

Frances Brandon Pickett Elementary School

Student Handbook 2022-2023



MUSTANG PRIDE starts on the inside.
RESPECT, KINDNESS and INTEGRITY

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Dear Pickett Families:

Welcome to the 2022-2023 school year at Frances Brandon-Pickett Elementary 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 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. Please come and 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.

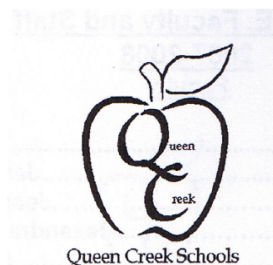
We believe great schools establish open lines of communication between students, staff, parents, and the community. Therefore, we will continue to update you with information, events, and noteworthy news. Please be sure to visit our school website throughout the year for updated information: www.pickett.qcUSD.org

Finally, we believe that this is the best school around. Our staff pushes every day to achieve unparalleled standards of greatness. We want to celebrate differences, accomplishments, and all of the "little things" that make our school amazing!

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. Let's have a great school year!

Sincerely,
Mr. Brian Butson
Elementary Principal
And the Frances Brandon-Pickett Faculty & Staff

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





EXCELLENCE THROUGH LEADERSHIP

Mission and Vision Statement



VISION: 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.

MISSION: The Mission of Frances Brandon-Pickett Elementary is to develop confident learners that think, dream, believe and achieve.

**MUSTANG PRIDE starts on the inside.
Respect, Kindness, and Integrity**

F. B. P. E. Faculty and Staff 2022-2023

Principal - - - - - Brian Butson

Faculty

Kindergarten - - - - - Monica Forrer
Kindergarten - - - - - Corey Rislund
Kindergarten - - - - - Leslie Schiermyer
First Grade - - - - - Alexis Bonenberger
First Grade - - - - - Kristie Gutierrez
First Grade - - - - - Anne Cope
Second Grade - - - - - Renee Lemons
Second Grade - - - - - Jewells Sommer
Second Grade - - - - - Rebecca Robinson
Third Grade - - - - - Samantha Mason
Third Grade - - - - - Lisa Maldonado
Third Grade - - - - - Kristine McLean
Third Grade - - - - - Hannah Chismar
Fourth Grade - - - - - Beth Miller
Fourth Grade - - - - - Don Taylor
Fourth Grade - - - - - Jennifer Waddington
Fifth Grade - - - - - Stephanie Atkinson
Fifth Grade - - - - - Alana Jobe
Fifth Grade - - - - - Bryan Palmaoili
Sixth Grade - - - - - Dana Miklus
Sixth Grade - - - - - Jarred Solomon
Sixth Grade - - - - - Diana Stoll
ELP (Gifted Program) – Jamie Glen
Reading Specialist - - - - Janet Butler
Math/Data Specialist – Tim Collins
Music - - - - - Antoinette Edwards
Physical Education - - - - Brian Webster
Band - - - - - Steve Kirchoff
Orchestra - - - - - Carly Peterson
Psychologist - - - - - Mary Masellis
Speech - - - - - Laurie Trio
Counselor - - - - - Kelly Eadelman
Resource - - - - - Ashley Callahan
Resource - - - - - Rachel Tate
Self Contained - - - - - Brittany Peyer
Self Contained - - - - - Heather Penner
Self Contained - - - - - Sarah Sutley

Staff

Admin Ast - - - - - Wendi Rowan
Registrar - - - - - Maria Peru
Front Office - - - - - Helen Litle
Librarian - - - - - Heather Gilbert
Nurse - - - - - Amanda Kekuna
Computer Tech - - - - - Leslie Antonino
Facility Manager - - - - - Roxanne Ormsby
Title 1 Aide - - - - - Lisa Bartlemay
Title 1 Aide - - - - - Kelly Bascom
Title 1 Aide - - - - - Alyssa Rankin
Crossing Guard - - - - - Kim Dillon
Crossing Guard - - - - - Megan Andrews
Playground Aide - - - - - Kim Dillon
Playground Aide - - - - - Megan Andrews
Playground Aide - - - - - Lindsey Marks
Cafeteria Manager - - - - - Connie Mitchell
Cafeteria Aide - - - - - Kaylee DeRosier
Cafeteria Aide - - - - - Jessica McInerney

OFFICE HOURS & GENERAL INFORMATION

Office Hours	7:45-4:00
Office Phone	480-987-7420
Nurse Phone	480-987-7424
Attendance Line	480-987-7423
Transportation	480-987-5982
Cafeteria	480-987-7426
District Office	480-987-5935
Website	www.pickett.qcusd.org

PHYSICAL ADDRESS

22076 E. Village Loop Road
Queen Creek, Arizona 85142

SCHOOL HOURS

K through 6 th grade	8:10–2:55
Late Bell Rings	8:15 am
Teacher Work Day	7:30–3:30

EARLY RELEASE EVERY Wednesday @ 12:55 pm!

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

ATTENDANCE AND TARDY POLICY

Arizona Law (ARS 15-803) states that **EVERY** person who has custody of a child between the ages of 6 and 16 years shall send the child to school for the full time school is in session within the school district in which the student resides.

Regular attendance is essential for success in school. A student not only misses work on the day of absence, but also is not prepared for the next day because of missed instruction. Tardiness is disruptive to the learning process.

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 early every semester.

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

3. If the parent/guardian cannot call the attendance line, a note must be sent in upon the student's return to school, explaining the absence. Illness absences lasting three (3) days or longer may require a doctor's excuse.





BEFORE- AND AFTER-SCHOOL CARE

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 signing up.

Cafeteria and Lunch Hour

Cafeteria Phone (480) 987-7426

The FBPE cafeteria offers breakfast and lunch to our students.

	<u>Breakfast</u>	<u>Lunch</u>
Full Pay	\$1.50	\$2.90
Reduced	No Charge	\$0.40
Adults	\$2.00	\$4.75

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. Applications will also be available to fill out online at <http://family.titank12.com> for the 2022-2023 school year. The site will provide you with your approval status once it is processed.

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

Catering for parents. In an attempt to keep money in the district, the Child Nutrition Department provides parents birthday packages that can be delivered to your child's classroom to celebrate their birthday. Packages range from \$0.55 to \$2.50. All items offered are lower in calories and sugar, but full of fun and celebration. 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.

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 to be aware of these 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.

Code of Conduct

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.

Teachers have classroom management plans that include consequences, included but not limited to those described in the QCUSD Family Handbook, for common classroom behavioral concerns. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated. Other staff members may be responsible for supervising students in the cafeteria, on the playground, and throughout campus according to established school-wide behavioral expectations. When students do not comply with staff members and respond appropriately with the informal actions described in the Family Handbook, 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.

F.B.P.E. Discipline Plan and Positive Behavior Intervention System (PBIS)

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.

In the first week of school, teachers will lead their classes through a series of Lesson Plans and videos that will lay out all of the expectations we have on our campus. 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.**

Expectation Matrix

	<u>Be Kind</u>	<u>Be Respectful</u>	<u>Show Integrity</u>
Playground	<input type="checkbox"/> Use polite language <input type="checkbox"/> Take turns <input type="checkbox"/> Include everyone <input type="checkbox"/> Pick up litter	<input type="checkbox"/> Keep hands, feet, and objects to yourself <input type="checkbox"/> Use equipment for its purpose <input type="checkbox"/> Give personal space <input type="checkbox"/> Stay in designated area <input type="checkbox"/> Eat food in designated areas only	<input type="checkbox"/> Play by the rules <input type="checkbox"/> Be honest
Hallways	<input type="checkbox"/> Smile <input type="checkbox"/> Silent greetings <input type="checkbox"/> Walk facing forward	<input type="checkbox"/> Keep hands, feet, and objects to yourself <input type="checkbox"/> Give personal space <input type="checkbox"/> Walk on the 3rd square	<input type="checkbox"/> Go straight to your destination <input type="checkbox"/> Be honest
Learning Areas	<input type="checkbox"/> Use polite language <input type="checkbox"/> Participate in activities	<input type="checkbox"/> Keep hands, feet, and objects to yourself <input type="checkbox"/> Listen and follow directions <input type="checkbox"/> Work together	<input type="checkbox"/> Do your own work <input type="checkbox"/> Accept responsibility for your actions <input type="checkbox"/> Be honest
Restrooms	<input type="checkbox"/> Take turns <input type="checkbox"/> Maintain privacy	<input type="checkbox"/> Keep hands, feet, and objects to yourself <input type="checkbox"/> Respect privacy of others <input type="checkbox"/> Flush after use	<input type="checkbox"/> Report any facility or behavior problems <input type="checkbox"/> Wash hands <input type="checkbox"/> Return promptly <input type="checkbox"/> Put used paper products in the appropriate spot

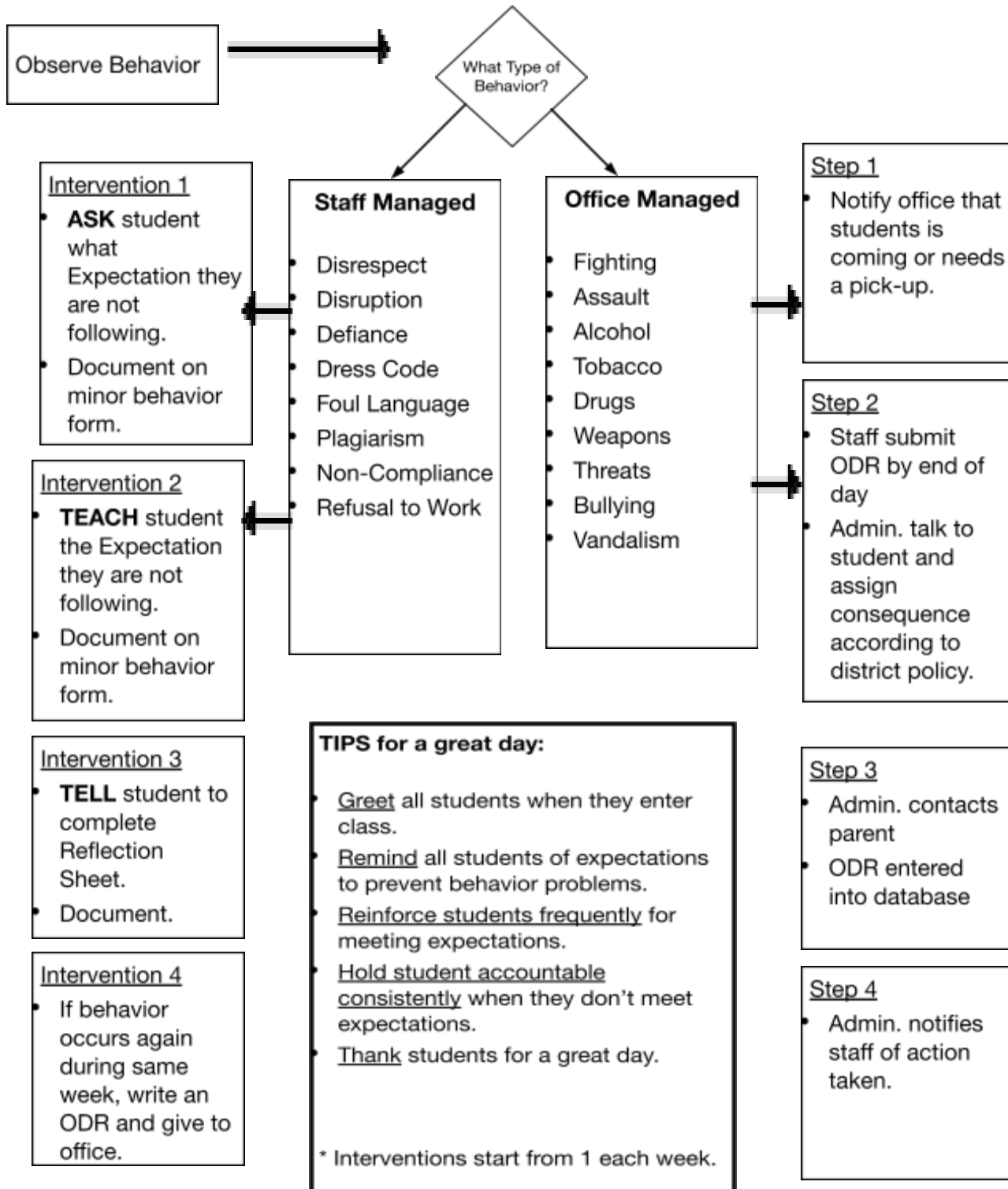
Cafeteria	<input type="checkbox"/> Use polite language <input type="checkbox"/> Wait in line <input type="checkbox"/> Pick up litter <input type="checkbox"/> Raise your hand for help <input type="checkbox"/> Make room for others	<input type="checkbox"/> Keep hands, feet, and objects to yourself <input type="checkbox"/> Keep area clean <input type="checkbox"/> Keep conversations appropriate	<input type="checkbox"/> Eat your own lunch <input type="checkbox"/> Accept responsibility for your actions <input type="checkbox"/> Treat your body well and eat healthy items <input type="checkbox"/> Put trash in the trash can
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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 Pickett Ticket lists the expectations, student name, and staff name. Pickett Tickets are carried by <u>all staff members</u>. <ul style="list-style-type: none"> “Thank you for showing _____ by _____” Pickett Tickets will be placed in the grade level “troughs” in the office. Student names picked out of the “trough” at the end of each week to be announced on the morning announcements. One ticket per grade level will be picked each week. 	<ul style="list-style-type: none"> Menu of items such as hat pass, pencil, eraser, etc.
Intermediate <ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Pickett Tickets picked from the “troughs” in the front office. 	<ul style="list-style-type: none"> Kona Ice Cup or T-Shirt
Intermediate <ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> Pickett Tickets picked from the “troughs” in the front office. 	<ul style="list-style-type: none"> Decorated table on the stage with two friends. Free SCOOP at Culver’s
Long Term <ul style="list-style-type: none"> Semester 	<ul style="list-style-type: none"> Grade level greatest amount given 	<ul style="list-style-type: none"> Grade level donut/popsicle party
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

	<ul style="list-style-type: none"> • Can be individually or grade level 	<ul style="list-style-type: none"> • Extra Prep Time
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Behavior Flowchart



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.

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.

Seasonal Festivities/Celebrations

Seasonal Festivities/Celebrations - In (your school) and QCUSD, our primary focus is teaching and learning. With that being said, we do participate in a variety of fun celebrations at our school. We have spirit days, seasonal activities and festivities to celebrate these special times of the year. They do not include student costumes during the school day. These types of events generally take place for a short period of time at the end of the school day and/or include educational activities so that we can continue to focus on our mission of teaching and learning.

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.**

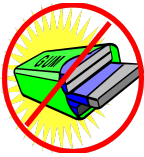
Due to liability issues, younger and stay-at-home siblings may not attend field trips with older, in-school family members.



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

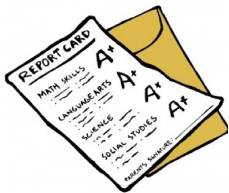
E = Excellent
S = Satisfactory
I = Improving
N = Needs Improvement

1st and 2nd Grades

E = Exceeds Expectations
M = Meets Expectations
P = Progressing
N = Needs Improvement

3rd - 6th grades

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = below 59%



Honor Roll

Frances Brandon-Pickett will recognize those pupils who qualify for Principal's List, High Honors, or Honor Roll on a quarterly basis. Awards assemblies will be held at the end of each semester (December & May). Students will continue to be recognized by their teachers 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 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.

Evacuation Plan

F.B.P.E. has an Emergency Evacuation plan in effect. Fire drills occur on a monthly basis, and four lockdown practices which include our ALICE evacuation plan 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 to

- 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 prepare 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.

Students with any of these symptoms must be kept home from school until they are symptom free for at least 24 hours.

- A Fever greater than 99.9 degrees
- Vomiting
- Diarrhea

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

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.

Refer to the QCUSD Family Handbook for more information.

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



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 on the West side of the building at the back Kindergarten gate.

1st - 6th graders are to be dropped off at the front entrance of the school by the office. **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 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 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.

- 1-3 Grade students will stay on the west side of the red line on the playground and use the smaller equipment.
- 4-6 Grade students will stay on the east side of the line and use the larger equipment.
 - 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

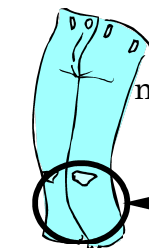
Queen Creek District provides a variety of special education programs and services to our students. In keeping with state and federal mandates, the type of special education program which best meets each student's individual educational needs is determined at a meeting attended by district personnel 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 refer to the QCUSD Family Handbook.



STUDENT APPEARANCE

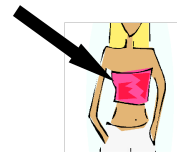
Wearing neat, clean clothes helps children feel good about coming to school to learn.

Clothing that distorts the student's identity or disrupts the learning process **will not be allowed**. Refer to the QCUSD Family Handbook for complete details.



1. Any clothing displaying alcohol, cigarettes, drugs or any sexual connotations 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

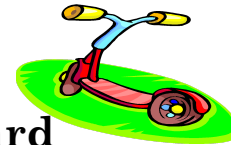


Students are **NOT** permitted to use the office or classroom telephones for any personal calls except **in an emergency and with staff permission**. If a student receives a call, s/he will be called out of class only in the case of an emergency. Generally, telephone calls for students will be handled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

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 for more information.

Early Release Days occur every Wednesday, 12:55 p.m.

Mark your calendar so you don't forget!!

FBPE Parent - Student Handbook Acknowledgement

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 I understand and will adhere to its contents.

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

Student Name: _____ Teacher: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



