st Grade: 12:30 pm (regular day)/10:50 am (early release)  
 2nd Grade: 11:10 am (regular day)/10:30 am (early release)  
 3rd Grade: 12:50 pm (regular day)/12:10 pm (early release)  
 4th Grade: 11:30 am (regular day)/11:50 am (early release)  
 5th Grade: 11:50 am (regular day)/11:10 am (early release)  
 6th Grade: 12:10 pm (regular day)/11:30 am (early release)

**\*\*Students are in the cafeteria/ multipurpose room for 20 minutes, then they go to recess**

**\*\*\*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 have a nut-aware table available 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, or 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 offset 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.\*\*\*

### **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.

## Arizona Tax Credit

## **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.

## **SEASONAL FESTIVITIES/CELEBRATIONS**

At Schnepf and QCUSD, our primary focus is teaching and learning. However, 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. Unless there is a specific, school approved spirit day when it is stated that dressing up is allowed, there are no costumes allowed at school. 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.

## **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 implement 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 utilizes 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.

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 C 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. If a student is believed to be the victim of bullying, the student or parent may complete the Bullying-Harassment-Intimidation form (Appendix B). 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.

## **SAFE LANGUAGE AND ACTIONS**

Student safety is a top priority at QCUSD and we are fortunate to have a strong, positive relationship with our local law enforcement and emergency response agencies. The QCUSD coordinator of school safety and security works alongside school administrators to help ensure a safe learning environment for students and staff. Each of us has a shared responsibility in keeping our schools clean, safe, and conducive to learning.

We ask for your help by having a conversation with your child(ren) about their important role in maintaining a safe learning environment. Schools and law enforcement agencies across the country, including our community's dedicated police officers, are investigating an increasing number of potential threatening statements, as well as off-handed or sarcastic comments that may be perceived by others as threats. Fortunately, nearly all school threats are not substantiated. School administration, however, must handle every potential threat seriously, regardless of a person's

intentions, until an investigation and threat assessment is completed. Students who make threatening statements or bring prohibited items to school are subject to disciplinary consequences in accordance with Governing Board Policies and our Student Code of Conduct. In addition, students may face criminal charges for making substantiated threats or bringing prohibited items to school.

We are asking all families to talk with their children about the negative repercussions of making inappropriate comments, even those that are intended to be said in a joking manner or out of frustration, bearing in mind that these types of comments impact the feelings of well being and potential safety of other students and our community. In addition, we ask families to remind their children of the importance of immediately reporting any concerning behavior to a trusted adult. In this way, we are all working together to keep our students safe.

## **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.

## **HAT POLICY**

Hats of any kind will not be worn in the building unless earned by PBIS points or on spirit days

## **No COSTUMES ALLOWED**

**NO COSTUMES allowed on campus. This includes tails and ears worn as accessories.**

## **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%

## **HONOR ROLL AND PRINCIPAL'S LIST**

For grades 3-6th, there are two levels of academic recognition for students who meet the following criteria will receive a certificate and be recognized at an assembly.

Grading ranges are as follows:

90-100=A    80-89=B    70-79=C    60-69=D

The following criteria will be used to determine Honor Rolls:

**Honor Roll**-85%-94.4% with A's and B's and no more than 1 C with no D's, F's or N's in any category or subcategory.

**Principal's List**-94.5%-100% with no C's, D's, F's or N's in any category or subcategory.

Grades for Honor Roll will be computed quarterly and based on grade level or above grade level work. Any grade on the report card of a D or F or an N in effort for the quarter will automatically disqualify a student from the quarterly Honor Rolls. The Synergy student data system will be used to determine percentages.

### **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. 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**.

### **WHEN A SUBSTITUTE TEACHER IS UNAVAILABLE**

**In the event that your child's classroom teacher is out with an illness or unanticipated absence, we make every effort as a school to contact and fill the classroom with a qualified substitute. On the rare occasion that no qualified substitute can be found, we will occasionally "split" the absent teacher's class by dividing up the class evenly into the remaining grade level classrooms for the day. While this is not our regular practice, and only in the event that there is no suitable sub coverage for the teacher, we are able to maintain continuity of instruction by continuing to teach grade level academic standards and provide the necessary support for the combined class throughout the day as needed.**

### **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 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 prepare 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 they 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 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.

### **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.

## **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.

## **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, 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 vehicle dropoff is curbside in the front of the building. Parents are to merge to one lane along the curb and heed the safety of pedestrians crossing at crosswalks.** 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 curbside.

**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) onto campus. Don't forget to set a good example for our students by using the crosswalk.

**Children should exit the vehicle for dropoff on the PASSENGER SIDE.**

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. Please teach children how to buckle and unbuckle booster seats. **To keep the carline moving, please pull all the way forward in the carline if your child requires assistance with their seatbelt.**

**The staff parking lot and bus loading area cannot be used by parents in the mornings 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.**

## **AFTERNOON DISMISSAL AND PARENT PICKUP POLICY**

Students who are walkers to the Harvest neighborhood will exit out the back, west side walker gate and cross at the crosswalk.

Students who are walkers to Empire point will be released from the East Gary Rd. Tunnel door and walk around the rocks to the Empire Point neighborhood.

Parents who are picking up students in vehicles in the front of the school are to present the student name placard on their front dash in order for a student to be released to them.

**Kindergarten thru 6th grade students that are to go home via car will be picked up in the front of the school;** please drive all the way forward and staff will assist your child getting in the car.

**DO NOT, AT ANY TIME, PARK in any drop-off zone.** Parents wishing to park and pick up should do so in the front of the school by using a designated parking spot. Don't forget to set a good example for our students by using the crosswalk.

**Car Seats and Booster Seats:** In order to continue the flow of traffic, please pull all the way forward, when space is available, and meet your child at the front of the line. **For Kindergarten and 1st grade students, please situate car seats on the passenger side of the vehicle, teaching your child(ren) to buckle**

**themselves.** If you do need to buckle your child please pull all the way forward and do so at the front of the line.

**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.

**Lane 1- curbside pickup is for Kindergarten and 1st grade families.** This includes ALL siblings of a family with a Kindergartener or a first grader.

**Lane 2- 2nd through 6th graders.** Students in Lane 2 are escorted by an attendant in Lane 3 and load Driver's side into the vehicle. For the safety of students walking to their vehicles, **DO NOT TRANSFER LANES** in the loading zone.

## **APPOINTMENTS DURING THE SCHOOL DAY**

We ask that whenever possible, you make every effort to not schedule your child's dental or doctor visits during school hours. However, if you must pick up your student after 1:30 pm, you may park in the back teacher lot in the closest available spots in order to sign your child out at the office and avoid the pickup line at the end of the day.

## **SICK CHILD PICKUP**

In the unfortunate event that your child goes home sick and you are called to pick them up, you may park in the back stalls closest to the building and sign them out.

## **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

## **STUDENT ATTIRE**

### **In Accordance with QCUSD Board Policy 5-302 Student Attire**

**Student attire may be regulated as necessary and appropriate to maintain order and decorum within the educational system and to avoid material and substantial interference with schoolwork or discipline.**

### **Prohibited Attire**

**Attire may be prohibited when it:**

- **Significantly interferes with the District's ability to maintain order; such as disrupting schoolwork, school programs and activities, creates disorder, or prevents any student(s) from achieving educational objectives.**
- **Affects the health or safety of students, personnel or visitors.**
- **Conveys affiliation with a criminal street gang.**
- **Exposes the undergarments, or undergarment areas.**
- **Contains or conveys obscene language, symbols or messages.**
- **Promotes or depicts the unlawful use of alcohol, tobacco, or drugs.**
- **Is inconsistent with or prohibited by the course, program, or activity.**

## **STUDENT CHECKOUT**

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 90 minutes prior to dismissal; 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 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 1:30. ***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.**

## **BICYCLE, SCOOTER, OR SKATEBOARD RIDERS**

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. This includes parents.***  
***Bikers, scooters, skateboarders must yield to walkers-pedestrians.***

## **WALKING TO/FROM SCHOOL**

All students walking to and from school are expected to make safe choices and not interfere with the safety and wellbeing of themselves and others. Students must use the crosswalks when crossing the street and should otherwise remain on the sidewalk. **If students are unable to keep themselves and others safe on their walk to or from school, parents must pick up and drop off their children or arrange for other safe transportation.** If school rules are not followed walking to and from on the campus sidewalks or crosswalks, disciplinary action will be taken.

## **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 and place them in backpacks. 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, 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. **Cell Phones and smart watches** are to be silenced and kept in backpacks during the school day.

## **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, playground and lunchroom assistance, 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 and sign a code of conduct agreement 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.\*\*\*

## **PARENT TEACHER ORGANIZATION (PTO)**

Schnepf Elementary is proud to have the support of our Parent Teacher Organization. While the PTO is not an official school program and is a separate nonprofit organization, our PTO's mission is to "enrich and support our children's educational experience by encouraging constructive communication and involvement of our parents, staff and community." This includes supporting the efforts of the school and teachers through fundraising as well as providing and promoting activities that enhance the culture of Schnepf Elementary. PTO holds elections annually if needed and is always interested in having volunteers support the school in a variety of ways. Meetings are monthly and are open to all parents, teachers, and staff members. Please email [schnepfelementarypto@gmail.com](mailto:schnepfelementarypto@gmail.com) if you'd like to become involved. The PTO's social media handles are: @schnepfelementarypto for Facebook and Instagram..

## **ART MASTERPIECE**

Art Masterpiece is a national art enrichment program that uses images of fine works of art to promote art literacy in children. Various artists are presented on a monthly basis to each classroom followed by a hands-on art project. Art Masterpiece is not graded, and students can choose whether or not they want their work displayed. This art program is run by parent volunteers along with classroom teacher support. If you are interested in being part of SE Art MasterPiece, please email [schnepfelementarypto@gmail.com](mailto:schnepfelementarypto@gmail.com)

## **Schnepf Site Council**

The Schnepf Elementary site council is an important group of parent, community, and staff members who serve as a voice for our students and school and are engaged in various planning and advisory components here on our campus. These areas may include curriculum, school issues, and campus wide improvements to benefit Schnepf Elementary as a QCUSD school. Please note that the Schnepf Site Council is separate from the PTO whose domain involves more events, classroom support initiatives, and fundraising. The site council is open to all parents and community members to attend. If you have interest in serving on the site council at Schnepf Elementary, please contact [hdoerfler@qcusd.org](mailto:hdoerfler@qcusd.org).

# FEATURED SCHNEPF ELEMENTARY PROGRAMS

## LEADER IN ME

The Leader In Me framework which includes the seven habits which provides students with the tools and know how to make themselves leaders and leaders of others. At Schnepf Elementary, teachers alongside our counselor lead lessons on the seven habits from Steven R. Covey's, Leader In Me.

- **Habit 1, Be Proactive** teaches students they are in charge of themselves and their success.
- **Habit 2, Begin with the end in mind**, shows students how to set and work towards goals.
- **Habit 3, Put first things first**, teaches students to work first and then play.
- **Habit 4, Think win-win** shows students when we think of another person's point of view and listen empathically, everyone wins.
- **Habit 5** teaches students to Seek first to understand and then to be understood.
- **Habit 6** covers Synergizing, creative teamwork and cooperation creates something new.
- **Habit 7, Sharpen the saw**, covers taking care of heart, body, mind, and spirit.

Schnepf Elementary provides opportunities for students to learn to lead in the classroom and throughout the school. Students follow and incorporate the seven habits into their school day and life resulting in successful students and leaders now and in the future. We are excited to be part of their leadership journey.

## PBIS

Schnepf Elementary uses the Positive Behavior Interventions and Supports (PBIS) Framework which seeks to reduce or eliminate poor behavior school wide through the encouragement of positive behaviors. PBIS expectations at Schnepf are to **be kind, be respectful, and show integrity**. Students are rewarded for showing these attributes throughout their school day. The goal of PBIS is to create a positive school climate in which students learn and grow. Employing the PBIS framework can make the task more manageable. We implement PBIS in an “all-in” mentality among teachers and supported by the administrative team within our school. PBIS produces positive change in our school’s climate, and is employed schoolwide with consistency. In addition, a positive school climate helps students to develop the social and emotional skills they will need to become productive members of society. The positive interactions transfer into stronger relationships between the student and teacher and thus a better learning environment for all students. A positive school culture includes: A feeling of safety, respect, engagement in learning, and involvement in school life are supported by a school-wide shared vision which includes teachers, students, and families.

Parents are encouraged to download the PBIS Rewards app to track student points and also be informed of any discipline referrals. [PBIS Rewards app](#)

## AVID

AVID (Advancement Via Individual Determination) is present in every grade level at Schnepf Elementary. AVID serves as the framework for note-taking as well as teaches students to use organizational tools, such as agendas and binders, to help them be successful learners. The goal of AVID is to help students learn the academic habits that will help them be successful in middle school, high school, and in their future careers. Parents are expected to sign student planners nightly as a communication tool to and from school in support of student responsibility for learning.

## **COMPUTERS-CHROMEBOOKS**

Schnepf Elementary students will be given the opportunity to use and learn about computer technology. Classrooms will be equipped with chrome books daily. Students are to remain on task during their time on computers and not use school technology to send personal emails or messages. As a STEAM campus, students will have the opportunity to participate in SmartLab applications and learning activities.

## **PE CLASSES AND ATHLETICS**

Physical education plays an important role in the education of our students at Schnepf Elementary. We teach them how to maintain healthy lifestyles by engaging in physical activity. We focus on teamwork, respect of others, motor skills, decision making and problem solving. We do this while enjoying ourselves thoroughly!

**\*Tennis shoes are required for PE class.**

We also have an after school program at various times of the school year, YAP (Youth Athletic Program) that allows students to engage in various team sports and compete against other district elementary schools. This program can be viewed on the district website under Community Education.

## **MEDIA CENTER/LIBRARY**

The Media Center/Library supports the important habit of reading among the students. All students can check out books and then during their assigned classroom visit, an educational curriculum is taught. 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). Schnepf Elementary has annual Book Fairs, and Author visits.

**Students must pay for lost or damaged books and materials.**

## **GENERAL MUSIC/BAND/ORCHESTRA**

K-4 elementary students participate in general music classes twice per week. 5th and 6th grade students may choose band, orchestra, or general music. There is an information night at the beginning of the school year including instrument rental information if students are interested in playing in the band or orchestra.

## **STUDENT COUNCIL**

Student Council is Schnepf Elementary's student government. It is made up of four elected 6th grade officers, President, Vice President, Secretary, and Treasurer. There are also additional teacher nominated class representatives from 4th, 5th, and 6th grades. Student Council has weekly meetings and organizes school wide events such as spirit weeks, candy grams, canned food drives, hat days, etc. The goal for the student council is to promote school spirit through student involvement.



## **LEAD OUT LOUD**

In alignment with our district's strategic plan, Excellence through Leadership: Engage, Empower, Excel, Schnepf Elementary provides a variety of opportunities for our students to develop and utilize their leadership skills. One of those ways is to participate in the district-wide Lead Out Loud program. This program allows any fourth, fifth and sixth grader to submit an application who is interested in building their leadership skills. Applications will be reviewed and approved by the classroom teacher. Typically, there are 8 students appointed for this program who are involved in various activities throughout the school year including the district-wide leadership conference. Students have the opportunity to write participatory budgeting proposals which involve presentations and individual student voice through voting on campus expenditures and improvements.

## **STUDENT LIGHTHOUSE TEAM**

As a Leader in Me School, students may be nominated by their teachers and then participate in an interview and selection process and join the Student Lighthouse Team. The Student Lighthouse Team involves students in grades 1st through 6th who serve as greeters, tour guides, are Habit Catchers, and lead various other leadership initiatives on our campus including our annual Leadership Day.

## **SCHOOL COUNSELING PROGRAM**

The school counselor is committed to working WITH you to support the success of each one of our students. Together we know we can:

- Keep a positive and safe learning environment for our children to learn and thrive in.
- Explore issues of concern in a positive way to support the wellbeing of each of our students.
- Raise healthy and contributing leaders of tomorrow's community

### ***What does the School Counselor do?***

1. Classroom Lessons
  - Classroom lessons for kindergarten through sixth grade, teaching social/emotional skills that promote academic success, and healthy personal growth and development.
2. Individual Student Planning
  - Activities that help students gain skills to plan, monitor, and manage their own learning and behavior.
3. Responsive Services
  - Activities to meet the immediate needs and concerns of students. Includes brief counseling, small groups, parent conferences, crisis response, and referrals to community agencies.
4. School System Support
  - Activities that enhance the counseling program and support school wide programs, such as assemblies and special events, Leader in Me, AVID, PBIS, and continued professional development as a School Counselor.

## **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.

## **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 in grades 2-6 are tested and are required 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 grouped in a self-contained class and work with a gifted certified specialist. This program strives to:

- Reflect unique abilities, interests, and talents of each child
- Develop higher order thinking skills
- Increase growth of the entire child; and
- Refine critical thinking skills.

For more information about the program, please visit our webpage at <https://www.qcusd.org/Gifted-Program> or contact our gifted specialist.

## **ACADEMIC SUPPORT SERVICES**

Schnepf Elementary offers interventions to students in various ways and in multiple subjects. For students identified as High Risk in foundational reading skills they are given the opportunity to participate in Navigators Club which pulls students into a small group multiple times a week to work on specific foundational reading skills. For those students who struggle with math, there are also math skill groups as well as reteach/enrich blocks built into the school day to help with math deficits.

## **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.

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

- Consistent weekly time for parents and staff
- Common time for teachers to collaborate and receive teacher training to support student learning
- 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"> <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.



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## Complaint Form - Student Bullying, Harassment, Intimidation

**Projected Solution:**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

[illegible]

I certify this information is correct to the best of my knowledge.

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Document received by: \_\_\_\_\_ Date: \_\_\_\_\_

Investigating Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

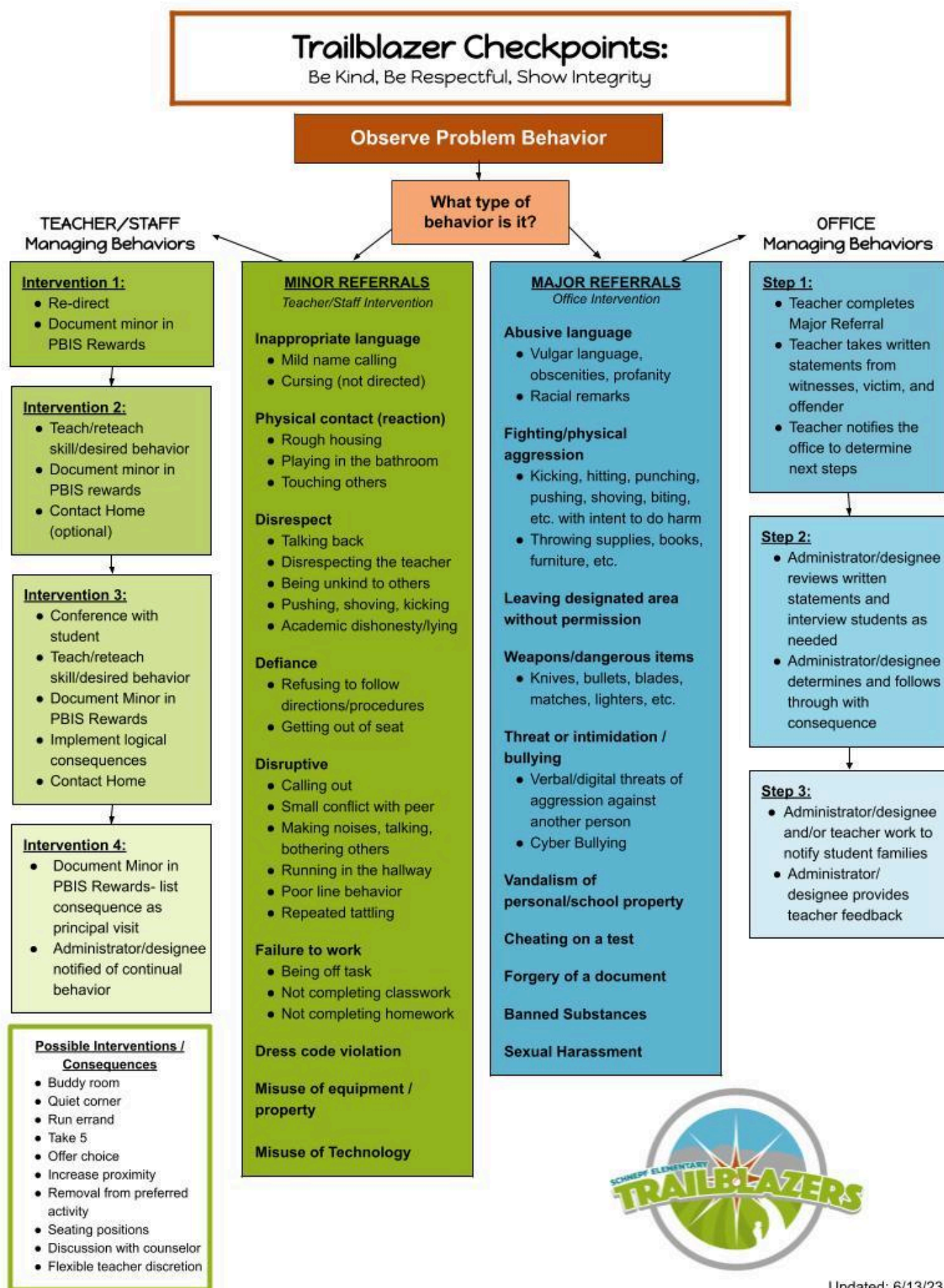
# Schnepf Standards Reinforcement Matrix

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

			<ul style="list-style-type: none"> <li>• Keep tables/floor clean</li> <li>• Be where you're supposed to be</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>• Self to Self</li> <li>• Use nice words</li> <li>• Clap appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Voices off</li> <li>• Raise hand to speak</li> </ul>	<ul style="list-style-type: none"> <li>• See something, Say something</li> <li>• Actively participate</li> <li>• Stay with class</li> <li>• Follow procedures</li> </ul>
Safety Drill	<ul style="list-style-type: none"> <li>• Self to Self</li> <li>• Be safe and help others</li> </ul>	<ul style="list-style-type: none"> <li>• Promptly follow adult direction</li> <li>• Voices off</li> </ul>	<ul style="list-style-type: none"> <li>• See something, Say something</li> <li>• Follow procedures</li> <li>• Stay with class</li> <li>• Be where you're supposed to be</li> </ul>



## Appendix D:





## Appendix E: Schnepf Elementary School Parent Volunteer Code of Conduct

Please complete, sign, and return this form to the office prior to volunteering at our school.

As valued members of our school community, we appreciate and rely on the support of parents who generously volunteer their time to enhance the educational experience of all students. As a parent, you are able to volunteer for your child's classroom and grade level. To ensure a positive and productive environment for everyone, we ask that all volunteers adhere to the following code of conduct:

1. **Respect and Professionalism:** Treat all students, staff, and fellow volunteers with respect, kindness, and professionalism. Maintain appropriate boundaries and refrain from engaging in behavior that may compromise the safety or well-being of others.
2. **Confidentiality:** Respect the confidentiality of student and school information. Refrain from discussing confidential matters or sharing student-related information with unauthorized individuals. Do not obtain information from students such as phone numbers, emails, or addresses.
3. **Commitment and Reliability:** Honor your commitments and arrive on time for scheduled volunteer activities. If unable to fulfill a commitment, please provide advance notice to the appropriate school personnel.
4. **Follow School Policies and Procedures:** Familiarize yourself with and adhere to all school policies and procedures, including those related to safety, security, and student supervision.
5. **Supervision and Guidance:** Follow the guidance provided by school staff regarding your volunteer responsibilities. Supervise students responsibly and intervene when necessary to ensure a safe and positive environment.
6. **Communication:** Maintain open and respectful communication with school staff, fellow volunteers, and parents. Raise any concerns or questions promptly and constructively.
7. **Professionalism in Communication:** Use appropriate language and communication when interacting with students, staff, and parents. Refrain from engaging in gossip, negative commentary, or inappropriate discussions.
8. **Dress Code:** Dress appropriately for volunteer activities, adhering to any specific dress code requirements established by the school.
9. **Safety Awareness:** Prioritize the safety and well-being of all students. Follow safety protocols, including those related to emergency procedures, first aid, and student supervision.
10. **Positive Role Model:** Serve as a positive role model for students by demonstrating honesty, integrity, and responsible behavior at all times.
11. **Arranging Volunteer Time:** Arrange volunteer time with the school or teacher as a courtesy, respecting their schedules and priorities.
12. **Discipline Issues:** Refrain from reprimanding or intervening in student discipline issues. Seek guidance from a staff member when an issue arises.
13. **Volunteers are there to support the well-being of all children and are not limited to only helping their own child.**

By adhering to this code of conduct, you contribute to creating a supportive and inclusive school environment where all students can thrive. Thank you for your dedication and commitment to our school community.

[Signature]

[Date]

## Schnepf Parent - Student Handbook Acknowledgement Form

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

I, \_\_\_\_\_, acknowledge that

(student's name)

The Schnepf Elementary Student-Family Handbook has been read and discussed with me, and I understand and will adhere to its contents.

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

Teacher: \_\_\_\_\_

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

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

QUEEN CREEK UNIFIED SCHOOL DISTRICT

2024-2025 POLICY ACKNOWLEDGEMENT SIGNATURE SHEET

