

## PRINCIPAL'S WELCOME

Welcome Ironwood Thunderbolts!

We are so glad you joined our Ironwood Family! We are an excelling, A-rated school. The faculty and staff are excited about the 2023-2024 school year! We are looking forward to providing your child with the best possible educational experience! At Ironwood, we care about your child's social emotional skills as well as their academic growth. Our teachers and staff are extremely dedicated and caring. We appreciate how our parents value education and work alongside us to provide support to our school community. Parents can support their child with their academics, by reading together, practicing math facts, and talking about what they are learning. Ironwood is a community school where everyone learns and grows every day. We teach and practice the Four B's in BOLTS: Be Open Minded, Be Learners, Be Team Players, and Be Safe. You are your child's first teacher, and they cannot be successful without your support. Together, we can help your child create positive memories, build their esteem, and achieve academic success! Please reach out if you need anything. We are in this together!

Stacey Sallee  
Principal

## VISION STATEMENT

Ironwood Elementary School is a community school where everyone learns and grows every day. We strive for high academic achievement for all while stressing the Four B's in BOLTS: Be Open Minded, Be Learners, Be Team Players, and Be Safe.

- 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.

## Thunderbolt Code of Conduct

Ironwood students practice the Four B's in BOLTS: Be Open Minded, Be Learners, Be Team Players, and Be Safe in all areas on campus and at all school-sponsored events.

## CONTACT INFORMATION

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

**School Web Site:** <http://ironwood.wesdschools.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. The first bell rings at 8:10 a.m., signaling students to line up on the playground. All students should be in their classrooms by 8:15 a.m. Students who arrive after 8:15 a.m. will need to enter through the office where they will be marked tardy. Ironwood students dismiss at 3:15 p.m. and 1:45 p.m. on Wednesdays. **All students are expected to leave the school grounds at dismissal unless participating in approved/scheduled after-school activities.** Please ensure that your student(s) are aware of how they will be dismissed at the end of the day.

## ATTENDANCE

The regular school attendance of a child 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, please 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 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, 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 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 absences, families will receive an attendance notification letter. When a student reaches 10 **unverified, unexcused, and excused absences**, families will receive an attendance warning letter and 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 health tech 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.

## 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. Ensuring that your student arrives to school on time is of utmost importance. Children miss out on important learning and classroom discussions when they are late to school.

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

## SCHOOL INFORMATION

### Lost and Found

All personal possessions should be clearly marked with the student's name. Lunch boxes, jackets, 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. Instruction begins promptly at 8:30 a.m. Our school enforces a closed campus policy during lunch time. Students may either eat the meal served in the cafeteria or bring 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. Participation in classrooms events 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. If sheer or see-through clothing is to be worn, an undershirt must 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.

## Pets on Campus

For safety reasons, pets are not allowed on campus.

## Library Books

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. 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 on the district website at <https://www.wesdschools.org/Page/102>, for the current school year. No visitors are permitted during state testing week.

## COMMUNICATION

### Social Media

School Web Site: <http://ironwood.wesdschools.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 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://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 provides the opportunity to work together to determine the best and most effective way of allocating resources to deliver a better educational program.

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

## School Newsletter

The Thunderbolt Flash is sent home monthly via Peachjar and school website, with a calendar of events and other important information regarding school functions. Check your child's backpack daily after school for any other information from the teacher. The school newsletter is posted on our school website: <http://ironwood.wesdschools.org> and Peachjar: <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 a school messaging system that 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 will be permitted to use the school phones for emergencies needs only (cancellation of basketball, etc.) School office staff and the health tech will contact parents and guardians if other needs arise during the school day. **Please make sure arrangements have been made for lunch, after-school activities, and the like prior to school in order that your children know what they are to do.**

## Cell Phones and Electronics

If a student needs a cell phone for safety reasons 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 returned at the end of the school day.

- **First Infraction** - Students will have their cell phone taken away and returned at the end of the day.
- **Second Infraction** - Students will have their cell phone taken away and parents will be contacted to pick up the phone. A WESD discipline referral and lunch detention will be issued.
- **Further Infractions** - Disciplinary action will be progressive, following the WESD discipline policy. Parents will be contacted to have a conference with administration.

If a parent has any concerns, he or she is welcome to call the office. 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. Enrollment is available online at [www.wesdschools.org](http://www.wesdschools.org).

**Preschool** - A program for children with special needs between the ages of 3 and 5. Contact Search to Serve at 602-347-4850 for information.

## HONORS/AWARDS

### Star Students

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

### 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 CONDUCT

Students are expected to conduct themselves in a manner that reflects the WESD Behavior Standards. All students follow the Four B's in BOLTS: Be Open Minded, Be Learners, Be Team Players, and Be Safe.

## 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.

## 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/Scooter/Skateboards

Students may ride their bike, scooter, or skateboard to school. Upon arrival at school, they are to walk and put their bicycle/scooter/skateboard in the bike rack centrally located near the PE building and our 200 building. Children are not allowed to ride their bike, scooter, or skateboard on campus or across the parking lot. Students are encouraged to lock their bicycle, scooter, or skateboard and to wear helmets whenever they ride. We do have a device to lock up scooters and skateboards, but you need to provide the lock. **Roller skates or rollerblades are not allowed at school or to be used for transportation to and from school.**

## School-Sponsored Events

Students are expected to follow all school and district rules at events held before and after school. This includes school-sponsored events held at other locations such as field trips and special outings. Violation of any school rule may result in consequences such as detention, suspension or expulsion, depending on the severity of the infraction. Adult supervision is required for all after-school athletic and family engagement events.