

# JACK BARNES ELEMENTARY



Student  
Handbook  
2024 – 2025

## Queen Creek Unified School District Strategic Plan



**Our Vision:** Queen Creek Unified School District supports the development of the whole child by modeling positive academic, social and emotional learning through an innovative and challenging curriculum. Learning is maximized by empowering the community, and its members, to partner with us to create safe and secure learning environments for all students. Queen Creek Unified School District expects their students to be successful, compassionate and productive in their learning so that the next generation of ethical citizens can lead our community both locally and globally.

**Our Mission:** Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity.

### **Our Priority Areas and Goals:**

<b>Student Success</b>	<b>Safe and Healthy Environment</b>	<b>Exceptional Personnel</b>	<b>Effective Partnerships</b>	<b>Effective Operations and Systems</b>
<ul style="list-style-type: none"><li>· Inspire all students to meet or exceed annual, individual, and academic goals.</li><li>· Prepare all students for post-graduation opportunities, responsible citizenship, and competition in a global economy.</li><li>· Empower each student with skills and tools that support being a confident, resilient, and healthy individual.</li></ul>	<ul style="list-style-type: none"><li>· Ensure a safe and secure environment.</li><li>· Teach kindness, respect, and integrity.</li><li>· Provide opportunities that result in meaningful connections, resiliency, and coping skills.</li><li>· Raise awareness of mental health.</li><li>· Enhance diversity related educational opportunities.</li></ul>	<ul style="list-style-type: none"><li>· Value and support all personnel.</li><li>· Recruit and retain highly qualified, diverse personnel.</li><li>· Maximize purposeful professional development to empower personnel.</li><li>· Encourage new and innovative ideas that foster collaboration, efficiency, and growth within the work environment.</li></ul>	<ul style="list-style-type: none"><li>· Increase partnerships as a way to build mentoring opportunities, internships, and community business involvement.</li><li>· Communicate effectively to promote involvement and maximize opportunities for collaboration with all stakeholders.</li><li>· Ensure transparency by providing information used in the decision-making process.</li></ul>	<ul style="list-style-type: none"><li>· Optimize use of funds through fiscal responsibility.</li><li>· Strategize use of resources through balanced planning.</li><li>· Manage district systems efficiently through key performance indicators.</li><li>· Continuously improve facilities and technology.</li></ul>

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**VISION**

Jack Barnes Elementary School provides an engaging, caring, and safe learning environment that empowers students to contribute to their school and community. Students are expected to be kind, respectful, and show integrity while achieving their personal best through high expectations and growth mindset.

**MISSION STATEMENT**

At Jack Barnes Elementary School, we value PRIDE:  
Perseverance, Respect, Integrity, Determination, and Excellence.

Dear Jack Barnes Elementary Families,

Welcome to our school! I am thrilled to be the principal of Jack Barnes Elementary. I have been an educator for 28 years, teaching elementary grades for 14 years and serving as an elementary principal for 14. I have served in two states and several districts and can honestly say that JBE is a great place to be!

Jack Barnes Elementary is a proud Positive Behavior Interventions and Supports (PBIS) school. PBIS is a school-wide system designed to teach and reinforce behavior expectations in common areas around the school so that all students and staff are aware of the expectations. Our PBIS system focuses on being kind, being respectful, and showing integrity. We will explicitly teach students the expectations, and they will receive reinforcement and/or recognition when they are meeting and exceeding our expectations. PBIS systems minimize instructional interruptions that can occur as a result of misbehavior, thereby increasing opportunities for learning. It is an exciting time to be a part of the Pride!

I believe wholeheartedly in having a strong partnership with students' families. After all, you are your child's first teacher! We welcome your involvement in our Parent-Teacher Organization and throughout our school. There are ample ways to get involved to support your child's educational experience--from volunteering in classrooms to attending field trips, and many others in between. Our staff will welcome your active involvement in our school.

I know you have a choice on where you send your children to school and believe that you have made an excellent choice. Thank you for making us your school of choice! I look forward to a wonderful year with you and your children.

Educationally,

Dawn Kennaugh, Principal

***The last two pages of this handbook should be read, signed and returned to school.***

# Office Hours & General Information

## Jack Barnes Elementary School

The PRIDE of Queen Creek

2024 – 2025

20750 S. 214<sup>th</sup> St. Queen Creek, AZ 85142

Phone: 480-987-7400 Fax: 480-987-7415

[Jack Barnes Elementary](#)

[Jack Barnes Elementary Facebook](#)

[Jack Barnes Elementary Twitter](#)

Office Hours	7:45 a.m. – 4:00 p.m.
Office	480-987-7400
Nurse	480-987-7407
Attendance Line	480-987-7400
Transportation	480-987-5982
Cafeteria	480-987-7416
District Office	480-987-5935

### **School Hours:**

All Day Kindergarten, 1<sup>st</sup> – 6<sup>th</sup>  
AM Kindergarten

### **Regular School Days:**

8:15 a.m. – 2:55 p.m.  
8:15 a.m. – 11:00 a.m.

### **Early Release Days:**

8:15 a.m. – 12: 55 p.m.  
8:15 a.m. – 9:45 a.m.

**Students should not be on campus before 7:45 a.m.**

## GOVERNING BOARD

Jennifer Revolt	. . . . .	President
Samantha Davis	. . . . .	Vice President
Patty Campbell	. . . . .	Member
James Knox	. . . . .	Member
Matthew Riffey	. . . . .	Member

## ADMINISTRATION

Dr. Perry Berry	. . . . .	Superintendent
Dr. Erika Copeland	. . . . .	Associate Superintendent
Dr. Adam Wolfe	. . . . .	Assistant Superintendent

## ARRIVAL AND DEPARTURE

All students (grades 1-6) not riding the school bus should be dropped off in the north loop and then proceed to the proper playground area. **Students are not permitted in the school before 7:45 A.M.** Kindergarten students have their own playground. Kindergarten 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 east parking lot or drive through the bus loading area at any time.**

Playground supervision begins at 7:45 A.M. Do not bring students to school before this time. School begins at 8:15 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 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 7:45 A.M. – 8:10 A.M.)

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 stop in the main office and get a tardy slip before going to their classrooms. Remember that tardiness disrupts the learning environment for all students.

**School is dismissed at 2:55 P.M.** Teachers will dismiss walkers and students for parent pick up at this time.



## **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.”

Under the provisions of the revised guideline, every absence for state reporting purposes that is incurred by a student that exceeds 10% of the instructional days scheduled for the school year is to be reported as unexcused. For those with 180 days of instruction, every absence after a student has incurred 18 absences (for any reason) is to be reported as unexcused. The absence count pertains to all absences for any membership at any school within a district or under the same charter.

Regular attendance is essential to success in school. A student not only misses work on the day of an absence but also is not prepared for the next day because of missed instruction. **Tardiness is disruptive to the learning process. Instructional time is 8:15 to 2:55. 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 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.

### **STEPS TO FOLLOW WHEN ABSENT OR TARDY:**

If your student is going to be absent, please 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. **A parent must walk their students(s) into the building to sign them in. Without a parent signing them in, the student is considered unexcused.** Please make sure to call/email the office (480-987-7400 / [czamora2@qcusd.org](mailto:czamora2@qcusd.org)) if your student is going to be tardy in order for their tardy to be considered excused.

**ATTENDANCE OFFICE PHONE NUMBER IS:**

**480-987-7400**

**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. We encourage you to use our Child Nutrition Department for birthday celebrations. **Catering for parents.** In an attempt to accommodate parents' busy schedules and keep money in the district, the Child Nutrition Department provides parents birthday packages that can be delivered to your child's classroom to celebrate their birthday. Packages range from \$1.00 to \$2.90. All items offered are lower in calories and sugar but full of fun and celebration. They also come with a Happy Birthday flyer, or a flyer that can be customized for any occasion.

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 remember – there are students with **food allergies**.
3. Please provide only **ONE small store purchased 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.
4. If supplying juice please bring juice boxes or pouches (**NO red drinks**).
5. **NO BALLOONS**

## BULLYING


Bullying of any kind is not tolerated at Jack Barnes Elementary School. Bullying is defined as repeated acts 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 with each class at the beginning of the year, where she provides age-appropriate strategies for students to use if they are a witness to – or a victim of – bullying.

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

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

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

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



CAFETERIA INFORMATION

Lunch Hours 10:45 A.M. – 12:55 P.M.

Cafeteria Phone No. 480-987-7416

Meal Prices:

	Breakfast	Lunch
Full Pay	\$1.75	\$3.00
Reduced	\$0.00	\$0.40
Adults	\$1.75	\$3.75

If there is a price change, we will notify parents ASAP. Otherwise, we provide meals at a reduced rate or free depending on your income level. Meal applications are available online at [www.qcusd.org](http://www.qcusd.org) Applications will also be available to fill out online at [LINQ Connect](#) for the 2024-2025 school year. The site will provide you with your approval status once it is processed.

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

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

**Students can purchase a la carte items from their meal account. If you would like to limit their purchases, contact the cafeteria, 480-987-7416.**

<https://lingconnect.com/main> is a **free** online service you can use to keep track of your child’s meal balance and transactions if needed. You may set up a low balance reminder on your account and the system will email you when your balance reaches the limit you set. You can also utilize <https://lingconnect.com/main> to pay for your child’s meals online, if needed. There is a convenience fee for an online payment.

Payments for meals can be made online at <https://lingconnect.com/main> using your Visa, Mastercard or Discover cards. You can also send payment via cash or check without a fee. There is a \$25.00 fee for any returned check.

The cafeteria staff will not be allowed to let students know what their balance is. If a student runs out of lunch money, they will be allowed to charge one (1) meal, after the meal charge, they will be given the alternate meal. Parents will also receive a negative balance phone call.

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

## CAFETERIA EXPECTATIONS – PBIS

<u>Be Kind</u> Think before you act & speak Use positive language Say please, thank you, & excuse me Chew with your mouth closed Use appropriate eating utensils	<u>Be Respectful</u> Use a quiet voice Listen & follow directions Keep your hands, feet & objects to yourself Sit appropriately Stay seated & raise your hand for assistance	<u>Show Integrity</u> Eat your own lunch Clean up after yourself Only take what you pay for in the lunch line
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## CELL PHONE ~ SMART WATCHES

Cell phones & smart watches are not to be used during the school day. Students with cell phones or smart watches will be asked to turn them off once they arrive at school. If a student is caught using a cell phone or smart watch during the school day, the device will be taken away & a parent may be required to come & pick it up at the school.

## CODE OF CONDUCT

School rules are designed to protect all students. To protect the rights of all students, it is important that parents and students understand the consequences of misbehavior.

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

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
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. Please refer to the chart in the QCUSD Family Handbook for the list of common and / or serious student conduct violations, along with a range of recommended consequences. This list is not meant to be exhaustive.

## **CODE OF CONDUCT (continued)**

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

- Footwear must always be worn.  
Athletic shoes should be worn on scheduled P.E. days
- Hats may not be worn in the building – except on designated days
- Costumes or costume masks are 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.

## **DISCIPLINE PLAN**

School discipline has two main goals:

1. To ensure the safety of staff and students
2. To create an environment conducive to learning

At Jack Barnes Elementary we work hard to give your child an excellent 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 are not 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.

**For more information, please see the QCUUSD Family Handbook.**

## **COMPUTERS**

Students in grades kindergarten through 6<sup>th</sup> are provided with the opportunity to use and learn about computer technology. Students will be using laptops in their classrooms. Technology is designed as an extension of what is taught in the classroom. Technology forms must be completed before a student can use laptops or tablets.

## **CONCERNS**

If you have questions about your student's school experience, the best place to begin is by contacting the classroom teacher. If you are uncomfortable talking to the teacher about your concerns, then please get in touch with Mrs. Kennaugh. You may leave a telephone or email message to make an appointment. You may also choose to contact the school counselor.

**Please note:** There will be no teacher assignment changes. Our staff works efficiently to ensure each classroom is staffed with a highly effective teacher. Further, our staff plans with grave detail to ensure all classes are balanced in a variety of categories including but not limited to: academics, gender, special needs, etc. Environmental requests need to be filled out and submitted by mid April (official date TBD, watch your email).

## **CURRICULUM**

Teachers will follow the curriculum adopted by the QCUSD Governing Board and the grade level standards set by the Arizona Department of Education including AVID Elementary.

- **AVID – Advancement Via Individual Determination**

Jack Barnes Elementary is an AVID School. AVID has proven time and time again that, when given a system of rigorous curriculum and strategic support, students can be academically successful. AVID Elementary is a foundational component of the AVID College Readiness System and supports AVID's mission and vision to provide a comprehensive model for success for all students, from elementary through higher education.

**Components** – AVID Elementary incorporates:

- **Student Success Skills** – encompassing communication skills (e.g. listening, speaking and writing), self-advocacy skills, note taking strategies, critical thinking and study skills.
- **Organizational Skills** – both mental and physical; students learn to use organizational tools, as well as learn and practice skills around time management and goal-setting.
- **WICOR Lessons** – emphasize instruction on writing to learn, inquiry, collaboration, organization and reading to learn in all content areas.
- **Partnerships** – among students, classrooms, grade levels, schools, families and communities.

AVID is not just another program... at its heart, AVID is a philosophy. Hold students accountable to the highest standards and provide academic and social support, and they will rise to the challenge.

AVID's mission is to close the opportunity gap by preparing all students for college readiness and success in a global society.

## **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 Discovery Kids at 480-655-6226.

## DRESS CODE

### Policy 5-302 Student Attire

Student attire may be regulated as necessary and appropriate to maintain order and decorum within the educational system and to avoid material and substantial interference with schoolwork or discipline.

#### Prohibited Attire

Attire may be prohibited when it:

- Significantly interferes with the District's ability to maintain order; such as disrupting schoolwork, school programs and activities, creates disorder, or prevents any student(s) from achieving educational objectives.
- Affects the health or safety of students, personnel or visitors.
- Conveys affiliation with a criminal street gang.
- Exposes the undergarments, or undergarment areas.
- Contains or conveys obscene language, symbols or messages.
- Promotes or depicts the unlawful use of alcohol, tobacco, or drugs.
- Is inconsistent with or prohibited by the course, program, or activity.

## EARLY RELEASE DAYS AND TIMES – 2024 – 2025

8:15 a.m – 12:55 p.m All Day Kindergarten and Grades 1-6

8:15 a.m. – 9:45 a.m. AM Kindergarten

Includes all Wednesdays ~ Please mark your calendars

2024		2025	
July 24, 31	<i>Early Release</i>	January 8, 15, 22, 29	<i>Early Release</i>
August 7, 14, 21, 28	<i>Early Release</i>	February 5, 12, 19, 26	<i>Early Release</i>
September 4, 11, 18, 25, 26, 27	<i>Early Release</i>	March 5, 6, 7, 26	<i>Early Release</i>
October 16, 23, 30	<i>Early Release</i>	April 2, 9, 16, 23, 30	<i>Early Release</i>
November 6, 13, 20	<i>Early Release</i>	May 7, 14, 21, 22	<i>Early Release</i>
December 4, 11, 18, 19	<i>Early Release</i>		

## ELL – ENGLISH LANGUAGE LEARNERS

All students enrolled in QCUSD whose primary language is other than English are eligible to be placed in the SEI program (Structured English Immersion). For more information, refer to the QCUSD Family Handbook.

## EMERGENCIES

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.

## 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, Preschool Special Education, and Gifted. These grants are funded through state and federal grants. If you have any questions, you may contact Chasity Cruz at 480-987-6227.

## 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 notice of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. Sometimes a fee may be requested from each student to help defray transportation or admission costs – **these fees are nonrefundable**. Students may go on a field trip with their own class or clubs only.
- When paying for a field trip, you can use Tax Credit Funds to pay for students attending the field trip.** Tax Credit information can be found on the [Queen Creek Unified School District website](#).

***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 – ELP – Enhanced Learning Program

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). For more information on our Enhanced Learning Program, please refer to the QCUSD Family Handbook.

## GRADING SYSTEM / REPORT CARDS

We use the “Synergy” program for grades and report cards in grades 1-6. Grades are taken on a weekly basis for assigned lessons, homework, quizzes and tests. Parents can check grades at any time by logging onto ParentVue. If you need your Activation Key, please contact the office.

Report card grades are as follows:

Kindergarten	1 <sup>st</sup> and 2 <sup>nd</sup> Grades	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Grades
E = Excellent	E = Excellent	90% - 100% = A
S = Satisfactory	M = Meets Expectations	80% - 89% = B
I = Improving	P = Progressing	70% - 79% = C
N = Needs Improvement	N = Needs Improvement	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 **6 or more missing homework assignments** will receive an **N for Homework Effort**.



## HEALTH OFFICE

### ✓ 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 the school nurse at 480-987-7407 for more information.

### ✓ MEDICATION

Prescription medication must be prescribed by the student's health care provider and the provider's orders must be presented to the school at the time medication is given to the health office. A consent form must be signed by the parent / guardian to administer the medication at school. The form is available through the health office. Prescription drugs must be in the original pharmacy container, labeled with the student's name, date, medication, dose, time to be taken at school and length of treatment. (The Pharmacist may be requested to prepare a special container for school use.) **A parent / guardian MUST bring the medication to school. Students are NOT allowed to transport medication except for an inhaler and /or emergency allergy pen with a current prescription label for the student.** Medication will be administered in the presence of the health assistant, or in their absence, by the person designated by the school principal. All over the counter (non-prescription medication) must be approved by the FDA and come in the original container with label and package directions. Expired medication will not be given. Only medication that needs to be given during school hours is permitted, including cough drops and Tylenol.

### ✓ SCHOOL NURSE

The school has a full-time health aide 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.

## 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 students 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 students are learning in the classroom.

**The Homework Effort grade for Grades 1 – 6 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**

Students are 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 teacher to confirm.

**A student with an excused absence will have until the Monday following the absence** to submit 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 8:00 a.m. and noon, and pick up any homework between 2:30 – 3:30 p.m.

## **HONOR ROLL**

For grades 3 – 6, there are two levels of recognition: Principal's List and Honor Roll. Students who meet the following criteria will receive a certificate and be recognized at an assembly.

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 no more than 1 C with no D's, F's or N's in any category or subcategory.

Principal's Honor Roll – 95-100% with no C's, D's F's or N's in any category or subcategory.

Grades for Honor Rolls 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 the quarter will automatically disqualify a student from the quarterly Honor Rolls.

Synergy will be used to determine percentages.

## ITEMS NOT ALLOWED IN SCHOOL

Our goal is for the school to remain a safe and effective learning environment. The following items are **NOT** to be brought by students:

- radios, headphones, etc.
- gum, candy
- toys, games, dolls, spinners
- sports equipment including basketballs, footballs, soccer balls, bats or gloves, etc.
- squirt guns and any other such objects
- glass containers (use plastic)
- items for sale
- collector cards (baseball, Pokémon, etc.)
- knives, sharp objects, weapons, or look-alikes (disciplinary action will be taken)
- any item which interferes with instruction or causes a distraction
- If confiscated – items will be returned to students or parent will need to pickup

Exceptions:

- ❖ skateboards, hover boards, scooters – if ridden to school should be locked in the bike rack for the duration of the day

## 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. Students may check out one to two library books on a weekly basis. Books must be returned in order to check out additional books. The student must replace lost or damaged books. Refunds will not be issued for lost book fines if the book is later recovered.

## LOST AND FOUND

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

## PBIS

**Positive Behavior Intervention and Support** is our way of providing a safe and positive learning environment at schools in our district. PBIS has been shown to increase academic achievement and student performance, decrease classroom disruptions and office discipline referrals, and improve school climate and safety. Our QCUSD expectations for behavior are:

**BE KIND**

**BE RESPECTFUL**

**SHOW INTEGRITY**

# PRIDE PLEDGE



	<b>Be Kind</b>	<b>Be Respectful</b>	<b>Show Integrity</b>
<b>Classroom Setting</b>	Think before you act and speak Use positive language Share and help others	Raise your hand to participate Listen and follow directions Keep your hands, feet, and objects to yourself Sit appropriately	Be honest Ask for permission to leave the room Report inappropriate behaviors immediately
<b>Bathroom</b>	Be considerate of others' privacy Use positive language Wait your turn	Use a quiet voice Treat people, property, and equipment appropriately Keep your hands, feet, and objects to yourself Use only the supplies you need	Clean up after yourself Flush, wash, dry, goodbye Report inappropriate behaviors immediately Report facility problems immediately
<b>Hallway</b>	Think before you act and speak Use positive language Greet with a smile	Use a quiet voice Listen and follow directions Keep your hands, feet, and objects to yourself Use walking feet Face forward	Head directly to your destination Keep the hallway and bulletin boards neat and clean
<b>Playground</b>	Include others Use positive language Share equipment and take turns	Use equipment appropriately Listen and follow directions Keep your hands, feet, and objects to yourself	Return equipment Follow game rules
<b>Cafeteria</b>	Think before you act and speak Use positive language Say please, thank you, and excuse me Chew with your mouth closed Use appropriate eating utensils	Use a quiet voice Listen and follow directions Keep your hands, feet, and objects to yourself Sit appropriately Stay seated and raise your hand for assistance	Eat your own lunch Clean up after yourself Only take what you pay for in the lunch line

## **PLAYGROUND RULES**

All students will always be expected to play in a safe and friendly manner on the school playgrounds. We encourage the use of good sportsmanship by everyone. The following are only some of the rules we expect our students to follow. All rules are to be followed or playground privileges may be revoked.

- Use equipment safely and properly
- Follow instructions of all teachers and staff
- Take turns on the swings and other playground equipment
- Settle differences peacefully
- Respect school property and avoid littering
- Dangerous games such as tackle football, rugby, etc., are not allowed
- Use appropriate language at all times
- Primary students play on their age appropriate playground equipment
- Intermediate students play on their age appropriate playground equipment
- Students must stay on designated playground areas and follow instructions given by adults on duty
- Stop playing when the bell or whistle sounds and line up at that time

## **PTO**

Jack Barnes Elementary is supported by a very involved PTO. Through fundraising events, the PTO sponsors many enrichment and social activities including some field trips and teacher “mini-grants.”

General meetings will be held monthly. The dates will be listed on the JBE PTO Facebook page.

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. The PTO email address is: [jbelionspto@gmail.com](mailto:jbelionspto@gmail.com)

## **SEASONAL FESTIVITIES**

Seasonal Festivities / Celebrations - At Jack Barnes Elementary School and QCUSD our primary focus is teaching and learning. We participate in a variety of fun celebrations like spirit days, seasonal activities and festivities to celebrate special times of the year. They do not include student costumes during the school day. These types of events generally take place for a short period of time at the end of the school day and / or include educational activities so we can continue to focus on our mission of teaching and learning.

## **SITE COUNCIL**

The Site Council consists of parents, community members, staff and principal. The site council is led by the principal and works on developing, reviewing and evaluating school improvement programs and school budgets.

## **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 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 480-987-5990.

## **STUDENT CHECKOUT PROCEDURE**

Our dismissal time is 2:55 p.m. **"Please do not make it a habit of picking up your child earlier than 2:55 p.m.** 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 dismissal. The time and reason for leaving should be included. When possible, medical, dental, and vision appointments should be made outside of school hours.

The student 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. Provide picture ID.

Any transportation changes will have to be preceded by a note or phone call from the parent or guardian.

**"To ensure your child safely gets to the correct location after school, if you are making a change, it is imperative you call the office before 1:30 p.m."**

## **STUDENT TRANSPORTATION**

If you have any questions, please contact the Transportation Department at 480-987-5982.

Student ID cards will be provided by the transportation department. Students will scan their cards with the driver when boarding the bus. If an ID card is lost or damaged there will be a \$5.00 charge for a replacement. 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 are allowed on the bus.
- Keep all body parts inside the bus.
- All conversation should be done in a quiet manner.
- Students should refrain from using bad / foul language.
- 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 stop **unless a written request or phone call** is received from the parent / guardian and is signed by the principal or designee. **All phone calls should be received by the front office by 1:30 p.m.**

#### PROCEDURES FOLLOWED UPON STUDENT MISBEHAVIOR ON SCHOOL VEHICLES:

- **First Offense:** Driver discusses situation with student.
- **Second 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.
- **Third Offense:** Same as 2<sup>nd</sup> offense and referral is submitted to the Transportation Office, the student is denied bus-riding privileges for a specific amount of time. Parents and school will be verbally notified by the Transportation Department.
- **Fourth Offense:** Students are removed from ALL bus privileges, including field trips and athletic events for which transportation is provided, for a specific amount of time.
- **Severe Offense:** Example – Weapons, endangering the safety of others, etc., will cause students to lose all bus privileges.

**The Transportation Department or school administrator will administer all consequences & disciplinary measures.** The Transportation Office can be contacted at 480-987-5982, between the hours of 7:00 a.m. – 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 / SCOOTER / WALKING

Students in all grades may ride bikes or scooters 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 Jack Barnes campus, we cannot accept responsibility for the safety of personal belongings through the school day. The school is not responsible for theft of parts or damage while bicycles or scooters 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 7:45 a.m. 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.

The following rules are to be observed by all walkers, bike riders & scooter riders:

- Walk on the sidewalks
- Cross at the crosswalks

#### TELEPHONE

Students are **not permitted** to use the office telephone for any personal calls except in an emergency and with staff permission. If you would 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.

## **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 students' 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 volunteers. All school-day volunteers who are not legal guardians must apply by filling out a volunteer application (**located on the QCUSD website**) and undergo a criminal background check. **This process will need to be completed every school year.** 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 do not have childcare for younger siblings.



# 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 if the book is deemed unusable.**  
Examples, but not limited to writing, coloring, liquid damage, food damage, stained, torn, folded, or missing pages, carvings into the front or back covers
- Keeping books in a gallon sized Ziplock baggie will help protect the books from food and liquid damage
- 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 one until it is returned, renewed, or paid for
- Refunds will not be issued for lost book fines if the book is later recovered
- 1 book checked out at a time (K - 1<sup>st</sup>)
- 2 books checked out at a time (2<sup>nd</sup> - 6<sup>th</sup>)

Kindergarteners will leave their books at school or may take them home at the teacher's discretion. They will be checked out for 2 weeks at a time.

1<sup>st</sup> Grade will begin taking books home at the teacher's discretion.

2<sup>nd</sup> - 6<sup>th</sup> Grades will begin taking books home by the 2<sup>nd</sup> 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 UNIFIED SCHOOL DISTRICT

## 2024-2025 POLICY ACKNOWLEDGEMENT SIGNATURE SHEET

<b>STUDENT NAME</b> _____ Please Print	<b>STUDENT ID</b> _____	<b>GRADE</b> _____
<b><u>ARIZONA RESIDENCY GUIDELINE</u></b> 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  _____ <b>PARENT / GUARDIAN SIGNATURE</b>		
<b><u>PHOTOGRAPHING / VIDEOTAPING</u></b> By initialing below you are approving that your child may be photographed or videotaped for school purposes including; school pictures / yearbook pictures, JBE Facebook, Website, Twitter or Instagram. If you do not agree with this, you must write a note to the Registrar within the first 10 days of school. Notices will be added to the student's file.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">         _____  <b>STUDENT INITIALS</b> </div> <div style="width: 45%;">         _____  <b>PARENT / GUARDIAN INITIALS</b> </div> </div>		
<b><u>USE OF TECHNOLOGY &amp; ELECTRONIC INFORMATION SERVICES &amp; EQUIPMENT</u></b> Please refer to Queen Creek Unified School District Family Handbook that can be found at <a href="http://www.qcUSD.org">www.qcUSD.org</a> As a 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.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">         _____  <b>STUDENT INITIALS</b> </div> <div style="width: 45%;">         _____  <b>PARENT / GUARDIAN INITIALS</b> </div> </div>		
<b><u>TEXTBOOK RESPONSIBILITY</u></b> Students are responsible for returning the EXACT book that was checked out to them. Non-matching barcodes will not scan to a 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 the book's return and the 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 give to someone else to be returned.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">         _____  <b>STUDENT INITIALS</b> </div> <div style="width: 45%;">         _____  <b>PARENT / GUARDIAN INITIALS</b> </div> </div>		
<b><u>ACKNOWLEDGEMENT OF STUDENT HANDBOOK</u></b> "I understand and consent to the responsibilities outlined in the 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 handbook. Users who violate these policies, rules and procedures will be denied access to electronic information services and will be subject to disciplinary action. QCUSD may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. QCUSD is not responsible for any service interruptions, changes, or consequences".  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">         _____  <b>STUDENT INITIALS</b> </div> <div style="width: 45%;">         _____  <b>PARENT / GUARDIAN INITIALS</b> </div> </div>		
<b><u>ACKNOWLEDGEMENT OF IMPORTANT INFORMATION</u></b> By signing below, you acknowledge that you have received, read, and understand the above-mentioned documents.  <div style="display: flex; justify-content: space-between;"> <div style="width: 33%;">         _____  <b>STUDENT SIGNATURE</b> </div> <div style="width: 33%;">         _____  <b>PARENT / GUARDIAN SIGNATURE</b> </div> <div style="width: 33%;">         _____  <b>DATE</b> </div> </div>		