

## PRINCIPAL'S WELCOME

Welcome to Ironwood!

The faculty and staff are excited about the 2019-2020 year! We are looking forward to providing your child with the best possible educational experience! Our teachers and staff are extremely dedicated and caring. We encourage your child to be here on time every day and 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

Proud 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 Core Values of **Family, Trust, Caring, Respect and Responsibility.**

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

## What is a Community of Caring School?

Community of Caring is a NO CHILD LEFT BEHIND program used nationally by hundreds of school districts. The goal of a Community of Caring school is to encourage students to become caring, responsible members of their school communities and, ultimately, to grow into humane, principled, and skilled citizens of society. At Ironwood we live, teach and role model the core values of FAMILY, TRUST, RESPECT, RESPONSIBILITY and CARING.

## Thunderbolt Code of Conduct

Ironwood students are caring, respectful, responsible, trusting, family members. Remember this today while you are learning, in the hallway, in the cafeteria, and on the playground. Our Community Cares!

## CONTACT INFORMATION

**School Address:** 14850 N. 39<sup>th</sup> Avenue, Phoenix, AZ 85053

**School Web Site:** <http://ironwood.wedschools.org>

**Facebook:** <https://www.facebook.com/IronwoodElementary/>

**Peachjar:** <https://app.peachjar.com/flyers/all/schools/47382>

### Important Telephone Numbers:

Office:	602-896-5600
Health Office:	602-896-5610
Attendance:	602-896-5611
KidSpace:	602-896-5673
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 4:15 p.m.

Office closes at 3:15 p.m. on Early Release Wednesdays

## 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.

## ATTENDANCE

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, doctor appointments, other family emergencies and observance of major religious holidays of the family's faith, and out-of-school suspensions not to exceed 10% of the instructional days for the school year. In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When Absent from School State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it is necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. , please call 602-896-5611 to report the absence and the reason for the absence. Voicemail is available 24 hours a day. Please give the child's name, your relationship to the child, teacher, grade, date of, and reason for absence. Please be specific about illness (cold, flu, etc.). All absences not verified on or before the day of the absence by parental or administrative authorization will remain unexcused. If a parent does not have access to a phone, either at home or at work, please provide a written excuse that provides the reason for absence upon your child's return to school. A note will be accepted for verification purposes. For absences greater than one day in length, the school should be notified each day of the absence unless the school receives prior notification for consecutive absences. Students participating in an after-school activity are expected to attend 1/2 day or more on the day of that activity.

## 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 an Attendance Unit (AU). The AU 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 AU for appropriate actions (see District guidelines). An attendance letter will be sent by the school to the families of students who are approaching or have passed the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

## TARDIES

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. 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. Additionally, parent notes or parents

accompanying the students to the front 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. **The school will record a tardy for students arriving late in the morning (but not enough time to be counted as an absence) and an early out for leaving early (but not enough time to be counted as an absence).**

**Picking up Students During the School Day** - 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 signing out students early for non-health related or non-emergency situations.

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.

1. A picture ID will always be required to release the student every time you pick up your student during the school day.
2. **Students may not be signed out the last 15 minutes of school unless authorized by the Principal.**

## SCHOOL INFORMATION

### Lost and Found

All personal possessions should be clearly marked with the student's name. Lunch boxes, jacket, sweaters and other articles that your student could misplace will need this identification. The lost and found is in the cafeteria. Items not retrieved at the end of each quarter will be donated to charity.

### 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 the meal in the cafeteria or bringing a lunch from home.

### Visitors

For the security and safety 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 must 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.). Hats are not to be worn inside of school. 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 clothing and 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 authorization from the principal.

### Library Book/Textbook Charges

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

### Campus Visit Procedures

Parent volunteers are always welcome. Please make sure you have filled out a volunteer form for the current school year.

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. Your child can invite two friends and the parent is responsible for those friends while lunching. You are permitted to bring lunch for your student ONLY. No visitors are permitted during state testing week.

## COMMUNICATION

### Social Media

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

Facebook: <https://www.facebook.com/IronwoodElementary/>

Peachjar: <https://app.peachjar.com/flyers/all/schools/47382>

### 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. PTO meets the 2nd Thursday of each month at 5:00 unless otherwise noted. PTO 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.

#### Contact Ironwood PTO

Email: [info@ironwoodpto.org](mailto:info@ironwoodpto.org)

Website: [ironwoodpto.org](http://ironwoodpto.org)

Facebook: [facebook.com/IronwoodElementaryPTO](https://www.facebook.com/IronwoodElementaryPTO)

### 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. Site Council meets every other month at 5:00.

## 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> and [Peachjar: https://app.peachjar.com/flyers/all/schools/47382](https://app.peachjar.com/flyers/all/schools/47382)

## 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 out-dials via phone, e-mail and text. This is a great way to stay in the loop.

## Student Telephone Usage

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. Students will be permitted to use the school phones before and after school for emergencies only (cancellation of basketball, etc.) 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.**

## Communications from Home

The teacher's time with the children in the classroom is valuable. 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.

## Cell Phones and Electronics

All electronic toys, i.e. radios, CD players, MP3 players, iPod, iPad, electronic games, cell phones etc. should not be brought to school unless 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 while on campus. The phone should be turned off when entering the main gate and can be turned on once the student has exited the main gate. The phone should be kept in student's backpack until the end of the school day. If a cell phone is found out of his or her backpack, it will be confiscated and sent to the office.

- First offense: The student can pick up the item from the office after school.
- Second offense: The parent must pick up the item from the office.
- Third offense: The item is kept in the office until the end of the school year.

If a parent has any concerns, he or she is welcome to call the office. 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 the replacement costs.

## Extended Day Programs

**KidSpace Early Childhood Enrichment (ECE) - Provides before- and after-school childcare services for Ironwood students. A signature program of First Things First. Visit <http://www.qualityfirstaz.com> for more information.**

**Preschool** - A program for children with special needs between the ages of 3 and 5.

## HONORS/AWARDS

### Star Students

A student will be chosen each month to be a Star Student. Students will be honored at morning ceremony, with their picture displayed and receive a certificate and other prizes. Parents are invited to attend ceremony and have breakfast with their student.

### Honor Roll/Principal's List

**PRINCIPAL'S LIST**

ALL "A"s no "U"s or N's

**HONOR ROLL**

ALL "A"s and "B"s no "U"s or N's

Criteria for Honor Roll and Principal's List will remain as it has been in past years. Letter grades of A, B, C, D or F 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

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 and well-being 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 office 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 Behavior Student Advocate 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 – Sixth grade students can earn up to 50 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 and return the form 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 parents and volunteers) to visit classrooms during the school day. We cannot assume liability for any child not registered in the Washington Elementary School District.

## **Severe/Chronic Behavior**

All behavior problems are handled by the teacher, the Principal or Behavior Student Advocate, 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, this includes cyber-bullying. If you feel your child is being bullied, please contact your child's teacher immediately or our school office. All students are encouraged to report any alleged bullying behaviors immediately.

## **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 and earn a consequence.

## **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 that you and the school expect.

## **Student ID Badges**

All students are issued a photo ID badge to be worn at all times while on campus and the school bus. If a student does not have his or her ID, a temporary badge will be issued for one day only. If a student loses his or her ID, a replacement badge must be purchased for \$2.00. Replacement pouches and lanyards can be purchased in the office for 50 cents each. Students may use their own lanyard as long as it is the "breakaway" style. If your student does not ride the bus, his or her ID should stay at school.

## **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, please 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 privilege 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.**