

JACK BARNES ELEMENTARY



Student Handbook

2014 - 2015

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Jack Barnes Elementary School

The PRIDE of Queen Creek

Students are not allowed on campus prior to 7:50 a.m.

Mrs. Laura Valenciano
Principal

20750 S. 214th St. Queen Creek, Az. 85142
Phone: 480-987-7400 Fax: 480-987-7415
Web site: www.barnes.qcusd.org

School Hours:	Regular Days:	Early Release Days
All Day Kinder, 1 st – 4 th	8:10 a.m. – 2:45 p.m.	8:10 a.m. – 12:20 p.m.
AM Kinder	8:10 a.m. – 11:00 a.m.	8:10 a.m. – 9:45 a.m.
PM Kinder	12:00 p.m. – 2:45 p.m.	10:45 a.m. – 12:20 p.m.

OFFICE HOURS & GENERAL INFORMATION

Office Hours	7:30 a.m. – 4:00 p.m.
Office	480-987-7400
Nurse	480-987-7406
Attendance Line	480-987-7401
Transportation	480-987-5982
Cafeteria	480-987-7409



MISSION STATEMENT

It is our goal to provide a caring and positive learning environment, which promotes respect and excellence in academic and social interactions. All students shall have the opportunity to achieve their potential through varied educational programs designed to meet their needs. Through communication and cooperation we create an enthusiastic learning climate that honors and accepts diversity.

.....ATTITUDE IS EVERYTHING.....

LETTER FROM THE PRINCIPAL

Dear Parents:

The faculty and staff of Jack Barnes Elementary welcome you to a new and exciting school year. We want to assure you that we have the best interest of your child at heart and will do our best to provide each student with the motivation and confidence to learn. Our faculty and staff will be committed to helping our students develop the characteristics and qualities that will enable them to achieve academic success.

Jack Barnes Elementary will emphasize basic skills as well as the practical application of those skills. We want students to be academically competent and involved in learning; to be self-motivated and self-disciplined; to set and work toward goals; to be problem solvers; to feel good about themselves and most importantly, to be lifelong learners.

We believe in fair and consistent discipline because discipline is necessary to have an environment that will give your child every opportunity to grow academically.

Jack Barnes Elementary believes in YOU: the parent. Parents/Guardians and the school WORKING TOGETHER is the key to success for our students. Stay involved in their day to day lives. Get to know the teachers and staff. Do not hesitate to ask questions, visit classes, attend events and volunteer as your schedule permits.

We will keep in touch with you during the year and bring you up to date on school activities through the school newsletter and other notices. We are looking forward to working with you and your children to make this a positive, successful school year.

Sincerely,

Laura Valenciano, Principal
Jack Barnes Elementary

WILD ABOUT LEARNING!

FACULTY AND STAFF
2014-2015

Principal, Laura Valenciano

Secretary Margie Semick
Attendance
ELL/Office Clerk Rosa Hernandez
Custodian Joe Grochocki
Kindergarten A/M & P/M Flor Noble
Kindergarten AM
Kindergarten All-Day Nancy Laidley
Kindergarten All-Day Lisa Toly
First Grade Janet Butler
First Grade Jamie Incardone
First Grade Kathy King
Second Grade Lisa Hawes
Second Grade Tara Rasmussen
Second Grade Karen Standage
Third Grade Mindy Horst
Third Grade Marcia Hull
Third Grade Lety LaPorte
Fourth Grade Kimberly Cowden
Fourth Grade Lisa Papa
Fourth Grade Rebecca Thuer
Fourth Grade Laurie Vela

Special Education Carolyn Jester
Special Education Sarabeth Belvado
Resource Krissy Hodges
ELD Juan Trujillo
Speech Janne Nemyo
Occupational Therapy Jennifer Allenstein
Counselor Ashley Erickson
School Psychologist Drew Maves
Music Debbie Payne
Physical Education Donna Langaker
Library Tammie Gilliland
Computer Lab Jean Yarbrough
Nurse Sharee Hamblin
Nurse Assistant Geri Rose
Crossing Guard Carol Racek-Zamora
Playground Aide Summer Morris
Playground Aide Diane Zurick
Playground Aide Christine Heltzer
Special Education Aide Delia De la Cerda
Special Education Aide Beverly Nordstrom
Special Education Aide Marie Luna
Special Education Aide
Reading Interventionist
Reading Specialist Megan Klisuric
Title One Aide Janet Strebeck
Title One Aide Laurie Wright
Title One Aide

GOVERNING BOARD

President Laurie Roland
Vice President Ken Braque
Member Del Caron
Member Wendy Baggs
Member Judah Nativio

ADMINISTRATION

Superintendent Tom Lindsey
Principal Laura Valenciano

PTO

President Jessica Barnett
Vice President Heidi Hagen
Co-Secretary Tiffany McCann
Co-Secretary Katherine McGrue
Treasurer Tracy Johnson

ARRIVAL AND DEPARTURE

All students (grades 1-4) not riding the school bus should be dropped off in the front of the office area and then proceed through the building to their proper playground area. Students are not permitted in the office area before 7:50 AM. Kinder students have their own playground. Kinder parents may park in the small parking lot on the northeast side of the building and walk their child to the kindergarten playground gate. Please DO NOT park in the north parking lot or drive through the bus loading area at any time.

Playground supervision begins at 7:50 A.M. Do not bring students to school before this time. School begins at 8:10 A.M. Students are expected to line up with their classes at the playground when the first bell rings at 8:10 A.M. The Library, Computer Lab, and classrooms are not open before school. Students are to stay outside until the first bell unless they are going to the Cafeteria for breakfast (served between 7:55 A.M. – 8:10 A.M.).

Classes begin the day with a “bell activity.” It is important for everyone to get off to a positive start, so please make every effort to have your student to school on time. Students who arrive late must go to the main office and get a tardy slip before going to their classrooms. Remember that tardiness disrupts the learning environment and creates extra work for everyone.

School is dismissed at **2:45** P.M. Teachers will dismiss walkers and students for parent pick up at this time. Bus riders will remain in the classroom until their bus is called over the intercom.

ATTENDANCE AND TARDY POLICY

Arizona Law (ARS 15-803) states that “Every person who has custody of a child between the ages of 5 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 to success in school. A student not only misses work on the day of absence, but is not prepared for the next day because of missed instruction. **Tardiness is disruptive to the learning process. Instructional time is 8:15 to 2:45. Please do not take your child out of school early as this disrupts the learning of all students and could result in a half (1/2) day absence.** A picture ID (Driver’s License) will be required if your child will be checked out early.

A written note or call to the attendance line explaining the absence or lateness must account for every absence or tardiness. This must be done within 48 hours of the absence in order to change the unexcused absence. 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 numbers change, let us know right away. A student who arrives late must report to the office to obtain a “late pass” which is given to the teacher. This allows the office to correct the attendance report.

Please Note: Checking your student out early after an assembly could result in an absence.

STEPS TO FOLLOW WHEN ABSENT OR TARDY:

If your student is going to be absent, you must contact the school office. The attendance line is available 24 hours a day/7 days a week. We appreciate calls before school begins. Children who have had a fever, vomiting, or diarrhea in the past 24 hours should stay home.

ATTENDANCE OFFICE PHONE NUMBER IS:

987-7401

Please follow the menu

BEFORE & AFTER SCHOOL CARE

SEE DISCOVERY KIDS

BIRTHDAY CELEBRATIONS

Ideally, any in-class birthday celebration should take no more than 15 minutes. If you wish to send treats for your child's birthday, please observe the following guidelines:

1. Check with your child's teacher in advance to choose a convenient day and time to bring in treats.
2. Please provide only **ONE small portable treat** per child that can be passed out quickly by the birthday child. Do NOT bring in or send in a cake as it takes too long to cut and serve.
3. If supplying juice, please bring juice boxes or pouches (NO red drinks).

CAFETERIA INFORMATION

Lunch Hours: 10:45 A.M. – 12:30 P.M.

Cafeteria Phone No.: 987-7409

Lunch time begins with 15 minutes of recess, 5 minutes to line up and sanitize hands, followed by 20 minutes to go through the cafeteria line, pay for their food choice, and eat lunch. Students are expected to be courteous and neat and remain inside the cafeteria until they have finished eating. Students are not allowed to go into areas where classes are being held, during their lunch period. Food and drink are not to be removed from the cafeteria.

Any family that may be eligible for free or reduced-price lunches should fill out a confidential application (available online or in the main office) as soon as possible.

Payment for lunches can be sent each day or money can be put into your student's lunch account. To do this, deliver cash or a check to the cafeteria (payable to Jack Barnes Elementary). You can also use EZ Pay by going to www.EZSchoolPay.com. This is a free online service you can use to keep track of your child's meal balance and transactions. You can

set up a low balance reminder on your account so the system can email you when your balance gets low. You can also pay for your child's meals online. There is a \$2.50 convenience fee for an online payment.

If students forget their lunch and money, they **will not be extended credit**. They will be given a cheese sandwich, fruit and milk. Students will receive a red happy face hand stamp when their balance is low as a reminder to parents. Families may join students for lunch (please sign in at the main office).

Cost: Student Breakfast: \$1.00 Student Lunch: \$2.35 Adult Lunch: \$3.00

Students may purchase one a la carte item daily.

A la carte items range from \$.25 to \$0.50. Students can bring cash to pay for these items or use their lunch account. **Parents can contact the cafeteria to manage the a la carte spending.**

CAFETERIA RULES

- Walk in quietly.
- Keep hands, feet, food, and other objects to yourself.
- Be polite.
- Use inside voices.
- Remain in your seat until you are dismissed.
- Eat your food only.
- Clean up if you spill.
- Raise your hand for help or to be dismissed.
- Be respectful to the adults in charge.
- Clean your table and the floor in your seating area, of food and litter, before leaving.

CHARACTER COUNTS

We practice the six pillars of good character.

T R R F C C

Students can use the acronym to help them remember that people with good character are *terrific*.

T rustworthiness

R espect

R esponsibility

F airness

C aring

C itizenship

COMPUTER LAB

Students in grades kindergarten through 4th are provided with the opportunity to use and learn about computer technology. Classes are scheduled to work in the computer lab one or two

times per week. The computer lab is designed as an extension of what is taught in the classroom. Technology forms must be completed before a student can use the computer lab.

CONCERNS

If you have questions or concerns about your student's school experience, the best place to begin is by contacting the teacher. If you are uncomfortable talking to the teacher about your concerns, then please get in touch with Mrs. Valenciano. You may leave a telephone or e-mail message, drop a note by the office, or make an appointment to come in and talk. You may also choose to contact Mrs. Flores, the school counselor.

CURRICULUM

Teachers will follow the curriculum adopted by the Queen Creek School Board and the grade-level standards set by the Arizona Department of Education.

DISCIPLINE PLAN

School discipline has two main goals: 1) to ensure the safety of staff and students and 2) to create an environment conducive to learning. At Jack Barnes Elementary we work hard to give your child a good education. Our school discipline plan is designed to ensure that:

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

The teacher will explain 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 good choices about their actions and to take responsibility for their own behavior.

Expected Student Behavior (RULES)

Students will:

1. Be responsible for their own actions.
2. Show respect to each other and to all adults on campus.
3. Keep hands, feet and objects to themselves. (Fighting is not allowed at school or on the way to and from school).
4. Walk on the sidewalks and in the building.
5. Play safely on the playground equipment.
6. Stay clear of all "water" (rainy days, sprinklers).
7. Use appropriate language. (Profane, threatening or abusive language is not allowed).
8. Follow all bus rules.
9. Keep our school clean.
10. Treat the cafeteria with respect and display good manners at all times.
11. Treat school property with respect.

Positive Recognition

Students who behave appropriately at school will be rewarded with:

1. A sense of personal pride.
2. Individual recognition from the teacher (happy-grams, compliments, etc.)
3. Positive recognition from parents.
4. Special class activities.
5. Student of the month recognition.
6. Opportunity to attend recess.
7. Attendance at classroom holiday parties.
8. Recognition awards and/or treats.

Examples of Severe Misbehaviors

1. Verbal or physical abuse of a staff member or student.
2. Threatening or bullying another student with the intention to do bodily harm (verbal, written, physical).
3. Cheating, stealing, trespassing, vandalism, or extortion (including computer hacking).
4. Use or possession of tobacco products or tobacco look-a-like products, matches, lighters, for tobacco (suspension 1 – 10 days).
5. Sexually inappropriate comments, gestures or materials including deliberate profanity, vulgarity, obscene language.
6. Disrespectful, insubordinate, and/or defiant behavior towards a staff member.
7. Possession/use/selling/furnishing of a controlled substance, including alcohol, or paraphernalia (automatic suspension 1-10 days).
8. Possession of a weapon or look-a-like weapon (suspension 1-10 days).

In each case, the principal will counsel the student and contact the parent. A discipline memo will be sent home for a parent signature. In addition, the student will be placed in, after school detention 2:50-3:50 (parent must pick up) or suspended from school. The length of suspension will be dependent 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 and the Sheriff's Office may be called.

If a student causes intentional bodily injury to another student or staff member, the Sheriff's Office or CPS may be called.

DISCOVERY KIDS

Discovery Kids is the before and after care program offered for students at Jack Barnes Elementary. Discovery Kids (DK) provides educational and fun activities including homework time, sports, arts & crafts, science, math and access to district technology. Care is also available during early releases and during intersession breaks. DK is located at JBE and is licensed through DHS. Financial assistance is available through DES. For additional information, please contact Lauren at [480-987-5900 x7459](tel:480-987-5900) or ltauscher@qcusd.org.

DRESS CODE (Student)

Wearing neat, clean clothes helps children feel good about coming to school. Clothing that distorts the student's identity or disrupts the learning process will not be allowed.

- Students will be expected to keep themselves well groomed and neatly dressed at all times.
- Any attire such as, but not limited to, exposing chest, abdomen, genital area, or buttocks is not acceptable and disciplinary action will be taken.
- Footwear must be worn at all times. Athletic shoes should be worn on scheduled P.E. days.
- No back-less shoes or backless sandals. No flip flops. No hee-ies.
- Any attire deemed to be gang related will not be tolerated. This includes any altered clothing such as, but not limited to, bandannas, memory shirts and headgear.
- Hats may not be worn in the building.
- Make-up should not be worn at school.
- Writing on student's bodies is not permitted.
- Any attire that presents a risk to the health, safety, or general welfare of students(s), staff members, or visitors will not be permitted.
- Any attire that creates threat, intimidation, or undue pressure is prohibited.
- Clothing inferring or expressing profanity, nudity, gang attire, vulgar expressions or obscenities, racially or sexually suggestive is not permitted.
- Clothing or patches that advertise or display alcohol, tobacco in any form, drugs or paraphernalia, or encourage its use is not permitted.
- See-thru shirts, bare-midriff shirts, clothing which is backless or revealing and tank tops with shoulder widths less than two (2") inches, are not appropriate.
- Any other immodest clothing is prohibited

When necessary, parents will be contacted to provide a change of clothing, students may be provided a change of clothing at school, or students will be required to turn inappropriate clothing inside out.

ELL - Inglés Como Segundo Idioma

Todos los estudiantes que entran en el distrito y que su primer lenguaje no es ingles, serán elegibles para nuestro programa de ESL (Ingles Como Segundo Idioma). Un cuestionario esta incluido en el paquete de registro de su hijo/a y debe ser completado por los padres. Por favor de llamar al numero 987-7401 para mas información.

EMERGENCIAS

The school conducts regular fire drills and lock down drills so all students and staff will be comfortable with the procedures in case of a real emergency. During an emergency, please do not call the school. We need our phone lines open for outgoing calls. You may come to pick up your student early, but you will be required to sign them out, as usual.

FEDERAL FUNDS

Queen Creek Unified School District receives additional funds from the following grants: Title IA, Title ID, Title IIA & IID, III, IV, V, VI B, Early Childhood, Migrant, Family Literacy, Even Start, Emergency Immigrant, Civics, Adult Education, Vocational Education, VAC Priority, State Chemical Abuse, English Learner Material, Pre-School Special Education, and Gifted. These grants are funded through state and federal grants. If you have any questions, you may contact Perry Berry (Director of State & Federal Grants) at 480-987-5935.

FIELD TRIPS

Field trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. 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 well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a voluntary fee may be requested from each student to help defray transportation or admission costs.

Special Note: All students must ride the bus to and from a field trip with their class.

Note: Due to liability, siblings are not permitted to attend field trips.

GIFTED STUDENTS

Queen Creek Unified School District provides an Enhanced Learning Program (ELP) for students in grades 2-4. Students in grades K-1 receive enrichment activities in the regular classroom.

This is a pullout program where students work with the ELP teacher one day per week depending on the student's grade level.

A student may be nominated for the Gifted Program by parents, classroom teacher, principal, school psychologist, or resource teacher.

Standardized test scores (*AIMS/Stanford 10*) above the 95th percentile in at least two areas will be the major criteria for consideration for screening. A student recommended for screening will be tested by school personnel using the COGAT Test. Students will be eligible for placement in the Gifted Program if they score at the 95th percentile on at least two of the placement measures of the approved test.

If you have any questions please call Ms. Friday (the ELP teacher) at 987-4023.

GRADING SYSTEM/REPORT CARDS

We will implement the "Synergy" program for grades and report cards in grades 1-4. Grades are taken on a weekly basis for assigned lessons, homework, quizzes 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 and 4th Grades

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

- Midterm reports (progress reports) are sent home at mid-quarter of each nine week grading period.
- Report cards are sent home or emailed through Synergy at the end of each nine-week grading period.
- Students that have met **50% or less of their Accelerated Reader** goal will receive an **N for Reading Effort**.
- Students that have **6 or more missing homework assignments** will receive an **N for Homework Effort**.
- Students that have not met their Accelerated Reader goal are disqualified from honor rolls.

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. They provide an opportunity for children to develop self-discipline, study habits, and time management skills. Children learn how to be independent and responsible. They practice taking initiative by beginning projects on their own and studying when necessary. Homework also closes the gap between school and home. Learning should happen at home as well as in school.

Types of Homework

- Practice homework allows kids to review what they covered in class. This increases comprehension of a subject or topic while helping children retain it for longer periods of time.
- Preparation homework helps children prepare for an activity or in-class assignment. This includes research and brainstorming.
- Extension homework includes long term assignments such as papers or projects. These assignments should correlate with subjects kids are learning in the classroom

The Homework Effort grade For Grades 1-4 will be graded as follows for missing homework assignments:

E = 1 or less missing assignments for the quarter

M = 2-4 missing assignments for the quarter

P = 5 missing assignments for the quarter

N = 6 or more missing assignments for the quarter

Each student will have a specified amount of homework four nights a week. Students are also expected to read independently for a minimum of 15 minutes every night. If the parents hear from their son/daughter that they do not have homework, it is suggested that parents contact their student's individual teachers.

A student with an **excused absence will have until the Monday following the absence** to submit all missing work. A student with an unexcused absence will be expected to do all the work and may (at teacher discretion) receive credit. A suspended student must take the responsibility of doing all assignments during his/her absences and turn in the work the first day back and may (at teacher discretion) receive credit.

Those parents requesting homework for students who are sick at home may call the office between 7:30 am and noon, and pick up any paperwork between 2:30- 4:00 p.m.

HONOR ROLL

For grades 3-4, there are three levels of honor roll. They are Principal's List, High Honors and Honor Roll. Students who meet the following criteria will have their names published and posted and recognized with a certificate at a quarterly assembly.

Grades for honor roll will be computed quarterly.

Grades for honor rolls will be based on grade level or above grade level work.

The penmanship grade will not be included.

Any grade on the report card of a D or F, or an N in Effort, for that quarter, will automatically disqualify a student from the quarterly honor roll.

Grading ranges are as follows:

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

The following criteria will be used to determine Honor Rolls:

Honor Roll – 85% or above with A's and B's and 1 C with no D's, F's or N's in any category or sub category and achieve AR goal.

High Honors – 90% or above with A's and B's only and no C's, D's, F's or N's in any category or sub category and achieve AR goal.

Principal's Honor Roll – 95 – 100% with no C's, D's, F's or N's in any category or sub category and achieve AR goal.

Synergy will be used to determine percentage.

IMMUNIZATIONS

House Bill 2295 - Chapter 208, 1990 Law requires that pupils 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 school nurse for more information. School nurse is currently providing all childhood vaccinations through the Maricopa Department of Health. Please call for an appointment if your child is due for immunizations 987-7406.

ITEMS NOT ALLOWED IN SCHOOL

Our goal is for the school to remain a safe and effective learning environment. Unless there is special permission from a teacher, the following items are NOT to be brought by students:

- Gum
- Toys, games, sports equipment and dolls.
- Squirt guns and any water holding device
- Glass containers (use plastic)
- Items for sale
- Any radios, headphones, cd players, mp3 players, ipods, cell phones, etc.
- Skateboards, roller blades, scooters, hard baseballs, bats, etc.
- Collector cards (baseball, pokemon, etc.)
- Knives sharp objects, weapons, or look-a-likes (disciplinary action will be taken)
- Any item which interferes with instruction or causes a distraction

LIBRARY SERVICES

The library will open at 8:15 A.M. and will remain open throughout the day until 2:45 P.M. Students are encouraged to use the library as much as possible. From time to time it may be desirable for the student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need. The student must replace lost or damaged books. Students may check out one to two library books on a weekly basis. Books must be returned in order to check out additional books.

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 or the "Lost & Found" bin if something is lost at school. Students are asked to turn in any items they have found on the school campus.

MEDICAL INSURANCE

Medical insurance is NOT provided by the school district.

MEDICATION

If it becomes necessary for a student to take **ANY** form of medication at school, a consent form is to be completed and signed by a parent or guardian, which can be obtained through the Health Office. The medication **must** be in its original pharmacy container and should state:

- Student's name
- Dosage
- 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. No child is to transport medication to or from school.** All medication is kept in a locked cabinet and is dispensed through the nurse or by a responsible adult staff member.

PTO

Jack Barnes Elementary is supported by a very involved PTO. Through fund raising events the PTO sponsors many enrichment and social activities including the Math & Science Lab, some field trips, and teacher "mini-grants." One of the annual events to look forward to is the APEX Run in November.

General meetings are held quarterly at 6:00 P.M. in the Library unless otherwise noted. You do not need to be a member to attend meetings. If you provide PTO with your email address, they will email you the meeting minutes. **Meeting Dates:** August 7th – November 6th – January 8th – April 9th. Babysitting is provided.

Joining and volunteering with the PTO is a great way to make a difference in your child's education and meet other school families. Feel free to contact any of the PTO officers with questions, ideas, or to volunteer.

READING – ACCELERATED READER

In addition to our Houghton Mifflin Reading Program, we also use the Accelerated Reader (AR) Program. This is a web based program that allows students the opportunity to take quizzes on books that they have read. AR's advanced technology helps us:

Set goals and work towards them

Make essential reading practice more effective for every student

Personalize reading practice to each student's current level

Manage all reading activities including *read to*, *read with*, and *read independently*

Assess students' reading with four types of quizzes: Reading Practice, Vocabulary Practice, Literacy Skills, and Textbook Quizzes.

Build a lifelong love of reading and learning.

Parents can find books that have AR quizzes and the child's progress at the following website:

www.arbookfind.com You can also go to our website for more information.

SCHOOL NURSE

The school has a part-time health aide and a part time Registered Nurse on duty to administer the health program. The health office is an emergency station and is not equipped to take care of any serious illness or accident. Students who become ill or injured at school are to report to the health office or other personnel immediately. **Parents must keep emergency cards updated with current phone numbers at all times in the event of an emergency.**

Students may be dismissed from class at any time if the teacher considers it necessary. Students who are ill or injured will be sent to the office for attention. Students are to come alone to the office unless it is necessary for someone to help them. A student may visit the office at any time without a permission slip in case of an emergency.

SITE COUNCIL

The Site Council consists of parents, community members, staff and principal. The site council is paired with the PTO.

SOLICITATION

It is our policy that neither parents nor students offer any items for sale on school grounds.

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 education needs is determined at a meeting attended by district personnel and the student's parents or guardians. Our main goal is to serve our student's 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.

STUDENT CHECKOUT PROCEDURE

Our dismissal time is 2:45. **Please do not make it a habit to pick up your child earlier than this, as this disrupts the learning process, and may result in a half (1/2) day absence.**

A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours.

The students will remain in the classroom until the teacher is notified by the office to release the student. The parent, or authorized person, must report to the office and sign the child out.

Any transportation changes will have to be preceded by a note or phone call from the parent or guardian. Please call before 1:30 P.M. as the last few minutes of school are very hectic in the office and classroom.

STUDENT TRANSPORTATION

Your child's transportation information can be found by going to the following website: www.qcusd.org click on Bus Route Information and type in your address. You will get the pick-up time; drop off time, location Route number and Bus number. If you have any questions, please contact the Transportation Department at 480-987-5982.

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 should keep their hands, feet, objects, and unkind words to themselves.

Students are **NOT** allowed to ride a bus other than their assigned bus route, or get on or off at a different house ***unless a written request or phone call*** is received from the parent/guardian and is signed by the principal or designee.

PROCEDURES FOLLOWED UPON STUDENT MISBEHAVIOR ON SCHOOL VEHICLES:

1st Offense: Driver discusses situation with student.

2nd Offense: Driver gives a copy of referral to student to be signed by a parent and returned to the bus driver. Referral must be returned by date specified or bus privileges will be denied.

3rd Offense: Same as 2nd offense and referral is submitted to Transportation Office, student is denied bus-riding privileges for a specific amount of time. Parents and school will be verbally notified by the Transportation Department.

4th Offense: Student is removed from ALL bus privileges, including field trips and athletic events for which transportation is provided, for a specific amount of time.

Severe offense: (ex. Weapons, endangering the safety of others, etc.) Will cause student to lose all bus privileges.

The Transportation Department or school administrator will administer all infractions and disciplinary measures. The Transportation Office can be contacted at 987-5982, between the hours of 7:00 a.m. and 4:00 p.m.

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

STUDENT TRANSPORTATION BY BICYCLE

Students in grades 2-4 may ride bikes to school. Bike racks are available for students. Chains/locks must be used and provided by students. As with other personal items brought to the Barnes campus, we cannot accept responsibility for the safety of bikes throughout the school day. The school is not responsible for theft of parts or damage while bicycles are parked in the bike rack.

The following rules are to be observed by all bike riders entering and leaving school:

- In traveling to and from school, all ordinances concerning bicycle safety must be observed. Students who violate city and school bicycle guidelines will jeopardize their privilege of bringing a bike to campus. A serious injury to yourself can be prevented through observation of these rules.
- Students riding bicycles are not to arrive on campus before 7:50 AM. Helmets should be worn.
- Students who arrive on bicycles must use the bike racks and each bicycle must be locked individually. Once students reach the crosswalk they must walk their bikes to the bike rack. Bike riding is not allowed on school grounds.

TELEPHONE

Students are **not permitted** to use the office telephone for any personal calls except in an emergency and with staff permission. 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 try to return your call the same day.

TEXTBOOKS

The district has and will continue to update our textbooks. Most textbooks are very costly running over \$60.00 each. Students will be assigned books by #. It is the responsibility of the pupil to take proper care of his/her assigned texts. Students will be assessed for any damage done to textbooks issued to them.

VISITING THE SCHOOL

For the protection of our students all visitors are required to check in at the office and wear a Visitor's Badge. Unplanned visits before or after school are disruptive to the teacher's prep time. Unplanned visits during instructional hours are disruptive to the classroom learning environment. Be considerate of the student's instructional time by not "visiting/talking" with the teachers during the instructional day. You **MUST** make an appointment to see a teacher before or after school to discuss your child's progress or other concerns. Children from other schools and younger siblings are not allowed to visit. Please do not ask for an exception to this restriction. Visiting children require attention. This is an additional responsibility and liability for the classroom teacher.

VOLUNTEERING

Jack Barnes Elementary welcomes and needs parent and community volunteers. During the day, we need classroom assistants, small group leaders, one-on-one tutors, and playground supervisors. All school-day volunteers must undergo a criminal background check. There are many ways to help on your own time if you are not able to come to school during the day. If you are interested in volunteering, contact your child's teacher. Teachers have many tasks that can be completed at home for those parents who don't have childcare for younger siblings.

ANNUAL NOTIFICATION TO PARENTS

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, breathing, learning and working);
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Queen Creek Unified School district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to hearing with an impartial hearing officer.

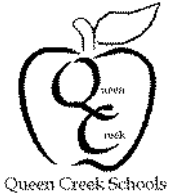
Complaints regarding school facilities may be directed to the principal on your child's campus or the District 504 Coordinator, Steven Ray, at 987-5990.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act and Queen Creek Public School Board Policy give the parent or guardian the right to:

1. Inspect and review your student's education record;
2. Exercise a limited control over other people's access to the student's Education record;
3. Seek to correct parts of the student's education record, you believe to be inaccurate, misleading or in violation of student rights, in a hearing if necessary;
4. Report violations of the FERPA to the United States Department of Education, FERPA office;
5. To be informed annually about FERPA rights.

All rights and protections given parents under the FERPA and Queen Creek Schools Board policy transfer to the student when he/she reaches age 18 (except where the student is dependent) or enrolls in a post-secondary school. The student then becomes an "eligible student".

Parents may inspect/review their student's cumulative records by contacting the principal on their campus. Special education records may be reviewed by contacting the Director of Special Services, Queen Creek Public Schools, 20217 E Chandler Heights Rd , Queen Creek, Arizona, 987-5990



QUEEN CREEK UNIFIED SCHOOL DISTRICT NO.95
Special Services Department
20217 E Chandler Heights Rd
Queen Creek, AZ 85142
Phone (480) 987-5990 Fax (480) 987-7499

Queen Creek School District Child Find

It is the Queen Creek School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities age 3 through 21 years and how to access those services. We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21.

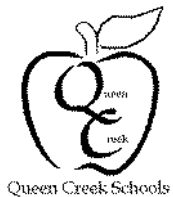
In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years. We are responsible for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services. Our school nurses are Queen Creek School Districts' contact for children birth through 2 years. Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program. We will insure that:

1. Transition conferences for children ages two years and six month (2.6) to two years and nine months will be held;
2. By the child's third birthday an Individualized Education Program (IEP) or Individualizes Family Services Plan (IFSP) will be developed and implemented; and
3. For the child who turns three during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help.

If you have any concerns about a child you know please contact your individual school site for more information.



QUEEN CREEK UNIFIED SCHOOL DISTRICT NO.95
Special Services Department
20217 E Chandler Heights Rd
Queen Creek, AZ 85142
Phone (480) 987-5990 Fax (480) 987-7499

ANNUAL NOTICE OF CONFIDENTIALITY

July 1, 2014

TO: PARENTS OF SPECIAL EDUCATION STUDENTS

FROM: DEPARTMENT OF SPECIAL EDUCATION

This is a reminder that all of the information gathered concerning your child will be treated **CONFIDENTIALLY**, and that no records will be released without your expressed written consent.

All records are kept in a locked cabinet located at the District Center. Dora Kisto, Special Education Administrative Assistant, maintains the key. Posted on the file cabinet is a list of school personnel permitted to view the records. Access sheets are included in each file to be signed by personnel if that file is removed for review.

If you have any further questions, please call the office at 480-987-5990.

Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest
 - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
 - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
 - Other schools to which a student is seeking to enroll;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

Library Checkout Policy

- Books are checked out for 1 week at a time
 - Inspect the book and report any damage before leaving
 - **You are responsible for any damage done to the book that was not reported at the time of checkout**
 - For example, but not limited to: writing, coloring, liquid damage, stained, torn, folded, or missing pages
 - Fines for lost or damaged books must be paid before checking out any other books and will be the price of the book
 - Books must be brought in and scanned for renewal
 - If you have a book that is overdue, you may not check out another until it is returned or paid for
 - Refunds will be paid for lost library books if they are returned in a timely manner
-
- 1 book checked out at a time (K - 1st)
 - 2 books checked out at a time (2nd - 4th)

Kindergarteners will leave their books at school or may take them home at the teacher's discretion. 1st - 4th Grade will begin taking books home by the 2nd week of school.

This policy will be reviewed in the Library, but should also be discussed at home with your child.

By signing below, I acknowledge that my child and I are responsible for the books that he/she checks out from the JBE Library.

Student Name: _____

Teacher: _____

Parent or Guardian Name

(Print): _____

Signature: _____

Date: _____

QUEEN CREEK SCHOOLS

POLICY ACKNOWLEDGMENT SIGNATURE SHEET SCHOOL Year: _____

STUDENT NAME (PLEASE PRINT)	STUDENT ID NUMBER	GRADE
<u>FERPA</u>		
By initialing below you acknowledge receipt of the Family Educational Rights and Privacy Act (FERPA) letter.		
_____	_____	_____
STUDENT INITIALS	PARENT/GUARDIAN INITIALS	
<u>CHILD FIND & ANNUAL NOTIFICATION TO PARENTS</u>		
By initialing below you acknowledge receipt of the Child Find letter and the Annual Notification to Parents.		
_____	_____	_____
STUDENT INITIALS	PARENT/GUARDIAN INITIALS	
<u>RELEASE OF DIRECTORY INFORMATION AND/OR PHOTOGRAPING/VIDEOTAPING</u>		
By initialing below you acknowledge receipt of the Release of Directory Information and/or Photographing/Videotaping, and that you must contact the Registrar in writing within the first 10 days of school, refusal to allow use of directory information or photographing/videotaping of your child.		
_____	_____	_____
STUDENT INITIALS	PARENT/GUARDIAN INITIALS	
<u>USE OF TECHNOLOGY & ELECTRONIC INFORMATION SERVICES & EQUIPMENT</u>		
As the student, I have read and agree to abide by the School District policy and regulations (e.g. IJNDB and IJNDBR) on appropriate use of the electronic information system. I understand and will abide by the provisions and conditions indicated. I understand that any violation of the terms and conditions may result in disciplinary action and the revocation of my use of information services.		
As the parent/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. 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.		
_____	_____	_____
STUDENT INITIALS	PARENT/GUARDIAN INITIALS	
<u>TEXTBOOK RESPONSIBILITY</u>		
Students are responsible for returning the EXACT book that was checked out to them. Non-matching barcodes will not scan to student's name, so credit will not be given to that student for non-matching returns. If barcodes have been defaced or removed, it is impossible to determine who a book has been checked out to; therefore, credit cannot be given for that book's return and student will be responsible for payment. It is the student's responsibility to check in their books in the same manner they were checked out to them. Do not leave them in a classroom, office, or given to someone else to be returned.		
_____	_____	_____
STUDENT INITIALS	PARENT/GUARDIAN INITIALS	
<u>ACKNOWLEDGEMENT OF STUDENT HANDBOOK</u>		
"I understand and consent to the responsibilities outlined in this handbook. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the book at school and at school sponsored and school related activities, including school sponsored travel and for any school related misconduct, regardless of time and location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violation of law. I understand that my child shall be accountable for abiding by all policies, rules and procedures for using electronic information services as outlined in this planner. Users who violate these policies, rules and procedures will be denied access to electronic information services and will be subject to disciplinary action. QCHS may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. QCHS is not responsible for any service interruptions, changes, or consequences".		
_____	_____	_____
STUDENT INITIALS	PARENT/GUARDIAN INITIALS	
<u>ARIZONA RESIDENCY GUIDELINE</u>		
By signing below, you are reaffirming that your Arizona Residency has remained the same as when you enrolled your student. Per A.R.S. § 15-802		

PARENT/GUARDIAN SIGNATURE		
<u>ACKNOWLEDGEMENT OF IMPORTANT INFORMATION</u>		
By signing below you acknowledge that you have received, read, and understand the above mentioned documents.		
_____	_____	_____
STUDENT SIGNATURE	PARENT/GUARDIAN SIGNATURE	DATE