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Annual Notification of Confidentiality of Student Records

RIGHTS TO PRIVACY ACT

Dear Parents;

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

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

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

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

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

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

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

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

Dear Pickett Families:

Welcome to the 2014-2015 school year at Frances Brandon-Pickett Elementary School! Whether you are new or returning to Pickett, we want to make sure you are informed of the policies, procedures, rules, and routines. This handbook is designed to provide you with a wealth of valuable information, which will hopefully answer many (if not all) of the questions you may have. To ensure that your child has a successful year, we encourage you to read and discuss the information provided in this handbook.

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

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

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

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

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

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

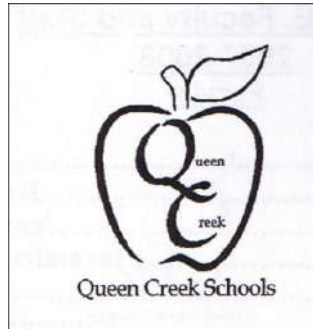
Sincerely,

Mrs. Sherry Towns

Elementary Principal

And the Frances Brandon-Pickett Faculty & Staff

The colored pages at the end of this handbook need to be read, completed, and returned to school as soon as possible. You will also find a copy of this year's school calendar at the end of this book. Please detach it from the handbook and hang it on your refrigerator or wherever you put things that you want to find quickly.



Mission Statement

The Queen Creek Unified School District strives for excellence in education, which allows students to achieve their individual potential.

We recognize that all children learn differently and we teach to those differences. Our goal is to produce respectful, responsible, productive citizens who are culturally aware and display high self-esteem. We prepare our students for the future by encouraging life-long learning and by integrating technology into the learning process.

Frances Brandon-Pickett Elementary provides a positive and nurturing learning environment, which enables our pupils to achieve their potential.

F. B. P. E. Faculty and Staff 2014-2015

Principal - - - - - Sherry Towns

Faculty

Kindergarten - - - - - Jamie Adolph
Kindergarten - - - - - Jeanie Morgan
Kindergarten - - - - - Summer Romero
First Grade - - - - - Danielle Caspersen
First Grade - - - - - Anne Cope
First Grade - - - - - Carrie Keyes
First Grade - - - - - Helen Litle
Second Grade - - - - - Deanna Denault
Second Grade - - - - - Monica Mesman
Second Grade - - - - - Jewells Sommer
Third Grade - - - - - Daryn Campbell
Third Grade - - - - - Angela Conner
Third Grade - - - - - Donald Taylor
Third Grade - - - - - Jennifer Waddington
Fourth Grade - - - - - Joni Allison
Fourth Grade - - - - - Becky Moore
Fourth Grade - - - - - Tammy Skon
Special Education - - - - - Angela Brechler
Special Ed Aides - - - - - Susan Fischbach, Karen Frawley and Patrice Rodriguez
Music - - - - - Antoinette Edwards
Physical Education - - - - - Brian Webster
Speech - - - - - Tracy Wright
Counselor - - - - - Debi Short
Occ/Phy Therapy - - - - - Beth Duyck/Jill Sandstedt
Reading Specialist - - - - - Heather McMinn
Title 1 Aides - - - - - Lisa Bartlemay, Amy Lopez and Kim Joynt
Resource - - - - - Cynthia Gower

Staff

Secretary - - - - - Jane Craig
Receptionist/Clerk - - - - - Lupe Bustamante
Registrar - - - - - Connie Romano
Librarian - - - - - Karen Berkey
Nurse - - - - - Dana Sandlin
Computer Tech - - - - - Jean Yarbrough
Facility Manager - - - - - Elizabeth Cook
Cafeteria Manager - - - - - Dawn Campbell

OFFICE HOURS & GENERAL INFORMATION

| | |
|----------------------------------|-----------------|
| Office Hours | 7:30 - 4:00 |
| Office Phone | 987-7420 |
| Nurse Phone | 987-7424 |
| Attendance Line | 987-7423 |
| Transportation | 987-5982 |
| Cafeteria | 987-7426 |
| District Office | 987- 5935 |
| Website | www.qcusd.org |

PHYSICAL ADDRESS

22076 E. Village Loop Road
Queen Creek, Arizona 85142

SCHOOL HOURS

| | |
|---|--------------|
| Teacher Work Day | 7:30 – 3:30 |
| Morning Kindergarten | 8:10 – 11:00 |
| Afternoon Kindergarten | 11:55 – 2:45 |
| All-day K through 4 th grade | 8:10 – 2:45 |
| Late Bell Rings | 8:15 |

Early-Release Schedule:

| | |
|--|---------------|
| Morning Kindergarten | 8:10 – 9:45 |
| Afternoon Kindergarten | 10:45 – 12:20 |
| All-day Kinder through 4 th grade | 12:20 |

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

ATTENDANCE AND TARDY POLICY

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

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

A written note or call to the attendance line explaining the absence or lateness **must** account for every absence or tardiness. Your call to us will save time and help protect your child. ***It is vital that we have one or more telephone numbers to contact you during the school day. If your contact numbers change, let us know right away.***

A student arriving after the late bell rings (**late bell rings at 8:15**) must report to the office to obtain a late pass which is then given to the teacher. This allows the office to correct the attendance report.

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



WHEN A STUDENT IS ABSENT OR TARDY

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



BEFORE- AND AFTER-SCHOOL CARE

FBPE is proud to offer Discovery Kids, an on-site, before- and after-school care program. This licensed program provides quality, caring, enriching and engaging activities for children both before and after school. Morning sessions run from 6:30 until the start of school, and after school until 6 p.m. on days school is in session. During breaks and intercession, full-day options are available at specified school sites for additional costs. Registration forms are available at www.qcusd.org. Please call the Community Education office at 480-987-5900 for more information.

Cafeteria and Lunch Hour

Cafeteria Phone--(480) 987-7426

The F.B.P. Elementary cafeteria offers breakfast and lunch to our students.

Prices

Student breakfast---\$1.00

Student lunch---\$2.25

As part of the National School Lunch and Breakfast Programs, the school offers free or reduced lunches. Applications are available in the office or at www.ezmealapp.com. No child will be discriminated against because of race, sex, color, national origin, age, or handicap.

Payment for lunches can be made daily or weekly. Cash and checks are accepted, or you may use EZSchoolPay.com. Any questions about your child's account can be answered by the school cafeteria staff (480) 987-7426.

Our school offers a variety of breakfast and lunch menus and provides a monthly copy of the menu to all students. The cafeteria serves breakfast daily, beginning at 7:45 a.m. 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 the USDA. All school meals must meet specific calorie targets; fat percentages; and fiber, vitamin and mineral targets.

The Child Nutrition Department is a self-funded department in the district. This means we operate based on the money we generate; we do not receive direct funding from the district. In an attempt to keep money in the district, the Child Nutrition Department provides birthday packages that can be delivered to your child's classroom. Packages range in price from \$.50 to \$2.25 per student. All items offered are lower in calories and sugar, but full of fun and celebration.

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

Eating in the cafeteria can be a different type of experience for many children. Without parents there to remind them of polite manners, children easily forget. With that said, listed below are the rules for our cafeteria at F.B.P. Elementary. Please read them over carefully and help your child to be aware of these rules.

Cafeteria Rules

1. Walk in quietly with an "inside" voice.
2. BE POLITE and use good manners!!!!
3. Keep hands, feet, food and objects to yourself.
4. Eat **only** your food. **Sharing is not allowed!**
5. Clean up if you spill.
6. Clean your table and the floor in your eating area before leaving.
7. Wait until your class is dismissed before dumping your tray or leaving the cafeteria.
8. **ALWAYS BE RESPECTFUL TO THE ADULTS IN CHARGE.**



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

Discipline Plan

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

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

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

Expected School Behavior

Students will:

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

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

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

1. individual and group recognition by teachers, principals, and other staff (e.g. Caught Being Good slips, verbal compliments, stickers, etc.);
2. student of the Month;
3. special class activities;
4. opportunity to attend recess;
5. attendance at classroom holiday parties;
6. recognition awards and/or treats; or
7. a friendly visit to the principal.

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

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

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

Severe Misbehavior requires immediate intervention.

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

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

In each case, the principal will counsel the student and parents will be contacted. The contact may be in the form of a discipline memo requiring a parent signature; a phone call; or a parent conference.

In addition, the student may be placed in **in-school suspension or be suspended from school.**

The length of suspension will depend upon the severity of the behavior and the number of previous severe misbehaviors. In the case of damage to school property, the student will be required to pay for damages.

Bullying

Bullying of any kind is not tolerated at Frances Brandon-Pickett Elementary School. Bullying is defined as repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical 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 to each class at the beginning of the year, where she provides age-appropriate strategies for students to use if they are a witness to - or a victim of - bullying.

Computer Lab

All Frances Brandon-Pickett students are provided with the opportunity to learn and use computer technology. Every class attends a weekly computer time. Computer Corral classes are designed as an extension of regular classroom instruction.

Enhanced Learning Program (ELP) -- Gifted

Queen Creek Unified School District provides an Enhanced Learning Program (ELP) for students in grades 2-6. (Students in grades K-1 receive enrichment activities). The ELP program is a pullout program where students work with the ELP teacher.

A student may be nominated for the ELP program by parents, classroom teachers, the principal, school psychologist, or resource teacher. Standardized test scores (Terra Nova) above the 90th percentile will be the major criteria for consideration for screening. School personnel will administer the COGAT Test to those recommended for screening. Students may be eligible for placement in the ELP program if they score in the 97th percentile on any of the placement measures of the approved test.

Field Trips

Throughout the school year, teachers may schedule field trips to nearby points of interest. These trips are designed to supplement different aspects of the classroom curriculum and introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date. Occasionally a voluntary 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.**

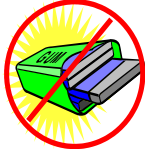
Due to liability issues, younger and stay-at-home siblings may not attend fieldtrips with older, in-school family members.



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 and 4th grades

A+ = 97-100%

A = 93-96%

A- = 90-92%

B+ = 87-89%

B = 83-86%

B- = 80-82%

C+ = 77-79%

C = 73-76%

C- = 70-72%

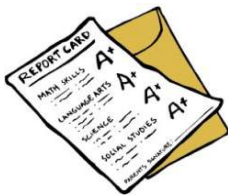
D+ = 67-69%

D = 63-66%

D- = 60-62%

F = below 59%

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



Honor Roll

Frances Brandon-Pickett will recognize those pupils who qualify for Principal's List, High Honors, or Honor Roll on a quarterly basis. A list will be published and students will be recognized and presented with a certificate at a school assembly.

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). A questionnaire is included in the application packet to be filled out by a parent.

Evacuation Plan

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

ParentVUE (formerly JupiterGrades)

JupiterGrades has been replaced by ParentVUE, and still allows parents and students check current grades, homework and attendance online, anytime. Everyone has their own password, so grades are always private. Everything is updated live, so you never need to upload anything. 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.

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 Accelerated Reader at least 15 minutes each night.

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

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

IMMUNIZATIONS

House Bill 2295 – Chapter 208, 1990 Law requires that the pupil be suspended from school upon enrollment if documentary proof of immunization is 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 currently provides all childhood vaccinations through the Maricopa Department of Health. Please call (480) 987-7424 for an appointment, if your child is due for immunizations and you cannot otherwise provide them.

The school nurse is not a doctor. She cannot and will not make a diagnosis regarding an illness. The health office is an emergency station and is not equipped to take care of any serious illness. Students who become ill or injured at school should report to the health office or other office personnel immediately.

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

MEDICATION

If it becomes necessary for a student to take ANY form of medication at school, a consent form must be completed and signed by a parent or guardian.

The form can be obtained from the Health Office.

The medication **must** be in its original pharmacy container and should state the **student's name; the dosage; and the times to be administered.**

Expired medication will not be given. Only medication that needs to be given during school hours is permitted, including cough drops and Tylenol.

***An adult must bring medication in person directly to the nurse.
No child may transport medication to or from school.***

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



LIBRARY SERVICES

The library opens at 7:50 a.m. and remains open until 2:50 p.m. Students are encouraged to use the library as much as possible. From time to time it may be desirable for the student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need.

Primary grade students may check out one book.

Intermediate grades may check out 2-3 books on a weekly basis.

Books must be returned in order to check out additional book(s).



Students must pay for lost or damaged books and materials.

LOST AND FOUND



Please put your child(ren)'s names on clothing, backpacks, lunchboxes, and personal things brought to school. Taking some time to do so may save the cost of buying replacements.

Found items are stored at school

and eventually donated to charity if not claimed.

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

MORNING DROP-OFF POLICY

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

1st - 4th graders are to be dropped off at the east entrance nearest the cafeteria. Drive back to the playground, swing around the circle and drop students off at playground.

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

Please 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 only some of the ones we expect our students to follow.

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

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



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



USE APPROPRIATE LANGUAGE AT ALL TIMES!!

SPECIAL EDUCATION

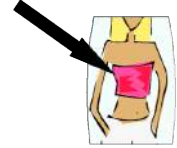
Queen Creek District provides a variety of special education programs and services to our students. In keeping with state and federal mandates, the type of special education program which best meets each student's individual educational needs is determined at a meeting attended by district personnel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

STUDENT APPEARANCE

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



1. Any clothing displaying alcohol, cigarettes, drugs or any sexual connotations is not appropriate.
2. See-through, spaghetti straps, bare-midriff shirts, or clothing which is backless or revealing is not suitable for school wear.



3. Short-shorts, **ripped** or **torn jeans**, or sagging pants are unfit for school.

4. Hats of any kind will not be worn in the building.



5. Thong shoes (flip-flops) and shower shoes **are not to be worn.**

6. **Tennis shoes are a MUST on PE days, for safety reasons.**

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.

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 try to return your call the same day.



Transportation by Bicycle or Scooter



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 or scooters 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 and scooter riders** entering and leaving school property:

1. In traveling to and from school, all ordinances concerning bicycle/scooter safety must be observed.
2. Students who violate city wheeled-vehicle guidelines will jeopardize their privilege of bringing a bike or scooter to campus. Serious injury can be prevented through observation of these rules.
3. Students riding bicycles are not to arrive on campus before 7:45 a.m.
4. **Helmet use is strongly advised.**
5. Students who arrive on bikes/scooters must use the racks and each bicycle/scooter must be locked individually.
6. Once students reach the crosswalk, they must walk their bikes to the bike rack.



Bike and scooter 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 game (i.e. Game Boys) are not allowed on campus. These items will be taken from any student bringing them, and will be kept by the principal until a parent comes to pick up the item.

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. 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 at (480) 987-7420 or e-mail P.T.O. at pickettpto2005@yahoo.com for more information.

Early Release Days; 2014-2015

Dismissal is at 12:20 p.m.

Mark your  so you don't forget!!

August 13th - early release

August 27th – early release

September 17th - early release

October 1st, 2nd and 3rd – early release

(October 3rd is end of first quarter)

October 22nd - early release

November 5th – early release

November 26th - early release

December 3rd - early release

December 19th – early release

(December 19th is end of second quarter)

January 14th - early release

January 28th – early release

February 11th - early release

February 25th – early release

March 5th and 6th - early release

(March 6th is end of third quarter)

April 22nd - early release

May 13th - early release

May 21st - last day of school AND early release!!



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

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

I, _____, acknowledge that the
(student's name)
Frances Brandon-Pickett Student-Family Handbook has been read and discussed
with me, and that I understand and will adhere by its contents.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



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

Student Agreement

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

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

Student Name: _____

Student Signature: _____ Date: _____

School: _____ Frances Brandon-Pickett Elementary School _____ Grade: _____

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

Parent or Guardian Cosigner Agreement

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

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

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

PARENTS,
Please fill out the form above, sign, date and return it with your child.
NOTE:
Technology resources may only be used with a signed agreement on file.