

QUEEN CREEK ELEMENTARY EAGLES  
SOARING TO SUCCESS



**Queen Creek Elementary School**

Queen Creek Unified School District

**Where Everyone Matters!**

QCE IS PROUD TO BE AN "A" SCHOOL AND PART OF QCUSD, AN  
"A" RATED DISTRICT!



# 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:

Student Success	Safe and Healthy Environment	Exceptional Personnel	Effective Partnerships	Effective Operations and Systems
<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>

**Queen Creek Elementary Mission Statement:**

Soaring to Success...Where Everyone Matters!

**Vision:**

At Queen Creek Elementary School, we are committed to providing a positive environment that promotes self-worth for all students and their individual differences. Students are challenged by high expectations and quality curriculum. A collaborative partnership with parents, community members and staff contributes to the future success of the students.

**Core Values:**

At QCE we are committed to providing:

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

**OFFICE HOURS AND GENERAL INFORMATION**

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

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

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

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

**Twitter:** @QCEEagles

**Facebook:** Queen Creek Elementary School

**Instagram:** queencreekelementaryeagles

**PHYSICAL ADDRESS**

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

**SCHOOL HOURS**

Teacher Work Day	<b>7:30-3:30</b>
Full-Day Kinder - 5 <sup>th</sup> Grade	<b>8:10-2:55</b>
Full-Day K -5 <sup>th</sup> Grade Early Release	<b>8:10-12:20</b>
Preschool	<b>Times Vary; Check with teacher</b>

\*Students may not be on campus prior to 7:45 am

**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**

**QCE SCHOOL ADMINISTRATION**

<b>Principal</b>	Dawn Michaelson	480-987-5920
<b>Administrative Assistant</b>	Brittany Robinson	480-987-5921
<b>Registrar &amp; Attendance</b>	Christine Beamon	480-987-5926
<b>Counselor</b>	Trevor Norberg	480-987-4111
<b>Health Assistant</b>	Farrah Nelson	480-987-5929
<b>Media Aide</b>	Annette Gump	480-987-5719
<b>Cafeteria</b>	JoAnn Maxwell	480-987-5924

## **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) 987-5920 or contact the QCE PTO at [qceeaglespto@gmail.com](mailto:qceeaglespto@gmail.com).

## **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. Meeting dates and times for the site council can also be found on the monthly QCE Monthly Newsletter.

## **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.

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 (**late bell rings at 8:10**) 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.

***Every absence after a student has incurred 18 absences (for any reason) is to 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) 987-5926.**

### **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, 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.

### **Morning Drop Off Policy:**

All K-2 students **NOT** riding the school bus should be dropped off on the **south side** of the school (south parking lot). Parents should use the school parking lot and not the church parking lot during drop off and pick-up times.

All 3-6 students **NOT** riding the school bus should be dropped off on the west side of the school (pool parking lot). Students may then proceed to their proper playground or to the cafeteria for breakfast. Students are not permitted in the office area or halls before school.

**Adult supervision begins at 7:45am. Do not drop off students prior to 7:45am.**

### **Student Check-out:**

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

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

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



## BEFORE- AND AFTER-SCHOOL CARE

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

## CAFETERIA AND LUNCH HOUR

**Cafeteria Phone (480) 987-5924**

The QCE cafeteria offers breakfast and lunch to our students.

### Meal Prices 2024-2025

	<u>Breakfast</u>	<u>Lunch</u>
Full Pay	\$1.75	\$3.00 Elem
Free	\$0	\$0
Reduced	\$0	\$ .40
Adult	\$1.75	\$3.75

We provide meals at a reduced rate or free depending on your income level. Meal applications are available at your school, Queen Creek USD Administrative Office, or online at [Queen Creek School District](#). Applications will also be available to fill out online at [Family Titan](#) for the [2024-25](#) 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 flier, or a flier 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.

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

## **VISITORS/VOLUNTEERS**

Parents are always encouraged to visit our campus, see programs in action, and visit with teachers. 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. For security reasons, ***all visitors must check in at the office upon arrival. All visitors are asked to wear an identification tag while in the building.***

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.

[https://docs.google.com/document/d/1IEACoos1wzK6CQ1LONnnJxTCnFuvRhd\\_DdKr81Fi6Co/edit](https://docs.google.com/document/d/1IEACoos1wzK6CQ1LONnnJxTCnFuvRhd_DdKr81Fi6Co/edit)  
<https://queencreek.tedk12.com/hire/ViewJob.aspx?JobID=4663>

## **Younger siblings and Children from other schools are not allowed to visit.**

Please do not ask for an exception to this restriction.

## **VISITATIONS**

Parents are required to schedule visitation appointments through the classroom teacher at least 24 hours in advance. It is helpful for the teacher to know the purpose of the visit so that the time and length of the visit can be arranged.



- Please report to the office at the time of your arrival to sign in and receive a visitor's pass.
- *This is a District policy.*
- The office will notify the teacher when the parent arrives.
- The parent will then proceed to the classroom.
- 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.

## **FOOD/DRINKS POLICY**

- No open containers of soda/juice in the hallway or classroom please.
- Water bottles are okay.
- Students are not to order food through third parties for delivery
- **Gum chewing is not allowed.**

## **STUDENT APPEARANCE**

### 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 APPEARANCE EXPECTATIONS**

QCE Does not allow hats in the building, heelys, or costumes.

## **EXPECTED SCHOOL BEHAVIOR**

Please refer to the QCUSD Family Handbook for School Behavior Policies and the Discipline Matrix.

## **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.



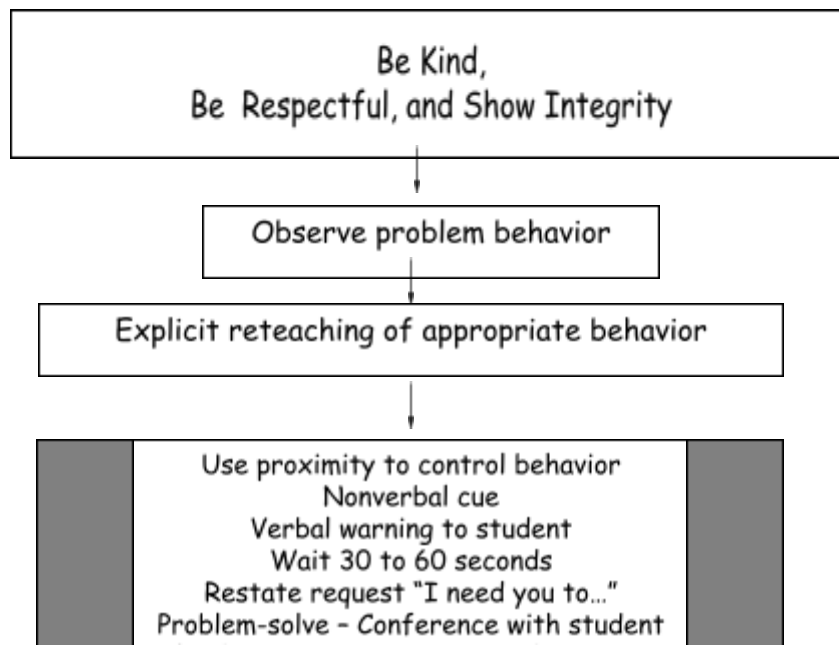
# Queen Creek Elementary School

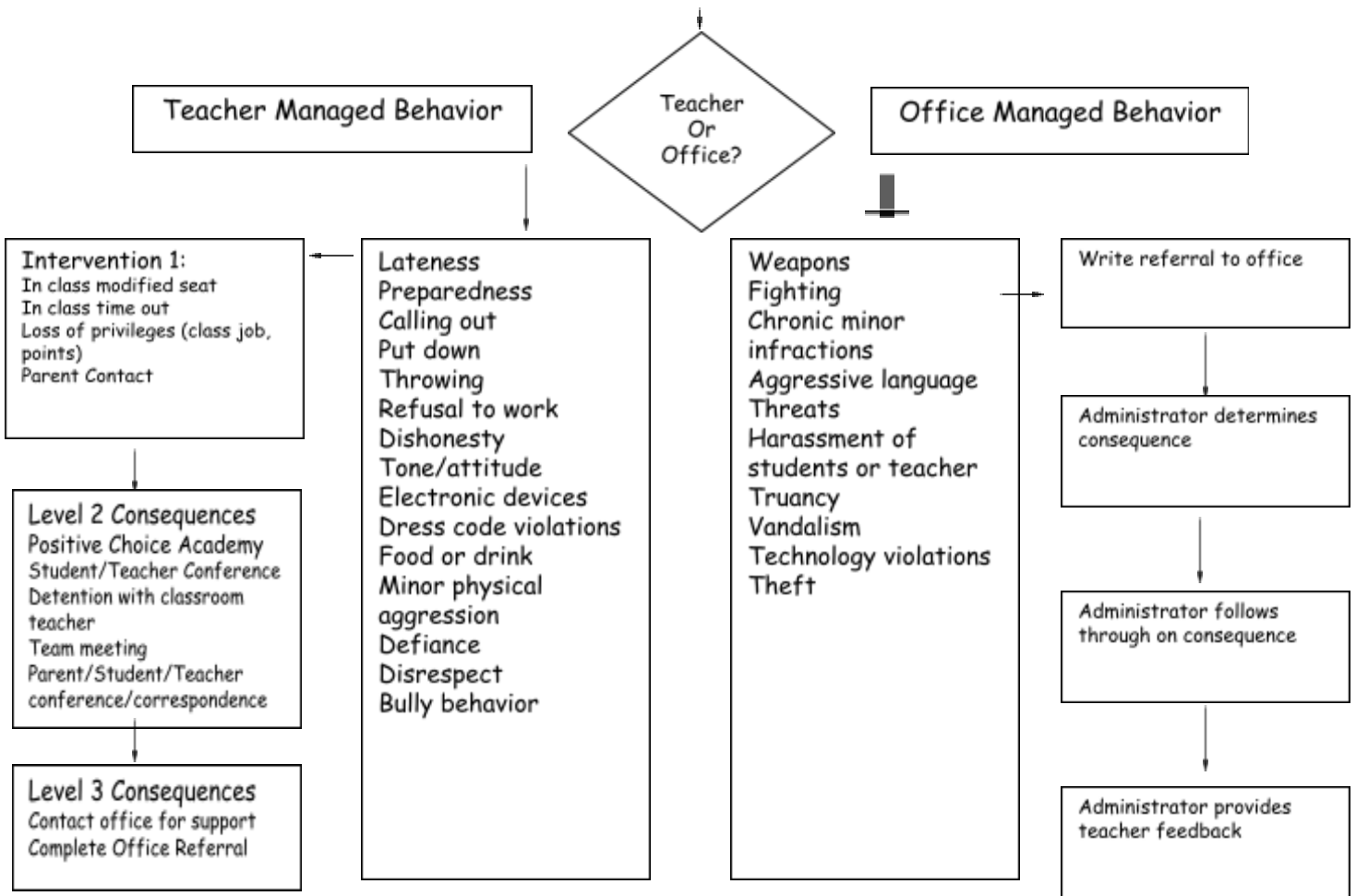
Queen Creek Unified School District

## Eagle Expectations

	<b>Be Kind</b>	<b>Be Respectful</b>	<b>Show Integrity</b>
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>• 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>

## Queen Creek Elementary School Student Behavior Management Process





## Queen Creek Eagles Reinforcement Matrix

Frequent	When student is observed being kind, being respectful, or showing integrity:  *Students receive PBIS point(s) from the staff.	Students monitor their individual point accumulation.  Students will have the opportunity to spend their PBIS points in the classroom store.

Intermediate	Weekly, the principal will draw 3 names per grade level and announce over the intercom.	If your name is called, you will go to the office and pick a prize from the prize drawer.
Long Term	The grade level with the most PBIS points will win a grade level incentive.	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 Queen Creek Elementary. It is acknowledged by, but not limited to, the following:

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

# 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>
<p>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:</p> <ul style="list-style-type: none"> <li>* 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.</li> <li>* 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.</li> <li>* Occurs when there is a real or perceived imbalance of power or strength.</li> <li>* May constitute a violation of law.</li> </ul>		



## TOYS, TRADING CARDS, SMART WATCHES, AND CELL PHONES

Toys, trading cards, smart watches, cell phones, and any type of electronic game/devices are not allowed on campus. Students will be given a reminder to turn the items off, place items in a backpack and/or 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. Repeat offenses may result in further consequences.

## **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.

## **SAFETY DRILLS AND EVACUATION PLAN**

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

Lock Down Drills occur a minimum of two times per year up to quarterly.

For specific details on evacuations and lock down drills, please feel free to contact the front office.

## **SCHOOL NURSE**

### **Immunizations:**

Before a student may attend any Arizona School, Arizona law requires that an immunization record be presented to the school staff by the parent or guardian. The personal immunization record must include:

1. The student's by name and date of birth
2. The name of the vaccine administered
3. The date (month, day, and year) of each required vaccine, and the signature or stamp of the healthcare provider or agency that administered each vaccine.

Arizona law requires the student to be up-to-date on their immunizations to attend school. See A.R.S. 15-872 for more information. The school administrator shall suspend a student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. Homeless students are not required to provide documentary proof of immunization until the fifth (5th) calendar day after enrollment in school. In the event of an outbreak of a vaccine-preventable disease, children who are exempt for reasons other than laboratory evidence of immunity may be excluded from school until the risk period for exposure ends.

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

## **Services:**

The school Health Office is equipped to handle minor illnesses and injuries. The Health Office deals with illness and accidents that occur at school. Parents are requested to notify the Health Office if a student has a health problem.

- For the protection of all students, please do not send your child to school when ill.
- Any student with a temperature of 100.0 degrees or more must not attend school until the student is fever-free 24 hours without the aid of fever reducing medication. If your child is sent home with diarrhea or vomiting, he/she may return to school only if symptom free for a minimum of 24 hours.
- Parents are requested to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, yellow or green nasal discharge, inflamed eyes with redness or drainage, and skin rash unless a note from their physician states that it is not contagious. If any of these symptoms occur while at school, the parent will be contacted and be required to take the student home.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.
- 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.

The Health Office also helps coordinate care (during the school day) for students with a chronic illness/special needs. Parents/guardians should notify the Health Office if their student has a chronic illness. For your student's protection, please update your student's emergency contacts as soon as changes occur. In this way, we are assured that your student is safely released to the person(s) you designate.

## **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.

## **Medication:**

When it is essential to a child's health that he/she take medicine during the school hours:



1. Prescription medication must be prescribed by the student's health care provider. The health care provider's orders must be presented to the school at the time the medication is given to the health office. The Health Care Provider Medication Form must be completed signed by the parent/guardian and the health care provider to administer the medication at school. The Health Care Provider Medication Form is available through the health office and on the District website under the Parent Resources tab.
2. Prescription drugs must be in the original pharmacy container, labeled with the student's name, date, medication, dose, time to be taken at school and length of treatment. (The Pharmacist may be requested to prepare a special container for school use.)
3. The parent **MUST** bring the medication to school. Students are **NOT** allowed to transport medication. The only exception would be in the case of inhalers, emergency allergy pens, and/or diabetic insulin and diabetic supplies. Only students with the appropriate paperwork on file with the Health Office will be allowed to carry medication. Contact Health Office personnel for more information.
4. Medication will be administered in the presence of the school nurse and/or health assistant, or in their absence, by the person designated by the school principal, or as otherwise required by law.
5. All over-the-counter and /or non-prescription medication must be approved by the Food & Drug Administration and come in the original container with label and package directions.
6. Over the counter stock medications are listed on the Stock Medication Administration Form.
7. If the over-the-counter/ non-prescribed medication is not listed on the Stock Medication Administration Form, a health provider's order will be required for administration. A healthcare provider's order will be required to give any stock medication for more than three days a month per district guidelines.

## **COMPUTERS**

All Queen Creek Elementary students are provided with the opportunity to learn and use computer technology. Every class will have the ability to use Chromebooks and/or computers. 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.

## **LIBRARY SERVICES**

The library opens at 8:10 a.m. and remains open until 2:50 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.

Primary grade students may check out one book.

Intermediate grades may check out 2-3 books on a weekly basis.  
Books must be returned in order to check out additional book(s).

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

## **ParentVUE**

ParentVUE, allows 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.

## **HOMEWORK**

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

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

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

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

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

To request homework for your sick child you may email your child's teacher and they will respond when the work is ready for pick up in the front office. Classes may not be interrupted by a request for homework. Please allow the teachers time to get the assignments ready for your child.

## **HONOR ROLL**

Queen Creek Elementary will recognize those pupils who qualify for Principal's List and Honor Roll on a quarterly basis. Students will be recognized during QCE AVID assemblies.

Grading ranges are as follows

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Principal's List = Grade of A in all subject areas

Honor Roll = Grades of A's or B's in all subject areas

## **FIELD TRIPS**

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 that are not the parents or guardians of the students 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.

<https://queencreek.tedk12.com/hire/ViewJob.aspx?JobID=4663>

[https://docs.google.com/document/d/1IEACoos1wzK6CQ1LONnnJxTCnFuvRhd\\_DdKr81Fi6Co/edit](https://docs.google.com/document/d/1IEACoos1wzK6CQ1LONnnJxTCnFuvRhd_DdKr81Fi6Co/edit)

All chaperones must accompany their assigned group on the bus to and from the field trip.

In order to join a student on a field trip, parents must be chosen as a chaperone.

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.**

## **“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 Queen Creek Elementary 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.

## **TAX CREDIT FEE POLICY**

Tax credit donations are used to fund extracurricular activities at each site. Extracurricular activities are school sponsored activities.

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

## **LOST AND FOUND**

Please put names on clothing and personal things brought to school. Taking some time and doing this now may save the cost of buying replacements. Please visit the lost and found area if something is lost at school. Students are asked to turn in any items, which they have found on the school campus, to the lost and found. **Items not claimed at the end of each quarter will be donated.**

## **TELEPHONE**

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

If you'd like to talk with your child's teacher, please call either before classes (8:00 a.m.) or after the students are dismissed (2:55 p.m.) if you call during class hours and leave a message with the office, the teacher will try to return your call that same day.

## **TEXTBOOKS AND OTHER INSTRUCTIONAL RESOURCES**

The district has and will continue to update our textbooks and instructional resources. Most textbooks are very costly running over \$45.00 each. Students will be assigned books by #. It is the responsibility of the student to take proper care of his/her assigned textbooks. Students will be assessed for any damage done to textbooks issued to them.

## Queen Creek Elementary School 24/25 Student-Family Handbook Acknowledgement

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

I, \_\_\_\_\_, acknowledge that the  
(student's name)  
Queen Creek Elementary Student-Family Handbook found on our school's webpage  
(<https://www.qces.qcusd.org/>) has been read and discussed with me, and I understand and  
will adhere to its contents.

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

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

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

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