

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 2019-2020 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. Reading classes are standards based and follow the District developed program guide. The writing curriculum includes instruction in the writing process using the Step Up To Writing curriculum, 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. Fourth grade students also take AIMS Science. Students at all grade levels take Washington District assessments throughout the year to evaluate learning.

CONTACT INFORMATION

School Address: 8033 N. 27th 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: 8:15 a.m - 1:45 p.m.

Arrival Times

8:00 a.m. - Campus opens. Please do not drop students off early. **Students who walk or ride with parents will not be permitted on school grounds prior to 8:00 a.m.**

8:15 a.m. – Students should be in the classroom. Any student who is not in the gate when the 8:15 a.m. bell rings is considered tardy.

If you drop your children off in the morning, please remember not to block the lanes of traffic in front of the school. For your student's safety, please use the parent drop-off area directly in front of the school and not in front of the cafeteria.

Dismissal Time - 3:15 p.m.

- Pink Gate – This is directly in front of the office and is for any student walking south of the school.
- Yellow Gate – Just at the north end of the school. Parents driving through to pick up their children will use this gate.
- Purple Gate – This gate is in the north field and is for children who are walking to the north of the school.
- Green Gate – This gate is for any student who is riding the bus.

****Parents, for the safety of our students, please do not drive to pick your students up in the cafeteria parking lot. That lot is for our busses and day care vans only. Thank you!**

Late Arrivals

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

Leaving School Before Dismissal

A parent or guardian must sign students out in the main 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 before a teacher is able to release a student. To avoid any conflict, please have any person or persons who have the authority to pick up your child listed in Synergy. An office staff member can update Synergy at the parent/guardian's request. **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 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 truancies or 10 total absences, the school may make a referral to the AU 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

PBIS - Soaring to New Heights!

Our Positive Behavior Interventions and Support systems was created to provide positive reinforcement for all students who are choosing to follow our expectations.

1. Be respectful.
2. Be responsible
3. Be safe

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 \$2.00. 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

Please see our full-page handout in the office and on Facebook.

Uniform Shirts:

- Solid colored collared shirt (any color) or a Washington spirit shirt
- Tucked in

Uniform Pants/Short/Skirts/Jumpers

- Navy, black, or tan (khaki)
- Belts, if worn, must be black, navy, or brown and no more than one size larger than the waist
- Tights/leggings worn under skirts must be solid colored

***All shorts and skirts must reach past fingertips

ONLY allowed on Non-Uniform Days

- Jeans, denim
- Skinny pants, stretch pants, jeggings, sweatpants, leggings
- Cargo shorts

***All shorts and skirts must reach past fingertips

Shoes

- Must be worn at all times
- No wheels are allowed
- Flip-flops and slip on sandals are not allowed

Headwear

- Hats, caps, and bandannas shall not be worn
- Costume-like accessories shall not be worn

Not allowed at any time

- Oversized or undersized clothing
- Midriff shirts
- Spaghetti straps
- Any clothing torn, cut at the seam, frayed, or with shredded hems
- Clothing, buttons, or jewelry with slogans advertising illegal substances, obscene, or sexually explicit language or graphics
- Hoop or hanging jewelry that can be tangled or pulled

Students out of dress code will need to change into appropriate clothing at the beginning of the day and change back before going home. They will also serve a lunch detention.

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)

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. These may include special occasions or Dress Down for a Dollar days. All special days will be announced beforehand.

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 once a 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 via Peachjar monthly. Please be sure the office always has an updated email address for you.

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 or with the child's teacher. **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

- Title 1 Math Night
- Title 1 Reading Night
- Fine Arts and Fitness Night
- Track and Field Day
- Teacher Appreciation Day
- Read Across America

Prevention/Intervention Programs

- PBIS (Positive Behavior Interventions and Support)
- Social Work Services
- Bullying Prevention Program
- Behavior Support Classroom

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 or with the child's teacher.
- Backpacks and purses must be left in the classroom during lunch and recesses.
- 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.
- 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 Expectations

Be Respectful

- Follow directions
- Quiet voice
- You touch it, you take it, you eat it

Be Responsible

- Keep it clean
- Move through the lunch line quickly
- Keep your food on your tray

Be Safe

- KYHFOOTY – Keep Your Hands, Feet & Other Objects To Yourself
- Follow expectations
- Stay seated

Playground Expectations

Be Respectful

- Follow directions
- Use positive language
- Include others

Be Responsible

- Keep it clean
- Take ownership of actions

Be Safe

- KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself
- Stay in the designated area
- Use equipment appropriately

Walkway Expectations

Be Respectful

- Hold doors for others
- Quiet voice

Be Responsible

- Walk to the right and keep it tight
- Respond Appropriately
- Walk with a purpose

Be Safe

- KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself
- Control all items
- Walking Feet

Bathroom Expectations

Be Respectful

- Honor privacy
- Quiet voice

Be Responsible

- Flush, wash, dry, goodbye
- Report unsafe conditions

Be Safe

- KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself
- Keep it clean

Dismissal Areas Expectations

Be Respectful

- Follow directions
- Quiet Voice
- Treat others with respect

Be Responsible

- Be ready to leave
- Walk with a purpose
- Listen attentively

Be Safe

- KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself
- Stay in designated area
- Dismissal tag, ID and Zpass ready

Classroom Expectations

Be Respectful

- Follow directions
- Treat others with respect
- Listen to others

Be Responsible

- Take ownership of actions
- Be ready to learn
- Do your best

Be Safe

- KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself
- Enter appropriately
- Use materials appropriately

Interventions

Informal Talk: School personnel 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 during part of the school day.

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

Behavior Plan: The parent, teacher, social worker, administrator and student confer to develop a plan 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 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 27th Avenue and at the corner of Northern and 27th 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.