

Frances Brandon-Pickett Elementary School
Student Handbook
2024 - 2025



Mustang PRIDE starts on the INSIDE
Respect. Kindness. Integrity.

Queen Creek Unified School District

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.

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

Dear Pickett Families:

Welcome to the 2024-2025 school year at Frances Brandon-Pickett Elementary School - Home of the Mustangs! I am honored to be the instructional leader of this amazing school!

The purpose of this document is to make you 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. We strongly recommend that you read and discuss the contents with your student.

We know the children of our community have great potential, and it requires every individual in their lives to purposefully work together for their success. We believe that close cooperation between our school and your home is essential for your child's optimal education experience. We welcome your participation and support this school year. 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. A collaborative effort will enable us to reach our collective and individual goals and celebrate the achievement of our students.

Children are born with inquiring minds, and the Pickett staff are committed to nurturing that innate sense of inquiry by providing them with quality and engaging opportunities to learn. Our staff will continue to strive for excellence in academic achievement by teaching students to think critically, persevere through problems to find solutions, become active listeners, work cohesively towards common goals, and much more. These goals are achieved by providing a learning environment that meets the needs of all our students and promotes self-worth.

We feel that open and clear communication between school and home is important to the success of our educational program. Therefore, we will continue to update you with information, events, and noteworthy news. Please be sure to visit our school website throughout the year for updated information: www.pickett.qcusd.org

As the Principal of Frances Brandon-Pickett Elementary I am so excited to have you here. I know that you have a choice where to send your student. Thank you so much for trusting us with that responsibility. Please come visit our school where safety and student success always come first! Let's have a great school year!

Sincerely,
Stacey Duke, Principal
And the Frances Brandon-Pickett Faculty & Staff

The last page of the handbook needs to be read, completed, and returned to school by August 2, 2024.

Mission and Vision Statement



Guided by our core values of perseverance, relationships, teamwork, communication, growth, and belonging, the **mission** of Frances Brandon-Pickett Elementary is to develop confident learners that think, dream, believe, and achieve.

Frances Brandon-Pickett Elementary has a **vision** to provide all students with an education that prepares them for academic and social success. We will offer a broad based curriculum and opportunities for social emotional learning. In doing so, we will make a year's worth of growth and create the foundation for students to be on a path for college and career readiness. Students will be given tools to become lifelong learners.

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Frances Brandon-Pickett Elementary Faculty & Staff 2024-2025

Principal ----- Stacey Duke
Administrative Assistant ----- Wendi Rowan
Registrar ----- Maria Peru

Faculty

Kindergarten ----- Monica Forrer
Kindergarten ----- Renee Lemons
Kindergarten ----- Corey Rislund
Kindergarten----- Jordyn Burke
First Grade ----- Alexis Bonenberger
First Grade ----- Sarah Dilley-Fisher
First Grade----- Jewells Sommer
Second Grade ----- Anne Cope
Second Grade ----- Rebecca Robinson
Second Grade----- Leslie Schiermyer
Third Grade----- Lisa Maldonado
Third Grade ----- Samantha Mason
Third Grade ----- Kristine McLean
Fourth Grade ----- Rebecca Petrosky
Fourth Grade ----- Don Taylor
Fourth Grade ----- Jennifer Waddington
Fifth Grade ----- Stephanie Atkinson
Fifth Grade ----- Alana Jobe
Fifth Grade ----- Bryan Palmaoili
Fifth Grade ----- Jarred Solomon
Sixth Grade----- Laura Martin
Sixth Grade----- Julie Nelsen
Sixth Grade----- Diana Stoll
Self Contained----- Shalee Hunt
Self Contained----- Heather Kalwa
Self Contained ----- Sarah Sutley
Self Contained----- Heather Hancock
Resource----- Ashley Callahan
Resource----- Brittany Peyer
ELP (Gifted Program) -- Jamie Glen
Reading Specialist ----- Janet Butler
Math/Data Specialist --- Tim Collins
Technology Liaison ---- Brianna Puglise
Music ----- Antoinette Edwards
Physical Education ---- Brian Webster
Band ----- Miranda Newell
Orchestra ----- Carly Peterson
Psychologist ----- Suzanne Gregory

Speech ----- Laurie Trio
Physical Therapy ----- Laura Mattis
Counselor ----- Kelly Eadelman

Staff

Front Office ----- Helen Litle
Librarian ----- Heather Gilbert
Health Office ----- Melissa Harper
Computer Tech ----- Leslie Antonino
Facility Manager----- Scott Beck
Title 1 Aide----- Lisa Bartlemay
Title 1 Aide----- Kelly Bascom
Title 1 Aide----- Alyssa Rankin
Cafeteria/Playground----- Lindsey Marks
Cafeteria/Playground----- TBD
Crossing Guard/Playground --- Kim Dillon
Crossing Guard/Playground--- Megan Andrews
Cafeteria Manager ----- Jessica McInerney
Cafeteria Aide----- Kaylee DeRosier
Cafeteria Aide----- TBD
Instructional Aide ----- Shondora Halter
Instructional Aide ----- Jackie Bius
Instructional Aide ----- Jaque Dana
Instructional Aide ----- Sue Fischback
Instructional Aide ----- Destinee Lopez
Instructional Aide ----- Anthony DiCostanza
Instructional Aide ----- Kaeli-Ann Nicoll
Instructional Aide ----- Helen Thorup
Instructional Aide----- Amber Wells
Instructional Aide----- Carol Thomas
Instructional Aide----- Peggy Carter
Instructional Aide----- Priscila Longacre
Instructional Aide----- Adriana Pilon
Instructional Aide----- Lisa Kerr

Office Hours and General Information

Physical Address: 22076 E. Village Loop Road S | Queen Creek, AZ 85142

Website: www.pickett.qcusd.org

Office: 480-987-7420

Attendance: 480-987-7423

Office Hours: 7:45 AM - 4:00 PM

Teacher Work Day: 7:30 AM - 3:30 PM

School Day: 8:10 AM - 2:55 PM

Doors Open: 7:45 AM

Late Bell Rings: 8:15 AM

Early Release EVERY Wednesday: 12:55 PM

Students are NOT allowed on campus prior to 7:45 AM as there is no supervision prior to this time.

Other Important Phone Numbers:

Nurse/Health Office: 480-987-7424

Cafeteria: 480-987-7426

Transportation: 480-987-5982

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ATTENDANCE AND TARDY POLICY

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

- A parent/guardian should call the attendance office as early as possible. Siblings may not excuse absences.
- Please specify the student's name, homeroom teacher and reason for absence.
- 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 or tardy. Illness absences lasting three (3) days or longer may require a doctor's excuse.
- If you do not call the school, the absence or tardy will be recorded as unexcused.

PLEASE NOTE: Every absence after a student has incurred 18 absences (for any reason) is to be reported as unexcused. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported as unexcused.

Please do not email teachers regarding absences, as the teachers may have a substitute who does not receive the message.

Perfect attendance ★ will be awarded to students every quarter without absences, tardies or left-early.

Before and After School Care Program



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. Please call 480-274-9012 for information, rates, and registration.

Morning Drop-Off

Kindergartners are to be dropped off on the West side of the building at the back Kindergarten gate.

1st - 6th graders are to be dropped off on the East side of the building. Students should exit the passenger side of the vehicle. **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.

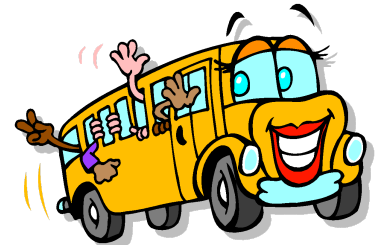
Please avoid prolonged goodbyes (for example: getting out of your car to let your child out; fixing your child's hair; or tying his or her shoelaces) as traffic backs up and other parents are waiting to drop off their child too.

Please DO NOT drop off students before 7:45 am, as we do not have adult supervision before this time.

Transportation - Register to Ride

Please register your student to ride the bus at qcusd.org/transportation. 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 that is not their own, unless a written request or phone call is received from the parent/guardian. The office will issue a Bus Pass for the student to present to the bus driver.

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.

Transportation - Discipline

The Transportation Office can be contacted by phone at 480-987-5982, 7:00 a.m. and 3:30 p.m. 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 the situation with the student.
- 2nd Offense:** Driver submits a 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.

Transportation Home Changes

Any transportation home 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 teacher in the classroom that day, who will not receive the email. **Please call before 2:30 pm, if possible, as the last few minutes of the day are busy with dismissal, and are very hectic.**

Transportation - Bicycle, Scooter, 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:

- 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.
- Helmet use is strongly advised.
- Students who arrive on bikes/scooters/skateboards must use the racks and locks 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.*

Student Checkout

- The parent/authorized person **must** report to the office and sign the student out.
- 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.
- For safety reasons students are **not** allowed to wait in the front office.

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.

Cafeteria Lunch and Schedule

Kindergarten: 11:00 - 11:20
Special Education: 11:05 - 11:25
1st Grade: 11:15 - 11:35
2nd Grade: 11:25 - 11:45
3rd Grade: 11:40 - 12:00
4th Grade: 11:50 - 12:10
5th Grade: 12:05 - 12:25
6th Grade: 12:15 - 12:35

*Students are in the cafeteria/gym for 20 minutes. After students eat, they go to recess for another 20 minutes.

Times are subject to change.

We provide meals at a reduced rate or free depending on your income level. Meal applications are available online at <http://family.titank12.com> for the 2024-2025 school year. The site will provide you with your approval status when the application is processed. Please call the cafeteria at 480-987-7426 with questions.

Meal Prices

	Breakfast	Lunch
Full Pay	\$1.75	\$3.00 Elem; \$3.50 Secondary
Free	\$0	\$0
Reduced	\$0	\$.40
Adult	\$1.75	\$3.75

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.

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 \$1 to \$2.90. All items offered are lower in calories and sugar, but full of fun and celebration. 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.

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

- Walk quietly through the food lines.
- Be polite and use good manners.
- Sharing food is not allowed.
- When you finish eating, stay seated and talk quietly with a neighbor.
- Raise your hand to ask for help and to be excused from your seat.
- If you make a mess, clean it up. Before leaving the cafeteria, please throw all trash away.
- 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.

Food/Drinks Policy

The following rules apply:

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 permitted.

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Student Code of Conduct

[Policy 5-305 Student Code of Conduct](#) can be reviewed in the QCUSD District Policy Manual. School rules are designed to ensure the learning and safety of all students and staff. The QCUSD Discipline Matrix serves as a guide and informational document for students, parents, and school administrators. The Matrix is not an all-inclusive list of every possible student misconduct violation. A student committing an act of misconduct not listed in the matrix is subject to the discretionary authority of the school administrator.

Any student who attempts to commit an act of misconduct or who knowingly assists another in committing an act of misconduct, may be subject to the same disciplinary action as the student who commits the act of misconduct. The range of disciplinary actions associated with each student misconduct violation are meant as guidelines to be followed unless circumstances warrant otherwise as determined by a school administrator or authorized designee.

Problem areas may also involve criminal violations of state or federal law. State law requires school to report to police (a) drug violations, (b) firearm possession, (c) sexual abuse and other forms of child abuse, and (d) other serious criminal or physical-threat incidents. Schools also have discretion to advise police of other incidents that may constitute a crime. Any action taken by law enforcement is separate from school disciplinary action.

At Pickett, 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).

Pickett 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 expected behaviors throughout the school day. Students earn "Pickett Tickets" each time they're observed following the behavior expectations. Depending on the teacher's preference, "Pickett Tickets" can be redeemed for student privileges, tangible items and school wide raffles such as acknowledgement on the morning announcements or participation in games vs. teachers at quarterly assemblies.

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. 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.

Playground Rules

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

- Kinder-1st grade students will stay on the west side of the red line on the playground and use the smaller equipment during lunch recess.
- 2nd-6th grade students will stay on the east side of the line and use the larger equipment.
- Use equipment safely and properly.
- 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
- Keep hands, feet, and other objects to yourself
- Respect school property and avoid littering.
- Dangerous games such as tackle football or rugby 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!!

Bullying

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

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.

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.

Student Appearance/Student Attire

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.

Emergency Evacuation Plan

Frances Brandon-Pickett Elementary has an Emergency Evacuation plan in effect. Fire drills occur on a monthly basis, and lockdown practices occur quarterly. Bus evacuation drills are held twice a year for all students.

Queen Creek Unified School District has adopted a proactive strategy for lockdown procedures known as ALICE: Alert, Lockdown, Inform, Counter, and Evacuate. The ALICE plan offers a different philosophy in response to school violence. ALICE encourages the use of technology and information so that staff and students can make life-saving decisions during a time of crisis.

Grading and Report Cards

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 - 6th grades

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = below 59%

Principal's Academic List and Academic Honor Roll

Frances Brandon-Pickett will recognize students who qualify for Principal's Academic List and Academic Honors. Awards assemblies will be held 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 Academic List will be: All A's with no N's.

Qualifications for Academic Honor Roll will be: A's and B's with no C's or N's.

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.

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 Pickett 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 Aide/School Nurse

The school nurse is not a doctor. She cannot and will not make a medical diagnosis regarding an illness. The health office is for minor injuries or illnesses only. **Medical insurance is NOT provided by the school district.** It is imperative that we have current contact information on file in case of an emergency. **Please inform the office immediately should your contact information change!**

Students with any of these symptoms must be kept home from school until they are symptom free, without any medication for at least 24 hours.

- A fever greater than 99.9 degrees
- Vomiting
- Diarrhea
- Any infection - until on antibiotics for 24 hours

Immunizations

Arizona State Law requires that the pupil be suspended from school upon enrollment if documentation of current immunization is not submitted, unless the student is exempt due to religious or personal beliefs. 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.

Medicine

If it becomes necessary for a student to take ANY form of medication - over the counter or prescription, at school, a consent form must be completed and signed by a parent or guardian and the physician. The form can be obtained online or 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. **An adult must bring medication in person directly to the nurse. No child may transport medication to or from school.** Any medication not picked up by the last day of each school year will be disposed of.

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 to 22. Parents/students who desire further information on these programs reach out to the Special Education Department at 480-987-7487.

Enhanced Learning Program (ELP) -- Gifted

Queen Creek Unified School District provides an Enhanced Learning Program (ELP) for students in grades 2-5. (Students in grades K receive enrichment activities). For more information on our Enhanced Learning Program please refer to the QCUSD Family Handbook.

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.

Library Services

The library opens at 8:25 am and remains open until 2:55 pm. Students attend library class once a week. Each class consists of a mini-lesson which teaches children how to utilize a library, followed by a book checkout session. 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. Our library catalog and a 60-day new book list can be found on our school's website.

- Primary grade students (K-2) may check out one book.
- Intermediate grade students (3rd-6th) may check out two books on a weekly basis.
- Books must be returned in order to check out additional book(s).
- Overdue notices are sent home each quarter to notify parents of missing library books.

Students must pay or replace lost or damaged books/materials.

We recommend using a large ziploc bag to keep books safe - especially in backpacks!

Seasonal Festivities/Celebrations

Seasonal Festivities/Celebrations - In Pickett 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.

Field Trips

Throughout the school year, each grade level will go on two field trips. 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.

Lost and Found

Please put your child's name on clothing, backpacks, lunch boxes, and personal items brought to school. Lost items are stored at school for students and parents to claim. Any unclaimed items are donated to charity at the end of each semester.

Technology/Toys

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 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.

Teacher Assignments/Class Placements

Each spring, our dedicated teachers and staff diligently work to assign students to classrooms for the upcoming school year. We carefully consider various factors to ensure that each classroom is strong and well-balanced. Environmental requests are considered through a form available in early April, with a deadline in early May. It's important to note that this form is specifically for environmental requests and not for requesting a specific teacher. If a teacher's name is written on the form, it may be discarded.

FBPE Site Council

The Frances Brandon-Pickett 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 FBPE as a QCUSD school. Please note that the FBPE 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 Pickett, please contact wrowan@qcusd.org.

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.

Visitation

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

Volunteers are always welcome at Frances Brandon Pickett Elementary. Anyone interested in volunteering should contact their child's teacher or email our amazing PTO organization pickettppto2005@gmail.com for other ways to make our school shine! Thank you!

Mustang PRIDE starts on the INSIDE
Respect. Kindness. Integrity.

Appendix A:

What's **Bullying** and what's not?

Balance of power

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

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

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

QCUSD
Quintana Roo County School District

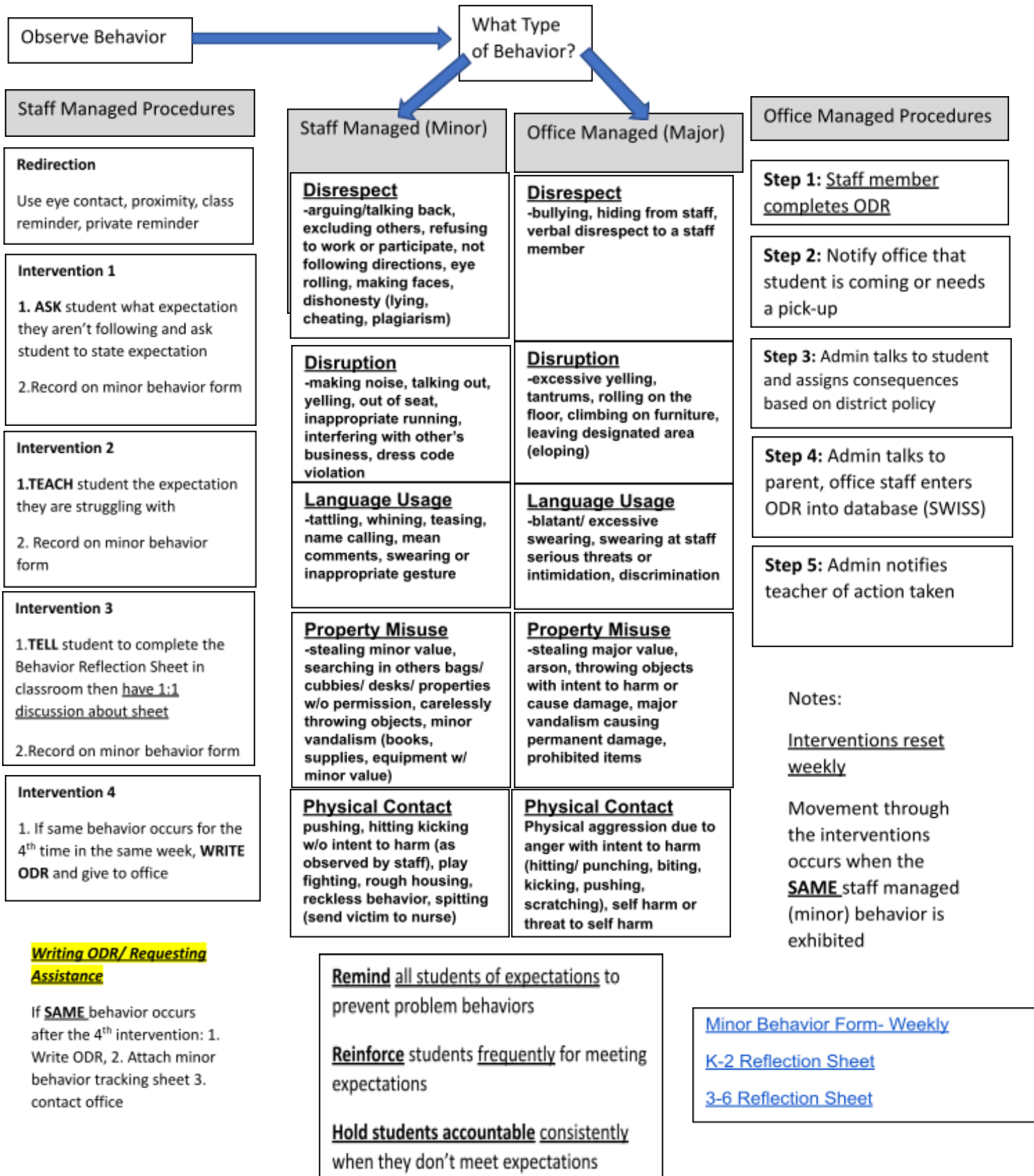
Appendix B:

Reinforcement Matrix



How often?	Staff direction	Reward
Frequent <ul style="list-style-type: none"> Weekly 	<ul style="list-style-type: none"> When a student is observed demonstrating a PBIS expectation, they receive a Pickett Ticket from a staff member. The physical Pickett Ticket lists the expectations, student name, and staff name. Pickett Tickets are “carried” (paper or digital) by <u>all staff members</u>. <p>When giving a Pickett Ticket staff will state “Thank you for showing kindness/ respect/ integrity by _____” to the student</p>	<ul style="list-style-type: none"> Pickett Tickets will be used in classroom teacher stores Menu of items (tangible and intangible) such as hat pass, stuffies for a day, pencil, eraser, small treats/ trinkets, etc.
Intermediate <ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Pickett Ticket Cart brought around to classrooms monthly Classes earn letters by receiving whole group compliments in the hall from other staff members for designated target skill (kindness, respect, integrity). When word is completed, the class earns a class selected reward 	<ul style="list-style-type: none"> Various small items/ treats Class Popcorn party
Intermediate <ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> Quarterly movie or extra recess- not on Thursdays 	<ul style="list-style-type: none"> Tickets sold on Pickett Ticket cart
Long Term <ul style="list-style-type: none"> Semester 	<ul style="list-style-type: none"> Grade level with the greatest amount of Pickett Tickets earned 	<ul style="list-style-type: none"> Grade level popcorn/ popsicle party Extra recess
Staff <ul style="list-style-type: none"> Staff meetings 	<ul style="list-style-type: none"> Staff will be recognized at staff meetings for implementing PBIS with fidelity. 	<ul style="list-style-type: none"> Jean Day Duty Coverage Leave early on Friday Extra Prep Time

Appendix C:



FBPE Parent - Student Handbook

Acknowledgement Form

Please read, sign, and return the following page to your teacher no later than August 2, 2024.

I, _____ (student name) acknowledge that The Frances Brandon-Pickett 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