

PRINCIPAL'S WELCOME

Dear Parents,

On behalf of our faculty and staff, I want to welcome you to Ironwood Elementary School. We are pleased to have the opportunity to work with you and your children this year and be part of their academic and social development! Feel free to stop by and visit the school as your schedule permits and visit our Web site for updates and our calendar of events. When you have questions, do not hesitate to contact either your child's teacher or my office. We anticipate a most exciting year with a tremendous number of new experiences for our students as we continue our effort to provide the best possible learning experiences and environment.

We encourage you to support our efforts in every way you can. The very best schools are those in which parents and school staff work closely together to assure that the children in the community receive the training and direction they need. We look forward to working with you throughout the year and forming a successful partnership that will enable us to meet your child's needs.

This handbook has been prepared for you and your child. It contains information about the Washington Elementary School District, Ironwood School and its programs, and some of the procedures we will follow. We hope you find it both helpful and informative. Feel free to contact me at any time if you have questions.

Sincerely,
Principal

MISSION STATEMENT

Ironwood Elementary School is a place where we strive for high academic achievement for all students while stressing our five Community of Caring Core Values of Family, Trust, Caring, Respect and Responsibility. We collaboratively work together as a team to develop our minds, socialization skills, and bodies. We use the technology of our school and community to help us prepare for the future.

2013-2014 School-wide/Improvement Goals

The Ironwood faculty will be working on the development of strategies to improve reading vocabulary and comprehension, structured active engagement strategies, math delivery, six trait writing skills, and the use of today's learning technology. Professional development has already begun on these topics, and we anticipate increasing our knowledge base this year and implementing strategies that will assist our students in these vital areas. We will also be sharing ideas on continued implementation of strategies to benefit English Language Learners.

GENERAL SCHOOL INFORMATION

School Address: 14850 N. 39th Avenue, Phoenix, AZ 85053

School Web Site: <http://ironwood.wesdschools.org>

Important Telephone Numbers:

Office: 602-896-5600

Health Office: 602-896-5610

Attendance: 602-896-5611

KidSpace: 602-896-5673

Special Needs Preschool: 602-896-5600

Ironwood Secret Witness Line: 602-864-3870 Ext: 3800

Cafeteria: 602-896-5617

School Hours: 8:15 a.m. to 3:15 p.m.,

dismissal at 1:45 p.m. on Early Release Wednesdays

Office Hours: 7:45 a.m. to 3:45 p.m.

School Attendance/Reporting Absences

When a child is absent from school, the parent or guardian needs to call to report the absence. Please call any time, **602-896-5611** day or night, as well as weekends. **Please give the child's name, your relationship to the child, teacher, grade, date of, and reason for absence.** Please be specific in regard to illness (cold, flu, etc.). In the event your child is absent and we have not heard from you, we will attempt to call you to determine his or her whereabouts. Please provide a written excuse that provides the reason for absence upon your child's return to school.

Parents are reminded that regular attendance, beginning with kindergarten, is important. Learning is a continuous process and when broken by absence your child may miss all or part of a skill. Teachers will do their best to help children make up their work, but class discussion and group work are very important and cannot be made up.

Students participating in an after-school activity are expected to be in class on the day of that activity.

Tardy Policy

Students late to school must stop in the office **with a note** from a parent or guardian stating the reason for tardiness. **Please call ahead if you know your child will be arriving late due to an appointment.** Tardiness poses a difficult problem for teachers. Please help us keep it under control.

Tardiness is defined as: Students arriving at school after the final bell are tardy and will be marked as such. After the last bell, students will need to get a late pass from the office in order to be admitted to class.

Tardies will be excused only for medical reasons or family emergency. Phone calls from parents are appreciated but will not excuse tardiness unless the tardy is for one of the above reasons.

Procedures

- ◆ **1st tardy** – Teacher conferences with student on importance of being on time.
- ◆ **3rd tardy** – Teacher calls home to advise parents of tardiness, to reiterate the importance of being on time, and to enlist parental help and support.
- ◆ **5th tardy** – District letter mailed home advising parents of the excessive tardy issue and pending disciplinary consequences.
- ◆ **6th tardy and after** – Implementation of the above.

Truancy

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has implemented a Truancy Prevention Unit (TPU). The TPU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified truantries, 10 total absences or 10 unexcused tardies, the school will make a referral to the TPU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

A letter will be sent by the school to the families of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

Library

The school library is an important educational resource, and we encourage its full use. It is open all hours of the day for pleasure reading or reference work. Books may be checked out for two weeks and then renewed or returned.

Since no fines are charged for overdue books, we ask your cooperation in encouraging your children to return books when due. **Students will be responsible for lost or damaged books.** Charges will reflect the condition and age of the book at the time it was checked out (*The above will also hold true for textbooks*).

Breakfast and Lunch Information

Ironwood School participates in the "Breakfast in the Classroom" program. Breakfast is served after the start of the school day in the classroom.

Lunches are served in the cafeteria daily. The cost is \$1.60. Milk is included with each lunch, or it may be purchased separately for 35 cents. A lunch menu is sent home at the beginning of the year.

Students may bring lunch from home or buy lunch at school. Students who regularly eat the school lunch should open an account from which charges for meals will be deducted through the use of a debit account. It is the responsibility of the student and parent to make certain that lunch arrangements have been made.

Dress Code

Ironwood students are encouraged to develop pride in themselves and their school. In the area of dress, students must be clean, neat and dressed appropriately for school. What a student wears to school affects his or her attitude and behavior in class, thus it will not be permitted for a student to have an appearance that disrupts student learning.

Clothing is to be worn appropriately and for the purpose it is intended (e.g. shirts buttoned, hats on straight, shoes tied, clothing matches the size of the child, etc). Children are to wear clothing that conforms to the Dress Code policy outlined in the District section of this parent/student handbook. Additionally, we urge parents to be certain that their children wear clothing that is adequate to protect them from the elements and playground scrapes and bruises. Please consider the safety of children when choosing shoes to wear to school. Flip-flops, backless sandals and high-heeled shoes are dangerous on the playground, thus it is recommended that these are not worn to school. Tennis shoes or closed shoes are required for PE class.

Hair should be its natural color. However, the hair may be streaked or tinted a lighter color

In all cases involving potential dress code violations, a determination will be made at the sole discretion of the school principal in addition to pending discipline suitable to the violation.

Conduct

Students are expected to conduct themselves, at all times, in a manner that will bring credit to themselves, their parents, and our school. School staff may discipline students for conduct during school hours, while on the school campus, on the way to and from school, or at any school function. Students are expected to follow the directions provided by all staff members during any of these times of responsibility.

Any action that is detrimental to the best interests of the student, the student body, the school or the community will warrant disciplinary action. Referrals will be made to the proper legal authority if the offense warrants.

Due to insurance regulations, we cannot permit friends or relatives of students to visit classrooms during the school day. We

cannot assume liability for any child not registered in the Washington Elementary School District.

Thunderbolt Code of Conduct (school-wide rules)

Ironwood Thunderbolts demonstrate their knowledge of the Community of Caring core values by:

- Accepting adult decisions without argument.
- Keeping hands, feet and other objects to yourself (No fighting, pushing, etc.).
- Using appropriate language and ways of speaking to each other (No put-downs, name-calling, inappropriate language).
- Working in a safe manner.
- Listening when the teacher is talking and raising your hand before speaking in class.
- Walking quietly and in an orderly way.
- Following directions the first time given.
- Being prepared for class and participating in class learning activities.
- Following cafeteria and playground rules.
- Treating others the way you like to be treated. Be respectful to all.

School Property/Textbooks

All students are expected to demonstrate proper respect for the school grounds, buildings and the buildings' contents. Failure to do so will result in disciplinary action, which could include, depending on the seriousness of the incident, involvement with law enforcement agencies.

The school furnishes textbooks. **Students are responsible for all books, which have been assigned to them.** These books will be checked periodically by the teacher. Charges must be paid for lost, stolen or damaged books, including library materials. Parents are reminded that the cost of textbooks has increased dramatically in recent years. Many of these books are priced over \$50.00.

Home/School Communication

The school is directly responsible for your child's welfare during the school day. We must, however, have cooperation from parents in order to fulfill this responsibility.

Any request out of the ordinary regarding your child's schedule must be accompanied by a signed, dated note giving your permission to make a change in your child's routine.

Many times children will change their own schedules without the knowledge of the home. It is imperative that we know you are aware of the change and that you approve. This includes riding a different bus home with another student.

The school *does not* have the means to supervise children after dismissal times. Parents must make arrangements for their children after-school hours.

Selling and Trading

Due to the danger of loss of money and misunderstandings, **it is not appropriate for students to sell, buy or trade personal belongings (candy, toys, cards, etc.) at school.**

The school also strongly discourages the bringing of money to school other than the amount needed for lunch or some other school function.

Homework

Procedures for obtaining homework for absent students are:

- If the student is to be absent one day, the child may either get the assignments in advance or upon his or her return to class.

- In the event a student will be absent two or more days, please contact the teacher to request homework by 9:00 a.m. on the morning of the second day of absence. **Homework will be ready to be picked up in the office after dismissal that afternoon.** The office remains open until 3:45 p.m.
- Absences of more than five days should be dealt with based on arrangements made between parents and teachers as the child's health improves.

Parents and students are encouraged to use the Homework Hotline (602-864-3870 Ext. 3803) as a method of keeping up with assignments.

Homework Guidelines

Homework is an integral part of the total Washington Elementary School District instructional program. It should be viewed by parents and staff as an important adjunct to the school day. The following guidelines will clarify for students, parents and staff the purposes of homework assignments:

Homework will be used to reinforce skills already taught, to work on research (independent study), to complete projects, and to complete assignments such as reading chapters in social studies and literature books. Homework should be at the practice level where students are able to perform the work with a high level of success.

Parents are requested to help students by establishing some homework guidelines in the home and cooperating with the teacher in seeing that assignments are completed. We also suggest that you establish a routine with your child to spend time reading for pleasure.

COMMUNICATION

Campus Visit Procedures

Thank you so much for your interest in visiting Ironwood School. We always welcome you to volunteer in the classroom or on campus, eat lunch with your child, or visit to support your child's education. When visiting Ironwood, for safety and legal reasons, please always sign in at the front office and obtain a visitor or volunteer badge.

How to Meet With Your Child's Teacher

Fostering a relationship with your child's teacher is an important part of the home-school connection, but keep in mind that teachers live busy lives and often find their time stretched thin. Help them out by following these ideas.

1. **Make an appointment to talk.** If you have something you want to discuss, don't try to corner the teacher before or after school in the hall. Set up a meeting and let him or her know what the issue is in advance. An appointment allows the teacher to place all focus on your child.
2. **Don't interrupt teaching time.** Unless it's an emergency, don't call to chat with the teacher when class is in session. If you need to get an emergency message to the teacher, please communicate through the office staff or principal.
3. **For less urgent matters, send a note or e-mail.** If you want to update the teacher on a family matter or ask a specific question about schoolwork, writing an e-mail or note is a great way to communicate. Put a note in your child's folder or write it on his or her assignment pad – whichever way it's most likely to reach the teacher.
4. **Bring a list of questions to conferences.** Keep your meetings with the teacher focused and on-track by creating an agenda of things you want to cover.

5. **Volunteer.** Pitch in when your child's teacher asks for help with projects. If a parent plans to visit a classroom, it is expected that the parent will be put to work to help the teacher with specific tasks. When visiting, please do not be a distraction to the teacher or students. Teaching, learning and safety are ALWAYS our top priorities at Ironwood School!

6. **Say "Thanks!"** Don't forget to thank your child's teacher for all he or she does. Send a note after report cards or an e-mail when your child raves about a project to let the teacher know he or she is appreciated. Remember, your child's teacher isn't just doing an extraordinary job with your child, but a class full of students!

Children benefit most when we help them bridge their two most important worlds, home and school! We look forward to seeing you!

Parent/Teacher Organization

General meetings of the Ironwood PTO are held throughout the year on the second Tuesday evening of the month. They take place in the school library beginning at 4:30 p.m. Our PTO is a very active and supportive group that does an excellent job in enhancing the total school program. All parents are urged to join and become involved.

Site Council/District Councils/Cadres

The Ironwood Elementary School Site Council is a group of parents, community members, teachers and support staff members who work together with the school administration on various matters of school governance.

Areas of council responsibility include the school improvement plan, school safety, oversight of the curriculum and instructional program, communication, undesignated tax credit budget, personnel and problem solving.

Site Council meetings are held monthly in the school library concurrently with our PTO meetings. All members of the Ironwood community are invited to attend and participate. Watch the school newsletter for dates and times of upcoming meetings.

The council encourages parents and community members to become active in the school experience and to make an effort to become informed of and involved in school events.

School Newsletter/Ironwood Web Site

Our school newsletter, *The Thunderbolt Flash*, contains information about what is happening at Ironwood. It has articles about PTO news, calendar, events, classroom happenings, etc. It also provides an opportunity for student recognition and the publication of student writing. Homeroom teachers send it home once a month. Stay up-to-date on all Ironwood happenings by visiting our school Web site: ironwood.wedschools.org.

Student Telephone Usage

Children are permitted to use the school phones before and after school for emergencies (cancellation of basketball, etc.). Due to the disruption of the learning process, children are not permitted to use the office or classroom phone to request forgotten lunches, books, homework, instruments or to gain permission to go to a friend's house. When you need to get a message to your child, please allow us to pass on the message rather than calling him or her out of the classroom. The office staff has been instructed that they are not to interrupt teachers in their classrooms except in extreme emergency. **Please make sure arrangements have been made for lunch, after-school activities, and the like prior to school in order that your children know what they are to do.**

SCHOOL EVENTS/ACTIVITIES

Parties/Assemblies

Class parties are organized for the Winter Holidays and Valentine's Day. Please contact your child's teacher in the event you would like to assist at one of these parties.

On several occasions throughout the year, we have various types of student assemblies and programs for the children. We will also show a couple of movies during the year as a special treat for the boys and girls.

If you do not wish your child to participate in any of these activities, please inform the classroom teacher.

Extended Day Programs (602-896-5673)

The Ironwood KidSpace program will be providing child care services at Ironwood this year. We will also be having a preschool program for children between the ages of 3 and 5. The phone number for these programs is 602-896-5673.

HONORS/AWARDS

Perfect Attendance

Students with perfect attendance (no absences, only excused tardies) earn an attendance award and are recognized for their effort and accomplishment.

Honor Roll/Principal's List

Students in fourth through sixth grade are eligible to participate in our Honors Program, which is based on scholarship, effort, and behavior. Criteria for Honor Roll and Principal's List will remain as it has been in past years:

PRINCIPAL'S LIST ALL "1"s no "N"s

HONOR ROLL ALL "1"s and "2"s no "N"s

Students may have one "3" in any subject provided they also have a "1" in any other subject for balance.

Number grades of 1, 2, 3, 4 or 5 are given in reading, math, language, spelling, science, health, social studies, vocal music and physical education. Letter grades of E, S or N are given in handwriting, art, band, orchestra, effort and behavior.

The lower right hand corner area of the Report Card, which deals with study habits and citizenship, is not part of the criteria for honors.

STUDENT DISCIPLINE/BEHAVIOR

Severe/Chronic Behavior

All behavior problems are handled by the teacher or principal depending upon the severity.

School Discipline Policy

Plans and procedures for classroom discipline will be sent home with students the first week of school. The District portion of this handbook reviews District policy and procedures. These areas will be reviewed and discussed by teachers during the initial days and weeks of the year. Please review and reinforce these procedures periodically with your child.

Bullying/Hazing Policy

Ironwood School is committed to providing all students with a safe school environment where everyone is treated with respect. We are committed to a zero-tolerance policy against bullying and hazing. If you feel your child is being bullied, please contact your child's teacher immediately or our school office.

Guest Teachers

Substitute teachers are certified by the State Department of Education and are qualified teachers. These teachers are to be treated with the same respect and consideration that is given any other teacher or adult. Students who are being disrespectful or disruptive with substitutes will be disciplined.

Articles Prohibited at School

Any valuables brought to school are subject to a number of risks. Please do not have children wear precious jewelry, expensive timepieces or heirlooms. Radios, beepers, compact disc/tape/mp3 players/iPods, cameras, scooters, skateboards, rollerblades, electronic games and ball bats are not permitted anywhere on campus. Cell phones will be permitted but must be kept turned off in student back packs. A permission form for cell phones must be filled out if parents wish their children to carry a cell phone in their back pack.

We ask that students do not bring personal property to school. Toys, dolls, cards, etc., often cause distractions or problems within the classroom. Many problems have been encountered because a child's toy has been lost, stolen or destroyed.

All personal possessions should be clearly marked with the student's name. Lunch boxes, jackets, sweaters and other articles that the student could misplace need this identification. The lost and found is maintained in the cafeteria. You or your child may check there regarding missing items. Glasses, money and other valuables are kept in the office and may be claimed there.

Parents are also reminded that the school district does not insure student property. If your child brings a cell phone, radio, watch, camera, bicycle, money or the like to school and it is lost, stolen or destroyed there is very little we can do to provide relief.

Bicycles/Parking Lot

When dropping off or picking up your child, please remember these rules of safety!

Please utilize the fire lane in the main parking lot or designated lane in the south parking lot to drop off or pick up your student. Additionally, we recommend that you consider utilizing Acoma Park and crossing your child at the crosswalk if you would like to avoid morning and afternoon traffic. When utilizing the Ironwood parking lots, pull forward to the flagpole or (loading zone) to unload or load. Duty staff will be present in the morning and afternoon to help the process run efficiently. If you need to leave your car, you are asked to park in a marked parking space in either the north or south lot. To ease parking lot congestion and to increase child safety, we suggest parking outside of the parking lots and meeting your child at the flagpole or at the crosswalk. DO NOT have your child cross the parking lot or street alone! Students may ride their bikes to school. Upon arrival at school they are to put their bicycles in the bike rack centrally-located near the PE/Music building and our 200 building. Children are not allowed to ride their bikes on campus or across the parking lot. The exception is if students enter school grounds through the Acoma gate, they may ride their bikes slowly along the concrete drainage path located on the west side of campus. This path leads to the bike racks. Those children who practice inappropriate bicycle safety will be denied the opportunity of riding their bike. Students are encouraged to lock their bicycles and to wear helmets whenever they ride. Skateboards, scooters, roller skates or rollerblades are not allowed at school or to be used for transportation to and from school.