

## PRINCIPAL'S WELCOME

*Welcome to Ironwood!*

*The faculty and staff are excited about the 2016-2017 school year! We are looking forward to providing your child with the best possible educational experience! Our teachers are extremely dedicated and caring. We encourage your child to be here on time every day, ready to learn! We appreciate how our parents value education and provide valuable support to our school community. Our students are motivated to do their best through purposeful and engaging lessons. Ironwood students show respect to everybody, everything, every day.*

*You are your child's first teacher, and we cannot be successful without you! Together, we can help your child achieve academic success!*

*Polly Schultz*

*Principal*

## VISION STATEMENT

Ironwood Elementary School is a Community of Caring School where everyone learns and grows every day.

We strive for high academic achievement for all while stressing our five Community of Caring Core Values of **Family, Trust, Caring, Respect and Responsibility.**

- A. We believe that in an effective and inviting learning environment all students can learn if they feel safe and nurtured.
- B. We believe that all students need to be challenged with high expectations and effective, research-based instructional strategies that include assessment.
- C. We believe that student success is recognized and celebrated while teachers provide differentiated support to all students.
- D. We believe that our school needs to operate in collaboration with students, parents, staff and the community.
- E. We believe that an effective learning environment produces supportive students, teachers, parents and community members.

## CONTACT INFORMATION

**School Address:** 14850 N. 39<sup>th</sup> 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

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.

## **Arrival/Dismissal Times**

**Students may not arrive on school grounds before 7:55 a.m.** We have supervision on campus beginning at 7:55 a.m. All students are expected to leave the school grounds at dismissal unless participating in approved/scheduled after-school activities.

The first bell rings at 8:10 a.m., signaling students to line up on the playground. All students should be in their classrooms by 8:15 a.m. **Students will be marked "tardy" if they arrive on campus after 8:15 a.m. The front gate will close at 8:15 a.m. Students who arrive after this time will need to go to the office with a parent to be signed in. Thank you!**

**CHECKING A CHILD OUT EARLY:** Unless there is an emergency situation, we are not releasing children after 3:00

**p.m. on regular school days or 1:30 p.m. on early release days.** This is a critical time of the day, and we need to reduce our classroom interruptions at the end of the day.

Students in all grades dismiss at 3:15 p.m. At dismissal, students not in KidSpace are to leave school or board buses immediately, unless they are involved in a sanctioned school activity.

## **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 interrupted 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 attendance 1/2 day or more on the day of that activity.

## **Tardiness**

**All students should proceed to their class lines on the playground when the first bell rings at 8:10 a.m. Students arriving after 8:15 a.m. need to report to the front office for a tardy pass before going to class. Parents must accompany children into the office to sign their Tardy Pass. If a child is tardy, the parent will not be able to walk him or her to the classroom.**

Tardiness disrupts both the teachers and students and results in a substantial loss of instructional time.

Excused tardies will be allowed for medical appointments and dire family emergencies.

Additionally, parent notes or parents accompanying the students to the nurse's office will not automatically be grant an excused tardy.

**Students who have more than three (3) unexcused tardies per quarter will be referred to the principal for discussion of the problem and solutions. Continued unexcused tardies will result in a note home to parents and the need for a parent conference with the principal.**

## **Attendance/Truancy**

**If your child is absent, please call 602-896-5611 to report the absence and the reason for the absence.** Voice mail is available 24 hours a day.

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 truancies or 10 total, the school may make a referral to the TPU for appropriate actions (see District guidelines).

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.

## **Early Student Pick Up**

Daily student attendance is essential to academic success. We understand that there are situations that may require a student to leave early from school, such as an appointment or a family emergency. In order to maximize student attendance, we suggest the following:

- Schedule appointments at times that minimize academic disruptions.

- Avoid pulling students out for non-health related or non-emergency situations.

As a courtesy, please send written notification to the school if your child will be leaving before dismissal time. This will help the teacher and the office prepare accordingly for dismissal.

Students will no longer be excused from class if the time falls within 15 minutes of dismissal unless there is an urgent matter or a medical appointment. The final minutes of any class serve as a time to review and explain homework. Students who habitually leave 15-30 minutes early suffer from a lack of information and directions that are essential to their academic success.

## **SCHOOL INFORMATION**

### **Lost and Found**

The lost and found is located in the cafeteria. **Please clearly label everything your child brings to school!** Items not retrieved within a reasonable period of time will be donated to charity.

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

Students must be responsible for lost or damaged textbooks. Charges will be levied based on the original cost of the textbooks.

### **Breakfast and Lunch Information**

**Ironwood serves universal free breakfast and lunch. Breakfast is served daily to all students in the classroom at 8:15 a.m. Students must be on time to receive breakfast. Instruction begins promptly at 8:30 a.m.**

Our school strictly enforces a closed campus policy (Washington District Policy JED). Students are to eat lunch at school, either by purchasing a meal in the cafeteria or bringing a lunch from home.

### **Visitors**

For the security of our students, we will enforce at all times our school policy of **requesting all visitors to sign in at the office, provide ID and receive a visitor's badge to wear before proceeding onto the campus.** Observations of classrooms should be scheduled with the teacher to avoid interruptions of student learning. Parents may make an appointment to meet with a teacher before or after school.

### **Dress Code**

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). Shorts and skirts must reach the tips of fingers. No undergarments should be showing (three finger rule). No sheer or see-through clothing is to be worn. 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 are required for PE class.

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.

### **Pets on Campus**

For safety reasons, pets are not allowed on campus without notifying the principal.

## **Library**

The school library is an important educational resource, and we encourage its full use. 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*).

### **Selling and Trading**

Due to the possibility of loss of money or belongings and misunderstandings, **it is not appropriate for students to sell, buy or trade personal belongings (candy, gum, 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.

### **Campus Visit Procedures**

1. Parent volunteers are always welcome!
2. If you would like to join your child for lunch, please sign in at the office and you can meet your child near the cafeteria. Limit of two students per adult.
3. If you need to speak with your child's teacher, please contact the teacher and make an appointment.
4. No visitors during state testing week.

## **COMMUNICATION**

### **Home/School Communication**

The teacher's time with the children in the classroom is valuable. We will be happy to relay a message to your child's teacher in the event of an emergency if necessary. Please be sure that your child is aware of how he or she will be getting home each day before leaving home in the morning so that we can limit classroom interruptions. Please be sure to communicate with your child's teacher to enable him or her to support students throughout the day. Communication can be a note, phone call, quick chat or e-mail.



### **Parent-Teacher Organization**

We welcome each of you to become an active member of the Ironwood PTO. Our PTO officers and members serve the school in many capacities throughout the year. Volunteers work closely with the school staff to provide support for the school's academic and social programs.

General meeting dates and times will be announced in the *Ironwood Thunderbolt Flash*. General meetings are open to all parents, teachers and community members who wish to attend. Please call any PTO board member or the school office to request an item to be placed on the agenda. Please join our PTO and participate in our programs. PTO website: <http://www.ironwoodpto.org>

Texting phone: 480-382-8036.

### **Site Council**

The school Site Council serves in a decision-making capacity for the purpose of improving the quality of education at the school. It allows parents, community members and staff to have a voice on meaningful issues and also provides the opportunity to work together to determine the best and most effective way of allocating resources in order to deliver a better educational program.

The Site Council serves in a "team" capacity with the principal in the planning, development and assessment of the school's educational programs.

## School Newsletter

The Thunderbolt Flash is sent home monthly with a calendar of events and other important information regarding school functions. Check your child's backpack daily after school for newsletters or other information from the teacher. The school newsletter is also posted on our school website: <http://ironwood.wesdschools.org>.

## Reminders through Text

Would you like to receive text, e-mail and voicemail reminders of events going on at Ironwood? Please make sure the office has your correct e-mail address and cell phone number. Ironwood is using the School Messenger program, and this program allows us to do outdials via phone, e-mail and text. This is a great way to stay in the loop.

## 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, and 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.**

## Cell Phones

Students can bring a cell phone, but it must be turned off during the day and stored in the students backpack. If a student is using the phone during the day, it will be taken by staff and turned in to the principal. Students are not permitted to be on their phone during the school day.

## Extended Day Programs (602-896-5673)

The Ironwood KidSpace program provides child care services at Ironwood. We also have a preschool program for children with special needs between the ages of 3 and 5. The phone number for these programs is 602-896-5673.

## HONORS/AWARDS

### Star Students/Staff

A student will be chosen each month to be a Star Student. Students will have lunch with the principal, have their picture displayed and receive a certificate and other prizes

Students can also nominate a staff member each month to be a Star Staff. Nomination forms can be found in the front office.

### 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 "A"s no "U"s

**HONOR ROLL** ALL "A"s and "B"s no "U"s

Letter grades of A, B, C, D or E are given in reading, math, language, spelling, science, health, social studies, vocal music and physical education. Letter grades of S, N or U 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

### Discipline

#### Make Your Day/Expectations

Ironwood is a Make Your Day School! Please familiarize yourself with the program, which is explained below.

The Make Your Day program is intended to provide a consistent campus management system for all classes. It demonstrates that teachers hold high expectations for all students and is a citizenship system, not merely a discipline plan. Make Your Day centers on two rules: (1) Students are to do what is expected of them, and they are to do it to the best of their ability. (2) No student has the right to interfere with the learning or safety of other students. The Make Your Day program consists of student-earned points and utilizes a five-step process. Please see the District portion of this handbook for more information on behavior expectations and examples of inappropriate behavior.

Through the Make Your Day Program, staff members are expected to state expectations and follow through with teaching student responsibility by allowing students to make choices and then see the consequences of those choices. If your child chooses to interfere with the learning or safety of others, he or she will choose Steps.

There are Five Steps. Steps are a positive approach for students to reflect and refocus. Step 1 is a place in the room where a child is sitting and facing away from the learning environment for a brief period. If he or she does not do what is expected on Step 1, he or she will choose Step 2. Step 2 is a place where the child is standing and facing away from the learning environment. If he or she does not do what is expected on Step 2, then he or she chooses Step 3. Step 3 is a place where the child is standing and looking at a focal point and is facing away from the learning environment. If a child does not do what is expected on Step 3, he or she chooses Step 4. Step 4 is where the child goes to sit in the Make Your Day room and places a call home. When a child chooses Step 4, he or she chooses to have a parent come to school for a Step 4 Conference. This must be completed before the student can return to class. A Step 4 meeting is simply a five-minute meeting among the parent, child and staff member to discuss what that child must do to make better choices.

There are certain behaviors that are grounds for an automatic Step 4 or Step 5 (a student goes straight to the Make Your Day room and skips Steps 1, 2 and 3). These behaviors include but are not limited to: fighting/physical violence; verbal/nonverbal intimidation or threats; any type of harassment (sexual or other) including threatening behavior; defiance toward a staff member; willful tampering with, abusing or destroying school or private property; and stealing (depending on the severity). The following behaviors will result in a Step 5: possession and/or use of tobacco, matches or lighters; alcohol, illegal drugs or related paraphernalia; and/or possession and/or use of illegal weapons, knives, Chinese stars, stink bombs, firecrackers, or other dangerous objects. Severe theft/vandalism, severe threats, or severe classroom disruption can also warrant a Step 5. A Step 5 is either an in- or out-of-school suspension. For a Step 5, the student services specialist or administrator will contact the parent/guardian, send a Step 5 letter home, and, if necessary, set a time/date for a meeting between the parent and administrator. Please refer to the Discipline Policy portion of the handbook.

The other component of the Make Your Day program at Ironwood is points. Each student starts the day with zero points and has the opportunity to earn points during different periods of the day for doing what is expected the best that he or she can. Kindergarten – second grade students can earn up to 10 points during each point period. Third – fifth grade students can earn up to 45 points during each point period. Students can earn up to 6-10 extra points during morning points and

lunch/recess. Students in grades K-2 may choose not to earn up to six points and can still make their day. Students in grades 3-6 may choose not to earn up to 10 points and still make their day. If the student does not make his or her day, he or she will bring a note home to you so you will have the opportunity to talk with your child about making better choices the next school day. PLEASE SIGN THE NOTE AND RETURN IT TO SCHOOL so that the teacher knows the communication has been made.

## 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, (except parent volunteers) 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

Ironwood Thunderbolts demonstrate their knowledge of the Community of Caring Core Values: Caring, Respect, Responsibility, Trust and Family.

## Severe/Chronic Behavior

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

## 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.

## SAFETY

**Students must observe all safety rules and respect private property and the rights of others. Please discuss the trip to and from school with your child. Students need to be familiar with safety concerns as well as the behavior standards you and the school expect.**

## Student ID Badges

Staff and students are required to wear an ID badge.

## 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, compact disc/mp3 players/iPods, cameras, scooters, skateboards, rollerblades, electronic games and ball bats are not permitted anywhere on campus. **Cell phones are permitted but must be kept turned off in student backpacks.** 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, the school is not responsible for replacement costs.

## School Safety/Parking Lot/Bus Safety

**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, we ask that you 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!

## Bicycles

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 building and our 200 building. Children are not allowed to ride their bikes on campus or across the parking lot. 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.**