

## **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 2018-2019 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 AzMERIT test 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**

Mon., Tues., Thurs. and Fri.: 7:45 a.m. - 4:15 p.m.

**Weds. 7:45 a.m. - 3:15 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 8:00 a.m. Students will go straight to their classroom when arriving on campus at 8:00 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. The tardy bell rings at 8:15 a.m. and students are considered "tardy" if not in their classroom at this time.

### **Dismissal Times**

If you are picking up your child, please do so at the parent pickup area in the south parking lot. Student dismissal at Washington is a structured process, and we appreciate your patience as we ensure each student is being dismissed at the correct spot.

### **Late Arrivals**

Please report to the front office to sign in and get a tardy pass. Random tardy sweeps will be run throughout the year to help encourage students to be on time for school. If a student receives an unexcused tardy on the day of a tardy sweep, a lunch detention will be served.

### **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 30 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 trancies 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 nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

An attendance 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**

### **The Washington Way**

**The Washington Way is the set of expectations that we expect our students to model and show on a daily basis. Students are taught to model the following:**

- 1. I will be respectful**
- 2. I will be responsible**
- 3. I will do my personal best**
- 4. I will not interfere with the learning and safety of others**

### **Student IDs**

All students at Washington are required to wear their ID badge at all times on campus. Bus riders must have their ID in order to board the bus at dismissal from school. Students will be given one ID at the beginning of school free of charge. If a student loses his or her ID, a replacement must be purchased. The ID replacement charge is \$5.00. Students will serve a lunch detention on the day they do not have their ID. This will occur after the second offense. Bus riders will be issued a temporary ID the first two times they do not have their ID at school. **Upon the third offense, parents will be notified and will make arrangements to drop off the ID at school, or pick up the student at dismissal.**

**No student will be allowed to board the bus in the afternoon without an ID.**

### **Lost and Found**

Lost items are kept in various bins around campus including the front office, in the cafeteria and with the social worker in D-8. If items are not picked up by winter and summer breaks, 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 \$3.50 for lunch.

### **Breakfast and Lunch Times**

Breakfast is served in the classroom daily from 8:00-8:30 a.m. Breakfast will end at 8:30 sharp, so please ensure your child arrives in time to eat breakfast. Lunch is served daily from 10:50 a.m. -12:40 p.m.

### **Uniform Policy**

- 1. Students must wear a collared shirt tucked in at all times** Collared shirts may be any solid color. Stripes and designs are not permitted.
- 2. Pants must be uniform material and be navy blue, black or tan (khaki); jeans or denim material are not allowed.**
- 3. Jeans or denim can only be worn on designated buck-a-jean days.**
- 4. Belts must be black, navy or brown and may not be more than one size larger than the waist.**
- 5. Hats, visors, bandannas and beanies can only be worn outside if the reason is weather related. All headwear must be removed when in the classroom or inside any building on campus.**
- 6. Washington Spirit shirts and other special school event shirts will be permitted at designated times.**
- 7. 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.
- 8. Shoes must be worn at all times and shoelaces must be tied. Shoes with wheels are not allowed. Flip-flops or slip-on sandals are not permitted.**
- 9. Mohawks and similar hair styles may not be permitted if they cause a disruption to the educational process. This is determined on a case-by-case basis. 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 dis-

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**

The Washington School newsletter can be found on the Washington Web site and will be sent home with students monthly.

### **Cell Phones**

Students need to make arrangements prior to arriving at school. The phone in the office is available to students for emergencies only. We encourage all students to leave their cell phones at home. If a student does bring a cell phone to school, it must be checked in with 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.** Phones are not permitted to be used during the school day. In the event of an emergency, please contact the front office, and your child will be notified.

## **EVENTS/ACTIVITIES/PROGRAMS**

### **Annual Events**

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

### **Prevention/Intervention Programs**

- The Washington Way
- Social Work Services
- Bullying Prevention Program
- Explore and Restore Classroom (ER)

## **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 must be checked in daily in the front office.
- Student toys are not permitted. This includes "fidget spinners"
- 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 and will result in an automatic out-of-school suspension.
- Bicycles will be walked to and locked in the bike rack area.
- Scooters, skates and skateboards must be secured in the bike rack.
- 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 8:00 a.m. unless a person has official school business.
- Students must go to the assigned classroom 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.
- Using good manners.
- Cleaning your area before leaving the cafeteria.
- Bags of chips brought by students should be individual-size bags. Sharing of chips/food is not permitted. If a student is sharing food in the cafeteria, it will be taken by staff and must be picked up by the parent.
- 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 primary playground by E-building is for students in kindergarten through second grade. The south intermediate 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.

### 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.

### Behavior Support Classroom (BSC)

The BSC is intended as an alternative to out-of-school suspension.

The BSC is a support classroom on campus for extremely disruptive behaviors that interfere with the learning of others. Students can come here to cool down, or serve an in-school suspension while reflecting on their behavior choices. The BSC is a classroom run by a behavior monitor and supported by administration.

### 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.