

## WELCOME LETTER

Dear Students and Parents,

Welcome to Washington Elementary School. This handbook has been prepared for you to use as a reference for important school information. Working together, we can provide an enriching educational experience for all our students. Please take time to read this handbook carefully.

Washington is a K-6 grade school that provides regular and special education programs. We offer an excellent reading and language arts curriculum, which includes phonics, basal readers, children's literature studies and oral/written communication skills. Our students are engaged in math and technology through hands-on learning, practical problem-solving and computer instruction. In addition to a full academic curriculum, Washington Elementary also offers substance abuse, gang and violence prevention programs, supervised after-school activities and an active, service-oriented Student Council.

Special Education programs include preschool through sixth grade cross categorical/self-contained classes with music therapy, adaptive PE, speech therapy, occupational and physical therapy available when appropriate. Other services provided include differentiated instruction for resource learning disability, gifted, and English language learners, counseling, Title I reading skills tutoring, social work and psychological testing.

Through the 21st Century Community Learning Center program there are English as a second language classes offered for adults, parenting classes, and after-school classes and activities for students. Other programs include Head Start Office for 4-year-old children (602-347-2206) and on-campus extended day (day care) for school-age children (602-347-3415).

During the 2012-2013 school year, we will continue to focus on academic excellence for all students with emphasis on character education and respect for all. You have an important role in your children's education. We urge you to become involved with the school and support its efforts to meet your children's academic needs.

Sincerely,

Washington Elementary School Staff

## STATEMENT/PHILOSOPHY

### **Vision Statement**

We are committed to improving school-wide performance and productivity through data driven instruction, collaboration and creating a positive and safe environment.

- We believe in having a facility that provides a safe and orderly environment that enables children to learn and develop as unique individuals and productive citizens.
- We believe an effective learning environment includes students, parents, community and school staff in decision making.
- We believe that in an effective learning environment the mastery of basic skills is essential to developing independent thinking and analysis.
- We believe that an effective learning environment provides resources and support for professional growth of school personnel.
- We believe that an effective learning environment has strong leadership that encourages growth and change, and models commitment to the school's mission statement.
- We believe that an effective learning environment has good communication and cooperation between home and school and encourages parents and community to be involved.
- We believe that an effective learning environment provides productive instructional arrangements and implementations.

- We believe that in an effective learning environment, students assume responsibility for the school community's high expectations and requirements.

## **Curriculum, Instruction and Assessment**

Washington School follows State and District curriculum standards for elementary students. The reading curriculum includes instruction in phonemic awareness, phonetics, reading for meaning and analyzing literature. The reading program adopted for kindergarten through sixth grade is Harcourt. The writing curriculum includes instruction in the writing process using the Six-trait model, which focuses on ideas and content, grammar and spelling conventions, organization, word choice, sentence fluency and voice. The math curriculum includes instruction in the strands of number sense, data analysis, algebra, geometry, measurement and structure/logic. Instruction in science, social studies, technology, art, music and physical education round out the curriculum taught at Washington School. Students in grades 3 through 6 take the state AIMS test in the spring. Students in second grade take *Stanford 10* in the spring. Students at all grade levels take Washington District assessments throughout the year to evaluate learning.

## CONTACT INFORMATION

**School Address:** 8033 N. 27<sup>th</sup> Avenue, Phoenix, AZ 85051

**School Web Site:** <http://washington.wesdschools.org>

### **Important Telephone Numbers:**

Office – 602-347-3400

Health Office – 602-347-3410

Attendance – 602-347-3411

KidSpace – 602-347-3415

Head Start Classroom – 602-347-3419

Fax: 602-347-3420

## DAILY SCHEDULE

### **Office Hours**

Monday – Friday 7:30 a.m. – 3:30 p.m.

### **Classroom Hours**

K - 6: 8:15 a.m. – 3:15 p.m.

PLC Wednesdays Release Time K - 6: 1:45 p.m.

### **Arrival Times**

Our first bell rings at 8:10 a.m. Students who walk or ride with parents will not be permitted on school grounds prior to 7:55 a.m. Adult supervision will begin at 7:55 a.m. If you drop your children off in the morning, please remember not to block the lanes of traffic in front of the school. Please use the parent drop-off area in the south lot for your child's safety.

### **Dismissal Times**

If you are picking up your child, please do so at the parent pickup area in the south parking lot.

### **Late Arrivals**

Please report to the front office to sign in and get a tardy pass.

### **Leaving School Before Dismissal**

A parent or guardian must sign students out in the health office when a student needs to leave before the regular dismissal time. Only a person whose name is listed on the student information form may pick up any student. A photo ID is required as proof of identity. To protect the safety of students, no child will be allowed to leave the school grounds during school hours with anyone except the person who has legal custody of the child or a person authorized in writing by the parent or legal guardian. Before a student is removed, the person seeking to remove the child must present evidence of proper authority to the satisfaction

of the principal. To avoid any conflict, please have any person or persons who have the authority to pick up your child listed on the back of his or her emergency card in the office. Students will not be released early if the request is made within 30 minutes of dismissal. Any changes to student transportation must be made 15 minutes prior to dismissal.

## **Attendance/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 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 or 10 total absences, 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.

## **GENERAL SCHOOL INFORMATION**

### **Lost and Found**

Lost items are kept in the Parent Center (D-3). If they are not picked up by winter and summer break, they are donated to charities.

### **Lost and Damaged Textbook Charges**

Lost and damaged textbook charges are based on the cost of replacement of that book.

### **Breakfast and Lunch Information**

The Washington Elementary School District provides a food services program, which operates on a self-supporting basis. Nutritionally balanced meals are prepared for students daily. The District takes part in the National School Lunch and Breakfast programs by providing free meals according to federal guidelines. Parents are welcome and encouraged to join their children for breakfast or lunch.

### **Costs of Meals**

Students of Washington Elementary School have the opportunity to receive both breakfast and lunch at "no cost." Parents wanting to eat with their student will need to pay a la carte prices for breakfast and \$3 for lunch.

### **Breakfast and Lunch Times**

Breakfast is served in the classroom daily. Lunch is served daily from 11:00 a.m.-12:30 p.m.

### **Dress Code**

Students are required to dress in the proper uniform attire. It is the parents' responsibility to ensure compliance with the dress code.

1. Collared shirts shall be all white, navy blue or light blue with a collar and sleeves. No logos on shirt. This should be a polo shirt. Shirts must be worn tucked in and appropriately buttoned. The length of shirts must extend beyond the belt level and the midriff must not be visible when the child's arms are raised above the head. Undershirts must be white, light blue or navy blue and may not contain any logos or written material.
2. Pants shall be navy blue uniform material. Pants shall be proportioned to fit at the waist. Sagging pants are not permitted. Pants must be worn to cover undergarments. Baggy pants must be belted to maintain an appropriate position between the waist and the hip. Sweatpants are not permitted as part of the uniform

3. Jeans and pants made of denim are only permitted on designated days. "Skinny jeans" are not permitted..
4. Shorts shall be of navy blue uniform material. Shorts shall be proportioned to fit at the waist. The bottom of the leg shall be hemmed or cuffed just above the knee or at the knee.
5. Skirts/jumper/skorts/"bib" short/coveralls shall be of navy blue material, straight or pleated style. The hemline shall fall just above the knee or longer.
6. Belts must be black, navy or brown and may not be more than one size larger than the waist.
7. Hats, visors, bandannas, beanies and hairnets are not allowed on campus. The items will be confiscated and returned only to a parent.
8. Washington Spirit shirts and other special school event shirts will be permitted at designated times.
9. Solid blue, white or red sweaters/sweatshirts will be worn no longer than mid thigh. Sweatshirts/sweaters or jackets may not be worn on the playground when the temperature is 85 degrees or hotter. They may be worn in the classroom at the discretion of the classroom teacher.
10. All students must wear the designated school uniform clothing. Pertaining to both uniform and casual/spirit days, any oversized, undersized, midriff, spaghetti strap, torn, cut at the seam, frayed, or shredded hems of any part of the clothing will not be permitted.
11. Underwear of any kind must not be visible.
12. Shoes must be worn at all times and shoelaces must be tied. Shoelaces must be the same color as the shoes. Shoes with wheels are not allowed. Flip-flops or slip on sandals are not permitted.
13. Mohawks and similar hair styles must not be higher than a **half of an inch**.
14. Designs embedded into a haircut are not permitted.

Students and staff dress shall be appropriate at all times. Any student's dress or personal appearance that distracts from or interferes with the normal learning process will be considered inappropriate. The decision as to whether or not such a condition exists or regarding the course of action to be taken shall be left to the reasonable discretion of the principal or assistant principal. Items that should not be worn are as follows:

- Clothing, buttons, or jewelry with slogans advertising illegal substances, obscene or sexually explicit language or graphics are not permitted.
- Sunglasses may not be worn in the classroom.
- Makeup, hairspray and perfume are not to be brought to school.
- Loop or hanging jewelry that can be tangled or pulled may not be worn at school.
- Chains and chains on wallets may not be worn.
- Fashions or fads that become a health or safety hazard will not be permitted.

### **Enforcement**

Students who repeatedly fail to comply with the Washington School Uniform Policy could be subject to disciplinary actions. Repeated disciplinary action concerning uniforms may result with in-school suspension for a period of no less than one day and no more than 10 days (see discipline policy).

### **Phase-in Period for Uniforms**

New students to Washington Elementary will have a phase-in period of two weeks from start date to transition to uniforms.

### **Spirit and Casual Day(s)**

Fridays will be Spirit Days. Students will be allowed to wear designated red T-shirts. Parents and students will be notified prior to the spirit/casual days. On spirit/casual days the guidelines of the Washington Dress Code are still in effect.

**Spirit days:** Spirit Days are days that students may wear red school spirit T-shirts. Students may choose to wear their uniform on this day.

## **COMMUNICATION**

### **Site Council**

The School Site Council serves in an advisory capacity to the school in the planning, development and assessment of the school's educational program. It is composed of parents, teachers, classified staff and the principal. Members serve for two years. Interested people may submit a written application form (available in the school office) to the principal. Appointments are made each spring, or whenever a vacancy occurs during the year. They meet the second Wednesday of the month at 4:00 p.m. These council meetings are open to the public, and you are invited to attend.

### **School Newsletter**

Can be found on the Washington Web site.

### **Cell Phones**

Students need to make arrangements prior to arriving at school. The phone in the office is available to students for emergencies only. All cell phones must be left at home and not brought to school. If a cell phone is brought to school, it must be checked in with the classroom teacher or the front office. If a phone is not checked in, and is taken by staff, it will be held in the office until a parent can pick it up. Washington Elementary is not responsible for any lost or damaged cell phones.

## **EVENTS/ACTIVITIES**

### **PROGRAMS**

#### **Annual Events**

- Movie Night
- Science Fair
- Track and Field Day
- Teacher Appreciation Day
- Read Across America
- Book Fair
- Spring Carnival

#### **Prevention/Intervention Programs**

- The Washington Way
- Get Real About Violence
- Counseling
- Bullying Prevention Program

## **HONORS/AWARDS**

### **Honor Roll**

The Honor Roll shall consist of those students who have an average of M and Es with no grades less than an M, and no grade in study habits/citizenship less than satisfactory.

### **Principal's List**

Students with grades averaging E in every core class will be on the Principal's List. No grades less than an E and no grade in study habits/citizenship less than satisfactory will be accepted.

### **Student of the Month**

Student of the Month Awards are given to one student per grade level each month.

### **Positive Rewards**

Each teacher will establish positive rewards for the students who follow classroom rules appropriately. A school-wide Washington Way

Honors Breakfast takes place each month. Rewards and activities will be provided for students who show good behavior consistently. Falcon Pride awards can be redeemed in the school store for supplies. Students may also earn points for participation in our Accelerated Reader Program and use those points to purchase school items in our AR store.

## **STUDENT DISCIPLINE/BEHAVIOR**

### **School Discipline/Philosophy**

The ultimate goal of discipline is student self-guidance in preparation for successful citizenship. School discipline is a responsibility shared among school staff, administration, students and parents. Each student has the responsibility for his or her own actions.

### **GENERAL RULES**

To create a healthy, safe and pleasant learning environment, everyone is expected to know and follow the rules. These apply everywhere on and off campus; buses/bus stops/field trips and while coming to and from school.

- Chewing gum and candy are not permitted on campus.
- Cell phones are not permitted on campus.
- Student toys are not permitted.
- Radios, headsets, beepers, video games, electronic devices, pagers, laser pens, etc., are not permitted.
- Respectful language, gestures and voice level will be used.
- Fighting is prohibited.
- Bicycles will be walked to and locked in the bike rack area.
- Scooters, skates and skateboards are not allowed on campus.
- Students are expected to follow all staff instructions.
- Sidewalks will be used when traveling on campus.
- Litter is to be disposed of in trash containers.
- Students will be allowed on campus only during school hours or during supervised school events.
- Property be treated with respect.
- School dress code will be followed.
- Items and/or behaviors deemed inappropriate by the administration will not be allowed.

### **Before/After School Rules**

Promote student's safety by:

- Waiting for the gate to be opened by a staff person at 7:55 a.m. unless a person has official school business.
- Students must go to the assigned playground, using designated walkways.
- Waiting in the designated waiting areas during drop-off and pickup times.

### **Cafeteria Rules**

Maintain a pleasant eating environment by:

- Washing your hands before entering.
- Entering through north door and exit through the south door.
- Staying quietly in seat until dismissed.
- Using good manners.
- Cleaning your area before leaving the cafeteria.
- Using moderation at the salad bar.
- Not taking food or drinks out of the cafeteria without teacher supervision.

### **Playground Rules**

Be considerate of others by:

- Keeping food and beverages away from play areas.
- Using equipment properly.

- Keep hands and feet to self.
- Lining up quickly when signal is given. Leave rocks, sand and sticks on the ground.
- Students must have a pass to leave the playground.
- Tag is not an acceptable game on the playground.

### Transition Rules

Maintain order by:

- Walking quietly.
- Staying to the right.
- Keeping hands and objects to yourself.
- Using passes as required.
- Staying on the sidewalks.

### Restroom Rules

Use facilities appropriately by:

- Using designated restrooms.
- Flushing toilet after use/toilet paper to be flushed down the toilet.
- Washing and drying hands.
- Entering, exiting and returning to your assigned area promptly.
- Using quiet voices.

### Assembly Rules

Behave appropriately by:

- Walking in quietly.
- Staying with assigned class.
- Sitting quietly with legs crossed.
- Keeping hands and feet to yourself.
- Watching for starting and dismissal signal.
- Listening and applauding courteously.
- Staying seated until dismissed by the leader.

### Passes

Students **must** have a pass when traveling to restrooms, offices and places other than their assigned classrooms.

### Cafeteria

Cafeteria monitors are on duty and students are responsible for following the directions of the cafeteria monitors. The cafeteria rules are in effect for lunch periods. Students who are unable to conduct themselves properly will lose cafeteria privileges.

### Playground

There are two playgrounds. The north playground by E-building is for students in kindergarten through second grade. The south playground, which includes the ball fields, is for students in grades three through six and is also used for physical education classes. The playgrounds are supervised by staff members before school, beginning at 7:55 a.m. and during lunch recess and individual class recess periods. Students are expected to play on the playground designated for their grade level and follow the directions of the staff members on duty. The playground rules are in effect whenever students are on the playground.

### Restrooms

Loitering is not allowed in the restrooms. Children need to follow the restroom rules and conduct themselves appropriately. During school hours student restrooms are to be used by students only. Public restrooms are available at the front office.

- The Washington Way At Washington, the expectation is that students will show the Washington Way. To do this, we encourage all students to be responsible
- Be respectful
- Do your personal best
- Not interfere with the learning and safety of others

## Interventions

**Informal Talk:** School personnel (teacher, assistant, administrator or counselor) will talk to the student and try to reach an understanding or agreement regarding the behavior.

**Conference:** A formal conference is held between the student and one or more school personnel and possibly the parent. Documentation is kept.

**Parent Notification:** Parent is contacted by phone, journal/passbook, office referral form and/or home visit.

**Refocus Time:** The student sits out at recess time, goes to a place in his or her own classroom or another classroom to have time to refocus his or her behavior with the intent of being able to rejoin his or her class and effectively participate in the learning process.

**Detentions:** The student is assigned to specified area with written assignments. Detentions may occur during lunch recess, or before/after school.

**Student Intervention Team (SIT):** Team meets to discuss student behavior and academic concerns.

**Behavior Contract:** The parent, teacher, social worker, administrator and student confer to develop a contract using a point and/or step plan to effect student behavior change.

**Counseling:** Behavior management assistance will be sought as needed for students and families.

**Crisis Team/Police Called:** Crisis stabilization assistance will be sought when a student is injurious to self or others.

## SCHOOL SAFETY

### Safety/Bicycles/Parking Lots/Cross Walks

Many of our students ride their bicycles to school. We suggest a good chain and lock be used when leaving all bikes in the bike rack. These facilities are for the students' convenience. The school is not responsible for loss, theft or damage of a bicycle. However, if an incident occurs, it should be reported to the office immediately, and we will assist the student in the best possible manner.

- Students may not cut across parking lots because of the danger involved.
- Students must cross at the crosswalks provided on 27<sup>th</sup> Avenue and at the corner of Northern and 27<sup>th</sup> Avenue. Crossing guards should be treated with respect and their directions need to be followed.
- Students must go directly home from school.
- Students choosing not to follow the above procedures will be subject to disciplinary actions.
- The car bay is for loading and unloading students in and out of cars only. Parents wanting to park and walk to the gate to pick up a student/s, may do so using the designated crosswalk located at the south end of the car bay. Students are NOT permitted to walk or run in front of cars within the car bay area.