

## Principal's Welcome

Dear Parents:

Welcome to the 2017-18 school year! We are all looking forward to a wonderful year with your children. It is our goal to foster a community that builds a safe, inviting environment where everyone thrives and can be successful. We encourage you to participate in your child's school experience and value the home to school partnerships that support your child's success. Please review the school handbook with your child for important information regarding school policies and procedures. Please feel free to contact me at any time.

Let's make it a GREAT year!

Heather Vasquez

## Communication

Our children come first and are top priority at Tumbleweed. If you have a question or concern about your child's progress, please make an appointment with your child's teacher immediately. While the principal is available to meet with you, we ask that you address your concerns with the teacher first. Due to teacher's schedules, we ask that you make an appointment that is convenient for you and the teacher rather than dropping by. Let's work together to solve your concerns and issues. Visit our Web site at [tumbleweed.wedschools.org](http://tumbleweed.wedschools.org) for the latest information.

## School Vision Statement

*Tumbleweed Elementary School is committed to providing an engaging and enriching environment that will promote academic and social excellence for all students.*

Tumbleweed's vision is to create a high performing, quality school that is committed to developing its students into responsible citizens and lifelong learners.

The school we envision:

- Responds effectively to the diverse needs of the student;
- Is characterized by a caring staff;
- Has an involved, supportive community; and
- Continuously strives to improve.

## School Motto

TIGERS TO THE TOP

## School Mission Statement

Tumbleweed's mission is to provide relevant, quality education to our students that will enable them to participate successfully in the changing world.

In pursuit of this mission, Tumbleweed will:

- Seek innovations that encourage excitement for learning;
- Create a learning environment characterized by caring and trust;
- Help each child develop to his or her fullest potential; and
- Provide opportunities that help students meet the challenges of change.

## School Improvement Plan

The Tumbleweed School Continuous Improvement Plan continues to be monitored and adjusted to meet the needs of our students. The Site Council and the School Improvement Planning Team have been working on identifying and assessing Tumbleweed's needs and defining where to focus its resources in relation to the Goals of an Effective School.

## Parent Involvement

The staff and administration at Tumbleweed welcome your involvement and participation in your child's education. We believe you are your child's first and most important teacher.

We realize that your life is busy. However, we provide many ways for you to be involved, and you will find many great rewards.

1. Read to your child every day. Reading is not limited to the young child. Reading to an older child lets him or her know how important reading is to you and to his or her success.
2. Make sure your child comes to school every day and that he or she is on time. Setting the habit of coming to school must be done from kindergarten.
3. Attend parent/teacher conferences. Two days have been set aside during each semester for conferences. Our staff will accommodate your needs at other times if additional conferences are needed.
4. Attend school events with your child. There are several school-wide and classroom events throughout the school year. We hope you will share as many of these as possible with your child.
5. Read and discuss communications with your child. Every Wednesday, your child will bring home a special communications folder. All flyers, newsletters and other information from the school will be in this folder.

You are always invited to eat lunch with your child. Adult lunches are available at a minimal cost. The library/media center is open during the school day for book checkout. The PTA meets monthly and encourages participation. You can be an active participant in the school vision and direction as part of our Site Council. The Site Council meets monthly and provides direction in the accomplishment of our school mission. Room helpers assist teachers with classroom events. Contact your child's teacher if you are interested.

## GENERAL SCHOOL INFORMATION

### School address

4001 W. Laurel Lane, Phoenix, AZ 85029

School Web Site: [tumbleweed.wedschools.org](http://tumbleweed.wedschools.org)

### School Hours

Daily Schedule: KG- 6 7:30 a.m. – 2:30 p.m.

Wednesday Only: KG- 6 7:30 a.m. – 1:00 p.m.

Office Hours: 7:00 a.m. – 3:30 p.m.

Wednesdays: 7:00 a.m. – 2:30 p.m.

We recommend you call 602-896-6600 to make an appointment to speak with the principal.

### Important Telephone Numbers

Office 602-896-6600 Attendance 602-896-6610

Health Office 602-896-6610 Cafeteria 602-896-6617

Library 602-896-6609 Counselor 602-896-6658

Sp. Needs 602-896-6669 KidSpace 602-896-6615

Transportation 602-896-5270 Head Start 602-896-6667

### Arrival and Dismissal

If your child arrives late or is dismissed early by just five minutes, over the course of the school year, your child would miss out on more than two full days of instruction. It is our goal to maximize instructional time for all students by ensuring that classes are not interrupted with announcements or messages from home. When you have a message, materials, lunch money, etc., the office will relay this to the classroom

by putting a note in the teacher's mailbox, or you may leave a message on the teacher's voice mail.

Having students arrive on time consistently and being prepared to learn enhances their opportunity for being successful.

Students who are tardy miss out on key instructions at the beginning of the day, and other students in the class are interrupted when a student arrives late. In an effort to reduce classroom interruptions, please refrain from pulling your child out of school early especially when it is 10-15 minutes before dismissal. Your support is appreciated in scheduling your child's personal appointments outside of school hours.

To have a safe and orderly environment, all students must report directly to the playground when they arrive at school. Students need to be in class on time each day.

**When the school bell rings, all students are to be on campus and ready to begin school. Students are to be in line and ready to be picked up by their teacher to start the school day.** Students who are tardy must pick up a tardy pass before they will be allowed to enter their classroom. Parents will be contacted to resolve chronic absenteeism or tardiness.

Please help us by using the following guidelines:

Parents are to pick up and drop off their children in designated areas on the campus. Please be considerate of others and do not block driveways, student crosswalks, parking spaces or drive-through lanes.

### **Attendance/Tuancy**

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 and parents of students who are chronically absent or are truant.

When a student reaches five unexcused/unverified truanancies or 10 total absences, the school may 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 health tech if illness will be a consistent, foreseeable issue.

A letter will be sent by the school to the parents/guardians 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.

### **Reporting Absences**

Please be sure to call the health office at 602-896-6610 to report an absence or tardy for your child. Voice mail is provided 24 hours a day for your convenience. It is important that you leave the specific reason that the child is ill, such as cold, flu, asthma, fever, diarrhea, nausea, pink eye, etc. The health technician needs to send out notices for contagious diseases so it is imperative that you leave specific information about the illness in the message.

### **Meal Information**

Tumbleweed provides universal free breakfast and lunch to all students.

### **Lost and Found**

The lost and found is located in the cafeteria. You might be surprised at the number of good coats, jackets and sweaters we donate to charitable organizations every year. Please label personal items with the child's name for easy identification.

## **Bullying**

Tumbleweed Elementary School and the WESD believe it is the right of every student to be educated in a positive, safe, caring and respectful learning environment. Furthermore, a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community. **Bullying, harassment or intimidation will not be tolerated at Tumbleweed School** to assist in achieving a school environment based on these beliefs. Per District policies and procedures, students who believe they are experiencing bullying or suspect another student is being bullied should report their concern to any staff member or complete the bully report form located in the school library or front office. The report will be investigated by the principal or principal's designee and individual conferences will be held with the victim and the alleged perpetrator(s) to address the concerns. Every effort is made at Tumbleweed School to educate, support and guide our students to engage in appropriate social interactions that will ensure a safe campus in which all can learn and succeed.

### **Policy for Class Change**

From time to time, due to a variety of reasons, a parent may request a room change for his or her child. The following guidelines are used to facilitate such requests:

- Parent/Teacher Conferences;
- Parent/Administrative Conferences; and
- Parent/Teacher/Administrative Conferences.

### **Custodial Services**

Custodians have the responsibility of keeping the buildings and grounds in order. They have a very important job and require the help of all students to make their jobs easier.

Students are required to pick up litter and books from the floor before leaving the classroom. They are also required to place their chairs on top of their desks at the end of the day.

Students who make unnecessary work for custodians, through abuse or destruction, may be required to clean up the damage. Remember that custodians are valued members of the school staff and must be treated courteously and respectfully at all times.

### **Library Media Center**

The library is seen as the hub of the learning instruction. Teachers and students rely upon it to enrich literacy and to supplement learning instruction.

Classes visit the library once during each six-day cycle. Books may be checked out on your child's library day and must be returned his or her following library day. Renewing of library books is allowed, if needed. Notices will be sent home with students when books become significantly overdue.

Please encourage your children to return their library books on the due date. This will help keep books in circulation for all students to enjoy. Should your child lose or damage a book, payment for the replacement is the family's responsibility. This will help us maintain our library and give a sense of responsibility to our students.

Parents are encouraged to use the library and volunteer to help.

### **Physical Education**

Tennis shoes or rubber-soled shoes are required every day that the student has physical education. Clothing should be worn that is appropriate to the weather and conducive to active play.

All notes excusing a student from physical education activities must be given to the health tech before school starts and are good only for

the day specified or up to one week. Excuses for more than one week must be accompanied by a doctor's note.

We are very understanding of special problems that children may have, such as asthma, diabetes, etc., and ask that the child do as much as he or she is able to do.

### **Student Services**

A social worker is available to assist students whenever there is a need. If you have questions regarding this service or need assistance, please call 896-6658.

### **Parent/Teacher Conferences**

It is our goal to have 100% parent participation in parent/teacher conferences each semester during the school year.

### **Tumbleweed Parent Association**

The PTA is a parent teacher association that sponsors many activities throughout the school year. They would be delighted to have your help, and we hope that you will become an active member of this important school community group. To become a member, please send in \$5.00 with your membership form.

The objectives of the PTA are to promote the welfare of children in school, home and community; to promote legislation for the care and education and well-being of children; and to promote a working relationship among the educators, parents and community to secure for our children the highest advantage in all facets of education.

PTA officers include a president, vice president, membership chair, recording secretary and treasurer.

### **Voice Mail**

It is our goal to protect instructional time by ensuring that classes are not interrupted with messages from home. With voice mail you may leave a message for a teacher at any time. If you have an emergency, you will need to call the school office because voice mail may not be checked until the end of the school day.

### **Wednesday Folder**

To enhance school communication with students and parents, we use a Wednesday "School to Home" folder. Correspondences, other than homework, will go home in this folder on Wednesdays. Each student is responsible for returning his or her folder to school by Friday.

### **Student Telephone Usage**

Telephone use by children is reserved for emergency purposes only. Be sure your child knows where they are to go at the end of each school day.

### **After-school Programs**

Many activities take place after regular school hours. After-school Academy offers classes in academics, technology, enrichment and classes for English language learners. Students may be removed, even temporarily, from after-school activities if they receive a disciplinary referral.

### **Birthdays and Special Occasions**

Treats for student birthdays should be arranged ahead of time with the homeroom teacher and be chosen from the District approved food list. Balloons or flowers delivered to students for special occasions will not be permitted in the classroom.

### **Student Honors Recognition**

Student accomplishments and achievements will be honored throughout the school year. Students in grades 4-6 are presented with a certificate for earning Principal's List (1.0-1.5 average) or Honor Roll (1.6-2.0 average) each quarter. Students with an academic grade

of 4 or 5, an N or U (unsatisfactory) in effort or behaviors, including the areas in music, art and PE will **not** be eligible that quarter.

Students may also be recognized for perfect attendance. Sixth grade students may earn the Presidential Educational Improvement Award. In order to be eligible for the Presidential Award for Academic Achievement these students must show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects (student must be on the Principal's List for three consecutive years).

These awards will be presented at the Awards Assembly at the end of the year. Our goal is to ensure that all students are recognized in a manner that will enhance their self-esteem.

### **Safe and Orderly School/Classrooms**

It is difficult to list rules governing children, as it is often undesirable to place before them a list of "do not." In general, children are allowed as much freedom as possible, until their actions interfere with their learning, health, safety or that of others.

Students must receive a school or classroom pass from the teacher to be excused from class for any purpose, such as restroom, library, health office, etc.

Some of the rules concern the following:

- Show respect to adults and fellow children.
- Use only wholesome and courteous language at all times; the use of racial slurs, intimidation, threats or harassment will not be tolerated.
- Respect physical and cultural differences among others.
- Ride bicycles in appropriate areas, and never on school sidewalks.
- Place trash in proper receptacles.
- Help preserve school property by not writing on walls and doors.
- Get permission from the school office before leaving the school grounds.
- Show consideration of property and others by not throwing rocks or dirt clods.
- No gum chewing on campus.
- Proper conduct in the cafeteria and when watching movies, plays, concerts, etc.
- Adhere to dress code.
- Be punctual for class and school activities.
- Students are to stay out of faculty areas such as workrooms, supply rooms and lounges.
- Settle disagreements without fighting or threatening to fight.
- Talk quietly when on campus.

### **Playground Rules**

The following is a list of rules that will help our students know what is expected of them on the playground. These behaviors are dangerous and are not allowed:

- No fighting or play fighting.
- No riding on the backs or shoulders of other students.
- No interfering with other students' games.
- No gum, sunflower seeds, etc., anywhere at school.
- No use of aerosol or spray mouth fresheners.
- No food on the playground.
- No throwing balls against the building.
- Only one person on a swing.
- No improper use of playground equipment.
- No standing, twisting or jumping on swings.
- No throwing rocks, dirt clods or other objects.

- No standing on tables or benches.
- No climbing trees.
- No climbing to the top of the monkey bars.
- No keep-away games, contact sports, tag and/or chase.

Additionally, students must:

- Hold playground equipment when walking on sidewalks.
- Play only in designated playground areas.

Students are to be only on the fields that are assigned to them. All grades are to use only the bathrooms that are assigned to them. Students are not to bring items from home without teacher permission. The principal retains the right to deal with extenuating circumstances as he or she feels fit.

### **Technology and Personal Belongings**

Students are not to bring personal belongings such as music devices, headphones, cell phones, handheld electronic items, laser pens, toys, or trading cards of any kind to school unless specifically given permission to do so by a teacher. If a student needs a cell phone for safety issues to and from school, it should be turned off and kept in the student's backpack during the school day. If a cell phone is found out of his or her backpack, it will be confiscated and sent to the office for parent pick up.

Items that are brought to school will be taken by the teacher and returned to the student at a later time or turned in to the office to be picked up by a parent. If the student continues to bring items to school, the principal will hold a meeting with the parent.

### **Reporting Injuries at School**

All injuries that occur at school should be reported to the school health tech. If the injury occurs in the classroom, the teacher in charge should be notified. If the injury occurs on the playground, the teacher on duty should be notified. The teacher will administer first aid when necessary and either send the student to the health office or call for assistance from the health tech. Injured students should not leave the classroom or playground area until a teacher has seen the student. Parents will be notified if the health tech deems it necessary.

### **Safety Always Comes First**

We have made the safety of our children our number one priority. To maximize our efforts, we need your utmost cooperation with regard to vehicle traffic. By following the directions of posted signs and the directions given by school personnel, especially when it comes to the school parking lots and the student cross walk zones, we can minimize the risk of student injury.

The following information will help all of us make these traffic areas safer for our children. Please note that this information does not represent every aspect of vehicle/traffic laws, but is to serve as a helpful reminder.

### **Student Crosswalk Zone**

Students must follow the directions given by the crossing guard for their safety and well-being. Remember that crossing guards are members of the school staff and must be treated courteously and respectfully at all times.

### **Student Drop Off and Pick Up**

- Obey all posted traffic signs.
- Drop-off and pickup traffic must enter from the east off 39<sup>th</sup> Avenue. For student drop off, drive all the way to the student drop-off area in the east parking lot (entrance off 39<sup>th</sup> Avenue). Parents may park in the designated areas (painted) and escort their children to the designated drop off area.

- Drivers must remain in their vehicle while in the pickup line.
- Never have children walk across the parking lot without an adult accompanying them.
- In order for even the best plan to work, everyone must make good choices, respect each other and follow directions while exercising patience.

### **Bicycles/Rollerblades/Skateboards/Scooters**

Bicycles, rollerblades and skateboards can be great safety hazards. Washington Elementary School District and Tumbleweed School assume no responsibility for bicycles, roller blades, skateboards or scooters. The regulations listed below are planned to provide for safety and ensure that bicycles, rollerblades, skateboards or scooters are not stolen or damaged. If your child rides a bicycle, skateboard or rollerblades to school, the following rules will be enforced. Students who misuse the bicycle, rollerblade, scooter and skateboard privileges may be denied these privileges.

We strongly recommend that students wear appropriate protective gear.

1. We recommend that kindergarten students not ride bicycles, rollerblades, scooters or skateboards to school.
2. Students are not to loan their bicycles, rollerblades, scooters or skateboards to other students.
3. Bicycles, rollerblades, skateboards and scooters are to be walked on school sidewalks at all times.
4. Bikes must be parked properly in the enclosed bicycle areas, taking up only one space.
5. Every bicycle should have a good padlock. Students are asked not to share padlocks.
6. Students should never ride their bicycles, rollerblades, skateboards or scooters on campus in the school parking lot.

Bicycles, rollerblades, scooters and skateboards are to be walked across 39<sup>th</sup> Avenue and Poinsettia under the direction of the crossing guard. Bicycle riders then proceed to walk their bikes across the playground to the bike racks by the basketball courts. Rollerblades and skateboards are to be kept in the student's backpack and not brought out during the school day.

Students coming from the west side of the school or north of Laurel Lane should walk their bicycles on the sidewalk until they arrive at the bike racks by the basketball courts. If a student needs to cross Laurel Lane, he or she should do so at the designated crosswalk with the crossing guard. Students coming from the south or east side of school on 39<sup>th</sup> Avenue should park their bicycles in the area near the basketball courts.

### **Fire and Crisis Drills**

All schools must have a fire drill at least once a month. The first drill will be announced; thereafter, they will be unannounced. Students are expected to be silent and follow instructions. Crisis drills will also be conducted throughout the school year. Crisis drills will involve various "lockdown" scenarios.