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Dear Pickett Families:

Welcome to a new year at Frances Brandon-Pickett Elementary School! Whether you are new or returning to Pickett, we want to make sure you are informed of the policies, procedures, rules, and routines. This handbook is designed to provide you with a wealth of valuable information, which will hopefully answer many (if not all) of the questions you may have. To ensure that your child has a successful year, we encourage you to read and discuss the information provided in this handbook.

We believe great schools form partnerships with students, parents, and staff. Together we will join forces to make decisions that are in the best interest of the students and build a strong learning community. We invite you to visit the school and your child's classroom to create the bonds that will help your child be successful at Pickett Elementary.

We believe great schools encourage parent involvement. Whether you come in and help in the classroom, office, or cafeteria; join the PTO; work on various school projects and programs; donate supplies; or simply provide a quiet place at home for completing homework, your involvement with your child's education is valued.

We believe great schools provide exemplary instruction. Pickett continues to strive for excellence in academic achievement and provide a learning environment that meets the needs of all our students and promotes self-worth. Our staff is dedicated to helping our students reach their potential by setting high expectations for all.

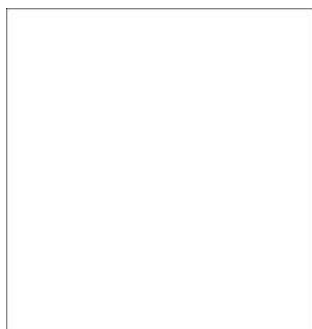
We believe great schools establish open lines of communication between students, staff, parents, and the community. Therefore, we will continue to consistently share information, events, and noteworthy news. Please be sure to visit our school website throughout the year for updated information: [www.pickett.qcusd.org](http://www.pickett.qcusd.org)

Above all else, we believe it is the little things students, staff, and parents do throughout the year that make a school great. Please continue to celebrate all the "small things" that make Frances Brandon-Pickett Elementary a great school.

We know you have a choice on where you send your children to school; thank you for making us your school of choice. We are looking forward to a great year with you and your children.

Sincerely,  
Mrs. Sherry Towns  
Elementary Principal  
And the Frances Brandon-Pickett Faculty & Staff

**The last two pages of the handbook need to be read, completed, and returned to school as soon as possible. These pages will also be sent home with your child the first day of school.**



# Mission Statement

As an innovative, national leader in education, Queen Creek Unified School District inspires and empowers each student to achieve excellence in all pursuits, embrace social and individual responsibility and lead with integrity, achieved through a challenging and comprehensive curriculum provided by distinguished professionals in partnership with our families and community.

Frances Brandon-Pickett Elementary School will provide all students with an exemplary education which will meet the individual needs of students in a positive and safe environment. Our goal is to prepare them for academic success, technological proficiency, productive citizenship, and lifelong learning.

# F. B. P. E. Faculty and Staff

## 2016-2017

**Principal**       ----- Sherry Towns

### Faculty

Kindergarten ----- Jamie Adolph  
 Kindergarten ----- Sheena Blueeyes  
 Kindergarten ----- Helen Little  
 Kindergarten ----- Summer Romero  
 Kindergarten ----- Leslie Schiermyer  
 First Grade ----- Danielle Caspersen  
 First Grade ----- Anne Cope  
 First Grade ----- Dolores Gettens  
 First Grade ----- Kristine McLean  
 First Grade ----- Angela Paul  
 Second Grade ----- Carrie Keyes  
 Second Grade ----- Renee Lemons  
 Second Grade ----- Monica Mesman  
 Second Grade ----- Jewells Sommer  
 Third Grade ----- Daryn Garnant  
 Third Grade ----- Cassie Hudson  
 Third Grade ----- Amanda Sanchez  
 Third Grade ----- Tammy Skon  
 Fourth Grade ----- Rebecca Moore  
 Fourth Grade ----- Jeanie Morgan  
 Fourth Grade ----- Don Taylor  
 Fourth Grade ----- Jennifer Waddington  
 Fifth Grade ----- Matt Clark  
 Fifth Grade ----- Courtney McGarry  
 Fifth Grade ----- Beth Miller  
 Fifth Grade ----- Allison Smith  
 Special Education --- Angela Brechler  
 Music --- Antoinette Edwards  
 Physical Education --- Brian Webster  
 Band ----- Steve Kirchoff  
 Orchestra ----- Emily Asay  
 Speech ----- Laurie Trio  
 Counselor ----- Kelly Eadelman  
 Occupational Therapy- Jennifer Allenstein  
 Physical Therapy- --- Jill Sandstedt  
 Reading Specialist --- Heather McMinn  
 Resource ----- Bernida Fullard-Pierce  
 Psychologist ----- Emily Keith

### Staff

Secretary ----- Connie Romano  
 Receptionist/Clerk ---- Lupe Bustamante  
 Registrar ----- Mary Plunk  
 Librarian ----- Francine Marshall  
 Nurse ----- Dana Sandlin  
 Computer Tech ----- Jean Yarbrough  
 Facility Manager ---- Rick Markussen  
 Title 1 Aide ----- Julie Athmann  
 Title 1 Aide ----- Lisa Bartlemay  
 Title 1 Aide ----- Kim Joynt  
 Title 1 Aide ----- Dena Strand  
 Special Ed Aide ----- Kari Andersen  
 Special Ed Aide ----- Sue Fischbach  
 Special Ed Aide ----- Brittani Waite  
 Special Ed Nurse- ---- Theresa Gallagher  
 Crossing Guard- ----- Kim Dillon  
 Crossing Guard ----- Harry White  
 Playground Aide- ----- Frances Hearn  
 Playground Aide- ----- Harry White  
 Cafeteria Manager ---- Connie Mitchell  
 Cafeteria Aide- ----- Corrine Stone  
 Cafeteria Aide- ----- Catherine  
 Cafeteria Aide- ----- Delilah

## OFFICE HOURS & GENERAL INFORMATION

Office Hours . . . . . 7:30 - 4:00  
Office Phone . . . . . 987-7420  
Nurse Phone . . . . . 987-7424  
**Attendance Line . . . . . 987-7423**  
Transportation . . . . . 987-5982  
Cafeteria . . . . . 987-7426  
District Office . . . . . 987-5935  
Website . . . . . [www.qcusd.org](http://www.qcusd.org)

### PHYSICAL ADDRESS

22076 E. Village Loop Road  
Queen Creek, Arizona 85142

### SCHOOL HOURS

Teacher Work Day . . . . . 7:30 – 3:30  
K through 5<sup>th</sup> grade . . . . . 8:10 – 2:45  
**Late Bell Rings . . . . . 8:15**

#### Early-Release Schedule:

Kinder through 5<sup>th</sup> grade . . . . . 12:20

**Students are not allowed on campus  
prior to 7:45 a.m.**

# 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 8:15**) 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.

***Starting this school year, 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.

## Perfect Attendance Awards

Perfect attendance will be awarded to students **without** absences, tardies or left earlys on a quarterly basis.

**To report an absence or a tardy please call  
the attendance line at (480) 987-7423.**



## 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*** 8:15 am. Please specify the student's name, homeroom teacher and reason for absence.  
***Please do not e-mail teachers regarding absences, as the teacher may have a substitute, who does not receive the message.***
3. If the parent/guardian cannot call the attendance line, a note must be sent in upon the student's return to school, explaining the absence. Illness absences lasting three (3) days or longer may require a doctor's excuse.





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

FBPE 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. Morning sessions run from 6:30 until the start of school, and after school until 6 p.m. on days school is in session. During breaks and intercession, full-day options are available at specified school sites for additional costs. Registration forms are available at [www.qcusd.org](http://www.qcusd.org). Please call the Community Education office at 480-987-7460 for more information.

## **Cafeteria and Lunch Hour**

**Cafeteria Phone (480) 987-7426**

The FBPE cafeteria offers breakfast and lunch to our students.

### **Meal Prices:**

	<u>Breakfast</u>	<u>Lunch</u>
Full Pay	\$1.25	\$2.50
Reduced	No Charge	\$0.40
Adults	\$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 [www.qcusd.org](http://www.qcusd.org). Applications will also be available to fill out online at <http://family.titank12.com> for the 2016-17 school year. The site will provide you with your approval status once it is processed.

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

The Child Nutrition Department is a self-funded department in the district. This means we operate based on the money we generate; we do not receive direct funding from the district. In order to operate we generate money from the meals we provide the students, any caterings we do and selling a la carte items.

All a la carte items we offer for sale during the meal service are in compliance with strict Smart Snacks nutrition criteria. This means all items are within the following guidelines: Less than or equal to 200 calories, less than 35% total calories from fat, less than 10% total calories from saturated fat, 0g trans-fat, less than 230mg sodium, less than 35% total sugar by weight. Items also must be whole grain rich or contain 10% of the daily value (DV) for one of the nutrients of public health concern (calcium, potassium, vitamin D, or dietary fiber). The juice we offer is 100% juice; the frozen slush drink (Penguin Ice) is also 100% juice.

Students are allowed to purchase a la carte items from their meal account. If you would like for us to limit their purchases you just need to contact the cafeteria.

<http://family.titank12.com> is a **free** online service you can use to keep track of your child's meal balance and transactions. Another **free** benefit includes setting up a low balance reminder on your account so the system can email you when your balance reaches the set amount. You can also utilize <http://family.titank12.com> to pay for your child's meals online. There is a convenience fee for an online payment.

Payments for meals can be made online at <http://family.titank12.com> using your Visa, Master Card or Discover cards. You can also send payment via cash or check without a fee. There is a \$25 fee for any returned check.

We have a no charge policy for meals. If students do not have enough money in their meal account they will be given a cheese sandwich on a whole wheat bread, fruit and milk. Students will receive hand stamps when their balance is low as a reminder to parents. The hand stamp is a red happy face.

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

You are welcome to eat with your child at any time. Please check with your child's teacher to find out what time he or she eats lunch. When you arrive at school, please sign in at the school office, and get a visitor's badge before heading to the cafeteria. ***Follow us on Facebook QCSUSD Child Nutrition***

As a parent, you are welcome to eat with your child. **Please sign in at the main office.**

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. With that said, listed below are the rules for our cafeteria. Please read them over carefully and help your child to be aware of these rules.

## **Cafeteria Rules**

1. Walk quietly through the food lines.
2. BE POLITE and use good manners.
3. Eat **only** your food. **Sharing is not allowed!**
4. When you finish eating, **stay seated** and talk quietly with a neighbor.
5. Raise your hand to **ask** for help and to be excused from your seat.
7. Wait until your class is dismissed before dumping your tray or leaving the cafeteria.
6. If you make a mess, clean it up. Before you leave the cafeteria pickup all your trash and put it in the trash can.
8. **Always be respectful to others. Listen to all adults and follow their instructions.**



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



# **Discipline Plan**

Frances Brandon-Pickett's disciplinary code is designed to ensure a safe and orderly environment that enables your child to benefit from instruction. Therefore, it is essential that:

1. No student prevents a teacher from teaching his or her students.
2. No student prevents or interferes with other students' efforts to get an education.
3. No student engages in activities that aren't in his or her best interest or safety, or in the best interest and safety of others.

Teachers will explain both the class and school rules to your child. We encourage you to review these again with your youngster. **We believe it is important for parents and teachers to work together to help children make wise choices about their actions and take responsibility for their own behavior.**

## **Expected School Behavior**

Students will:

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

**Positive reinforcement** for appropriate behavior is the norm at Frances Brandon-Pickett.

It is acknowledged by, but not limited to, the following:

1. individual and group recognition by teachers, principals, and other staff (e.g. Caught Being Good slips, 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; or
7. a friendly visit to the principal.

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

1. time out;
2. loss of recess;
3. parental contact;
4. a visit to the principal; or
5. in- or out-of-school suspension.

**The severity of the consequences will be dependent upon the severity of the infraction as well as the number of previous infractions.**

**Severe Misbehavior** requires immediate intervention.

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

1. fighting;
2. disrespect to an adult supervisor or defiance of authority;
3. damaging school property; or
4. possession of any dangerous items such as; tobacco, drugs, alcohol, fireworks or weapons.

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

## **Bullying**

Bullying of any kind is not tolerated at Frances Brandon-Pickett Elementary School. Bullying is defined as repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (pushing, hitting, kicking, spitting, stealing); verbal (threats, taunting, teasing, name-calling); or psychological (social exclusion, spreading rumors, manipulating social relationships). Students are encouraged to tell an adult if they see any questionable behaviors. Our school counselor does a presentation with each class at the beginning of the year, where she provides age-appropriate strategies for students to use if they are a witness to - or a victim of - bullying.

## **Computer Lab**

All Frances Brandon-Pickett students are provided with the opportunity to learn and use computer technology. Every class attends a weekly computer time, as well as the opportunity to utilize a mobile computer lab.

## **Enhanced Learning Program (ELP) -- Gifted**

Queen Creek Unified School District provides an Enhanced Learning Program (ELP) for students in grades 1-6. (Students in grades K receive enrichment activities). The ELP program is a pullout program where students work with the ELP teacher.

A student may be recommended for the ELP program by parents, classroom teachers, the principal, school psychologist, or resource teacher. School personnel will administer the COGAT Test to those recommended for screening. Students may be eligible for placement in the ELP program if they score in the 97th percentile on any of the placement measures of the approved test.

## **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. Occasionally a fee may be requested from each student to help defray transportation or admission costs. **Students may go on a field trip with their own class or club only.**

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

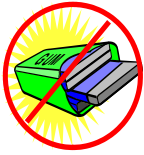
Due to liability issues, younger and stay-at-home siblings may not attend field trips with older, in-school family members.



## Food/Drinks Policy

**No soda/juice or open food/drink containers in the hallway  
or in classrooms.**

**Closed water bottles are encouraged.**



## Gum

**GUM IS NOT ALLOWED ON CAMPUS.**



## Grading and Report Cards

Grades are taken on a weekly basis for assigned lessons, homework and tests.

Report card grades are as follows:

### Kindergarten

E = Excellent

S = Satisfactory

I = Improving

N = Needs Improvement

### 1st and 2nd Grades

E = Exceeds Expectations

M = Meets Expectations

P = Progressing

N = Needs Improvement

### 3rd - 5th grades

A = 90-100%

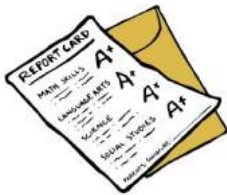
B = 80-89%

C = 70-79%

D = 60-69%

F = below 59%

Students who have met less than 51% of their quarterly Accelerated Reader goal will receive an "N" for Reading Effort for that quarter. This will disqualify them from the Principal's List.



## Honor Roll

Frances Brandon-Pickett will recognize those pupils who qualify for Principal's List, High Honors, or Honor Roll on a quarterly basis. Students will be recognized and presented with a certificate at a school assembly at the end of each quarter.

Grading ranges are as follows:

90-100=A    80-89.9=B    70-79.9=C    60-69.9=D



Qualifications for the Principal's List will be 95 or higher average with no C's or N's.

Qualifications for High Honors will be a 90 - 94.9 average.

Qualifications for Honor Roll will be an 85 - 89.9 average.

## **ELL (English Language Learners)**

All students enrolled in QCUUSD whose primary language is other than English are eligible to be placed in the SEI program (Structured English Immersion). A questionnaire is included in the application packet to be filled out by a parent.

## **Evacuation Plan**

F.B.P.E. has an Emergency Evacuation plan in effect. Fire drills occur on a monthly basis, and four lockdown practices occur annually. Bus evacuations drills are held twice a year for all students.

## **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 Frances Brandon-Pickett is designed

- reinforce the importance of schoolwork;
- improve study skills;
- supplement regular class work; and
- 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 his or her missed 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 1st 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.**

***You may call the office between 8 a.m. and noon, at 987-7420,  
to request missing work for your absent child. Assignments may be picked up  
between 3:00 and 4:00 p.m. or may be sent home with a sibling.***

Classes will not be interrupted by a request for homework. Please allow the teachers appropriate time to ready the assignments for your child.

## 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 nurse for more information.**

**\*\*\* MEDICAL INSURANCE IS NOT PROVIDED  
BY THE SCHOOL DISTRICT. \*\*\***



## SCHOOL NURSE

***The school nurse is not a doctor.*** She cannot and will not make a diagnosis regarding an illness. 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.

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

## 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 nurse.  
No child may transport medication to or from school.***

All medication is kept in a locked cabinet and is dispensed through the nurse or by responsible staff.



## **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.**

## **LOST AND FOUND**



**Please** put your child(ren)'s names on clothing, backpacks, lunchboxes, and personal things brought to school.

Taking some time to do so may save the cost of buying replacements. Found items are stored at school

and eventually donated to charity if not claimed.

Please visit the school office if something is lost at school.

## **MORNING DROP-OFF POLICY**

**Kindergartners** are to be dropped off in front of the building at the Kindergarten gate.

**1st - 5th graders** are to be dropped off at the east entrance nearest the cafeteria. Drive back to the playground, swing around the circle and drop students off at playground.

**DO NOT, AT ANY TIME, PARK in any drop-off zone.** Parents wishing to park should do so in the front parking lot and escort their child(ren) into the building or to the playground. Students are not permitted in the office area before school.

Please avoid prolonged good byes (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 DO NOT drop off students before 7:45 a.m., as we do not have adult supervision before this time.**

## Playground Rules

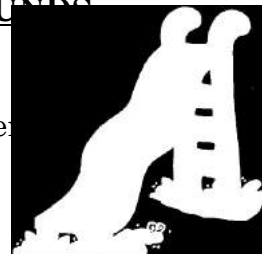
All students will be expected to play in a safe and friendly manner at all times on the school playgrounds. We encourage the use of good sportsmanship by everyone. The following rules are only some of the ones we expect our students to follow.

All rules are to be followed or playground privileges may be revoked.

- Use equipment safely and properly.
- Stay in your designated area.
- Follow instructions of all teachers and staff.
- **STOP PLAYING WHEN THE BELL OR WHISTLE SOUNDS**
- **AND LINE UP AT THAT TIME.**



- Take turns on the swings and other playground equipment.
- Settle differences peacefully. (Ex: Keep hands, feet, and other objects to yourself).
- Respect school property and avoid littering.
- Dangerous games such as tackle football, tag, rugby, etc. **ARE NOT** allowed.
- Students must stay on the front half of the field beyond the playground for safety purposes.
- Use appropriate language at all times!!



## SPECIAL EDUCATION

Queen Creek District provides a variety of special education programs and services to our students. In keeping with state and federal mandates, the type of special education program which best meets each student's individual educational needs is determined at a meeting attended by district personnel and the student's parents or guardians. Our main goal is to serve our students in the least restrictive setting possible. Services are provided for all identified students ages 3-22. Parents/students who desire further information on these programs and services should contact the Department of Special Programs at 987-5990.

## SPECIAL EDUCATION GRADING

Grades will be given by the special education teacher in all academic areas where 50% or more of the instruction is given in the special education classroom. When less than 50% of the instruction is given in the special education classroom the general education teacher will be responsible for giving the grade.

## STUDENT APPEARANCE

Wearing neat, clean clothes helps children feel good about coming to school to learn.

Clothing that distorts the student's identity or disrupts the learning process  
**will not be allowed.**



1. Any clothing displaying alcohol, cigarettes, drugs or any sexual connotations is not appropriate.
2. See-through, spaghetti straps, bare-midriff shirts, or clothing which is backless or revealing is not suitable for school wear.
3. Short-shorts, **ripped** or **torn jeans**, or sagging pants are unfit for school.
4. Hats of any kind will not be worn in the building.
5. Thong shoes (flip-flops) and shower shoes **are not recommended.**
6. For safety reasons, tennis shoes are a **MUST** on PE days.



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

## STUDENT CHECKOUT

A student being excused before the end of the school day should bring a request on the morning of the dismissal. The time and reason for leaving should be included.

The students 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.

**Medical and dental appointments  
should be made outside of school hours.**

Many doctors and dentists have early or late appointments.

Any transportation changes require a written note or phone call from the parent/guardian. *Please do not e-mail your child's teacher, as there may be a substitute teacher in the classroom that day, who will not receive the e-mail.*

**Please call before 1:30 p.m., as the last few minutes of the day are busy with dismissal, and are very hectic.**

Requests after this time may not reach the student in time for dismissal.



## Student Transportation Discipline Procedure for School Bus Ridership

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

### The bus driver is the authority on the bus.

- No animals, insects, or reptiles are allowed on the bus.
- No glass items are allowed on the bus.
- No firearms or weapons are allowed on the bus.
- Keep all body parts inside the bus.
- All conversation should be done in a quiet manner.
- Students should **remain seated** at all times.



Students are **NOT** allowed to ride a bus other than their assigned bus or get on or off at a stop other than their own unless a written request or phone call is received from the parent/guardian and the office has been notified.

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

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

## School Transportation Discipline Plan

It is essential for all students to exhibit good manners and behavior while in a school vehicle. Students failing to adhere to the above rules will be dealt with in the following manner:

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

**The Transportation Department will administer all infractions and disciplinary measures that occur on the bus and/or at bus stops.**

The Transportation Office can be contacted by phone at 480-987-5982, between the hours of 7:00 a.m. and 3:30 p.m.

**★ SEVERE CLAUSE: ANY INFRACTION, WHICH JEOPARDIZES THE SAFE TRANSPORTATION OF ANY PASSENGERS, WILL BE REPORTED DIRECTLY TO AUTHORITIES FOR DISCIPLINARY ACTION. ★**

## Telephone



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

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 hours.



## Transportation by Bicycle, Scooter, or Skateboard



Bike racks are available and student-provided chains or locks **must be used**. As with other personal items brought to the Pickett 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.

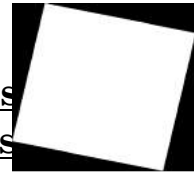
The following rules are to be observed by **all bike, scooter, and skateboard riders**, entering and leaving school property:

1. In traveling to and from school, all ordinances concerning bicycle/scooter/skateboard safety must be observed.
2. 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.
3. Students riding bicycles, scooter, or skateboards are not to arrive on campus before 7:45 a.m.
4. **Helmet use is strongly advised.**
5. Students who arrive on bikes/scooters/skateboard must use the racks and each bicycle/scooter/skateboard must be locked individually.
6. 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.*

## Toys, Trading Cards, iPods, Cell Phones Tape/CD Players and Electronic Games



Toys, trading cards, radios, cell phones, CD players 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 principal until a parent comes to pick up the item. The school is not responsible for theft or damage of items brought to school by students.

## VISITORS

Parents are always encouraged to visit our campus, see programs in action, and visit with teachers. 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.***

### 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.



Volunteers are always welcome and needed at Frances Brandon Pickett Elementary. Any parent interested in volunteering should contact the school office or the teacher at (480) 987-7420 or e-mail P.T.O. at [pickettpto@aol.com](mailto:pickettpto@aol.com) for more information.

## Early Release Days: 2016-2017

Dismissal is at 12:20 p.m.

Mark your  so you don't forget!!

August 10<sup>th</sup> - early release

August 24<sup>th</sup> – early release

September 14<sup>th</sup> - early release

September 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> – early release

(September 30<sup>th</sup> is end of first quarter)

November 2<sup>nd</sup> – early release

November 23<sup>rd</sup> - early release

December 7<sup>th</sup> - early release

December 22<sup>nd</sup> – early release

(December 22<sup>nd</sup> is end of second quarter)

January 25<sup>th</sup> – early release

February 8<sup>th</sup> - early release

March 1<sup>st</sup>- early release

March 9<sup>th</sup> and 10<sup>th</sup> - early release

(March 10<sup>th</sup> is end of third quarter)

April 5<sup>th</sup> - early release

April 19<sup>th</sup> - early release

May 10<sup>th</sup> - early release

May 25<sup>th</sup> - last day of school AND early release!!



# **Annual Notification of Confidentiality of Student Records**

## **RIGHTS TO PRIVACY ACT**

Dear Parents;

The Queen Creek School District Governing Board has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act: Title 20, United States Code, Sections 1412 (2); and the Federal Regulations (34 CFR, Part 99) issued pursuant to such Act;
- The Education of All Handicapped Children; Title 20, United States Code, Sections 1412 (2); and the Federal Regulations (34 CFR 300.560-300.574) issued pursuant to such Act; and
- Arizona Revised Statutes, Title 15, Section 141.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the students; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The student's records maintained by the district may include - but are not necessarily limited to - identifying data; report cards and transcripts of academic work completed; standardized achievement test scores; attendance data; report of psychological testing; health data; teacher or counselor observations; and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of Frances Brandon-Pickett Elementary School, and are available only to the teachers and staff working with the students. If your child should transfer to another school, these records will be sent to the new school upon parent request. Other-wise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the Registrar at Pickett Elementary for an appointment. School personnel will be available to explain the contents of the records to you. Copies of the student's education records will be made available to parents when it is not practical for you to inspect and review the records at the school. Charges for copies will be the actual cost of copying.

If you believe the information in the record file is inaccurate or misleading, you have the right to request that a correction be made, or to add comments of your own. If at any time an agreement between the principal and parent cannot be reached you may contact Superintendent Tom Lindsey and request a hearing.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

Copies of the District Student Education Records Confidentiality Policies and Procedures may be reviewed in the principal's office of each school. Federal law also permits a parent to file a complaint with Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes.

**SIGNING THIS FORM IS OPTIONAL. SIGN AND RETURN THIS FORM *ONLY* IF  
YOU DO NOT WISH TO HAVE SOME OR ALL DIRECTORY INFORMATION RELEASED**

### **STUDENT DIRECTORY INFORMATION OPT-OUT FORM**

The District is required to obtain your written consent prior to releasing educational records or personally identifiable information concerning your student. Federal law provides a number of exceptions to this requirement, for example, when releasing information to other school and District officials, to the Arizona and United States Department of Education, to other schools where your student seeks to enroll, and for other exceptions provided by law. The District may also release "directory information" (specified below) concerning your student without your written consent, **unless you have provided the District notice of your desire to opt-out of directory information.**

NOTE: Your student's home address, home telephone number, e-mail address, and class rank will only be released as "directory information" under the following circumstances and to the following individuals and groups without your written consent: 1) Colleges, universities, and prospective employers for purposes of recruitment, notification of scholarship offers or job opportunities, and similar purposes; or 2) Queen Creek Unified School District-affiliated and approved groups or vendors [e.g. student groups and clubs (yearbook, student newspapers, student council, marching band, National Honor Society, and the like); student athletic teams; parent booster clubs; site council; parent-teacher groups; graduation vendors (photographs, caps and gowns, announcements), and the like]. This information will not be considered "directory information" if being requested by an individual or group that does not conform to the requirements above (e.g. for-profit business that are not District-approved vendors, outside media groups, and the like). In those circumstances, your student's home address, e-mail address, and class rank will not be released unless the District has obtained written consent provided by the parent/guardian or eligible student.

If you do not want any or all directory information about your student to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by checking off any or all of the rejected information below and signing and returning this form to your student's school within two (2) weeks of receiving this form, or August 31, whichever occurs first. **If the Queen Creek Unified School District does not receive this student's Student Directory Information Release Form by your returning this form within the prescribed time, the District will assume that your permission is given to use the directory information as described above.**

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TO: Principal: I **DO NOT** wish to have QCUSD disclose the directory information checked below under any circumstance. The checked information **will not** be released to colleges or universities, it will not be used for scholarships, placed on athletic/activity rosters, or school programs, and photographs will not appear in the yearbook or other similarities for:

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's I.D. Number

\_\_\_\_\_  
Parent/Legal Guardian/Eligible Student Signature

\_\_\_\_\_  
Date

- ☐ **Student's name**
- ☐ **Student's parents' names**
- ☐ **Student's parents' email addresses**
- ☐ **Student's home address**
- ☐ **Student's home telephone number**
- ☐ **Student's electronic (e-mail) address**
- ☐ **Student's current school of attendance**
- ☐ **Student's major field of study**
- ☐ **Student's photograph**
- ☐ **Student's grade level (9th, 10th etc.)**
- ☐ **Student's enrollment status (part time or full time)**

- ☐ **Student's honors and awards received**
- ☐ **Student's dates of attendance (semester, quarter, etc., not specific days in school)**
- ☐ **Student's participation in officially recognized activities and sports**
- ☐ **Student's height, weight and athletic number if member of an athletic team**
- ☐ **Student's most recently attended educational agency or institution**
- ☐ **Class rank by percentages (for example, top 10%, top 20%)**

- ☐ **Military Opt-Out:** Check this box if you do not want directory information released to military recruiters or military schools

#### ITEMS CHECKED WILL NOT BE RELEASED AS DIRECTORY INFORMATION

This form will remain in effect unless written notification is received from you, by the school Principal, identifying any changes you wish to make to your student's directory information.

## F.B.P.E. Parent - Student Contract

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

I, \_\_\_\_\_, acknowledge that the  
(student's name)  
Frances Brandon-Pickett Student-Family Handbook found on our school's webpage  
(<http://www.pickett.qcUSD.org/>) has been read and discussed with me, and that I  
understand and will adhere by its contents.

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

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

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



USE OF TECHNOLOGY RESOURCES IN INSTRUCTION  
ELECTRONIC INFORMATION SERVICES AND EQUIPMENT  
USER AGREEMENT FOR STUDENTS SIGNATURE PAGE

**Student Agreement**

I have read and agree to abide by the School District policy and regulations (e.g. IJNDB and IJNDBR, the Uniform Code of Student Conduct) on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

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

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

School: \_\_\_\_\_ Frances Brandon-Pickett Elementary School \_\_\_\_\_ Grade: \_\_\_\_\_

*A student must also have the signature of a parent or guardian who has read and will uphold this agreement.*

**Parent or Guardian Cosigner Agreement**

As the parent or guardian of this student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the information services. I also agree to report any misuse of the information services to a School District Administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement).

I accept full responsibility for supervision if, and when, my child's use of the information services is not in a school setting. I hereby give my permission to have my child use electronic information services.

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENTS,**

**Please fill out the form above, sign, date and return it with your child.**

**NOTE:**

**Technology resources may only be used with a signed agreement on file.**