

## PRINCIPAL'S LETTER

Dear Students and Families,

Welcome to Roadrunner! We are delighted to welcome you to another school year. As a team, we believe that every child can learn and achieve at high levels, and we are committed to providing the best possible educational experience for all of our students. Our teachers and staff members are dedicated to implementing high quality curriculum and instruction, while understanding the unique and individual needs of every student in the classroom. As educators, we recognize the importance of fostering a positive and joyful learning environment, and our staff members work diligently to develop relationships with children based on trust and mutual respect. We know that the most powerful learning occurs when children feel safe, supported, encouraged, and empowered.

This school year, we will continue to implement positive behavior interventions and supports (PBIS) which is a highly effective framework to build children's social-emotional-behavioral skills. We explicitly teach all students how to be respectful, responsible, and be safe through common language, a supportive environment, and positive feedback. As a staff, we believe in the importance of teaching children more than just academic skills; we teach the importance of teamwork, leadership, kindness, problem solving, and resiliency, recognizing that these "soft skills" contribute to a lifetime of success.

We also recognize that, as parents, you are your child's first and most important teachers. We value your input and involvement in your child's education. Please do not hesitate to reach out to us and share your thoughts on how we can continue to make Roadrunner an exceptional school for your child. We look forward to your partnership as we help every student to succeed.

Sincerely,  
Courtney Mallada, Ed.S.  
Principal

### **Curriculum, Instruction and Assessment**

The instructional materials and strategies used by the Roadrunner teachers align with the Arizona College and Career Ready Standards and the district-adopted curriculum. Our standards-aligned curricula are explained during our fall curriculum nights. Students participate in District assessments in all academic areas. Students will participate in State-mandated testing in the spring. . Based on the results of this data, students receive research-based instruction to build their academic skills.

## CONTACT INFORMATION

**School Address:** 7702 N 39<sup>th</sup> Ave. Phoenix, AZ 85051

**School Web Site:** <http://roadrunner.wesdschools.org>

**Important Telephone Numbers:**

Office – 602-347-3100

Health Office – 602-347-3110

Attendance – 602-347-3111

KidSpace – 602-347-3115

## DAILY SCHEDULE

### **Office Hours**

7:45 a.m. to 4:15 p.m. M, T, TH, F

7:45 – 3:15 on Wednesday

### **Arrival/Dismissal Times**

Roadrunner students have a common start and dismissal.

--Gates open at 8:00 a.m.

--Second bell rings at 8:15 a.m.

---Dismissal for all students: 3:15 p.m.

----Early Release Wednesday dismissal time: 1:45 p.m.

**Supervision does not begin until 7:55 a.m. Please make sure your student(s) are not on campus until 7:55 a.m.** If your student must arrive before 7:55 a.m., you are encouraged to enroll him or her in KidSpace where there is adult supervision. Please observe this time for the safety of your children. Students may enter campus beginning at 8:00 a.m. Parents/Guardians of kindergarten students may walk their child to their classroom door on the first day of school. Beginning the second day of school, our campus will be closed and only students will enter through the gates.

All visitors must sign in, leave a picture ID and pick up a visitor's badge. The only exceptions are those who drop off their students in day care before 7:30 a.m.

Breakfast is served in the classroom at the beginning of each school day as part of our homeroom activities. All students must leave the school grounds when dismissed from class unless participating in approved/scheduled after-school activities, classes, or day care programs. Roadrunner will follow the District's policy for unclaimed students (please refer to District pages).

### **Late Arrivals**

Students arriving at school late must report to the school office to pick up a late pass. Tardy status of excused or unexcused is determined at this time. Tardiness results in missed instruction and classroom disruption. A tardy of only five minutes on a repeated basis can result in days of lost instructional time. Please make every effort to ensure that your child is on time for school.

### **Release from School (please refer to District pages)**

Students will be released to authorized persons only following District policy. Please be aware that when a student is removed from school early, he or she misses significant learning time and instruction. We want your children to be academically successful in all subjects. A student who leaves early on a regular basis could miss a math or reading class each time, resulting in days of lost instruction. Students who leave school during school hours must be signed out by a parent or authorized adult. When signing a student out, you must show proper ID. **No students will be signed out during the last 15 minutes of the school day.**

### **Attendance/Truancy**

In order to ensure 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 and parents of students who are chronically absent or are truant.

**When a student reaches five total absences (excused, unexcused and/or unverified), 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 a referral, 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.

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 ensuring student success.

## **GENERAL SCHOOL INFORMATION**

### **Makeup Work**

Requests for makeup work for absent children must be made to the school office 602-347-3100 before 9:00 a.m. This provides time for teachers to prepare and assemble materials. The work may be picked up at dismissal time in the school office.

### **School Library/Media Center**

Students are encouraged to use the library and resource center. Children must use all books with care and return them promptly when due so that other students may enjoy them. Lists of overdue books are reviewed monthly, and teachers and parents are informed.

### **Campus Visits**

In order to volunteer in your child's classroom or attend a field trip, you must complete one of the volunteer application **on the district website.**

### **Special Education and Special Area Classes**

Cross-categorical resource teachers, a speech and language therapist, and Project Potential (gifted) teachers serve Roadrunner students who have been identified for participation in special programs. Additional assistance is received from a school psychologist, school social worker, and other support services.

Roadrunner offers classes in art, music, physical education, and computers. Teachers will discuss special requirements with your children and send any pertinent information home.

### **After-school Activities**

After-school activities will be offered to students based on academics and teacher recommendations. With funding by a 21<sup>st</sup> Century Community Learning Center (CCLC) grant and the Washington Elementary School District's Community Education Program, classes will be offered throughout the school year and during the summer.

Our Roadrunner After-School Academy program actively encourages community and business partnerships. If you need further information, please call 602-347-3100.

## **COMMUNICATION**

### **Student Telephone Usage**

Students are allowed to use a school telephone with a teacher's permission. Use of cell phones is prohibited during school hours.

Student cell phones must remain off and put away during school hours.

### **Parent Information System**

We use an automated phone dial-out system to notify parents of school information. The calls are made to all parent contact numbers and e-mail addresses, and a message will be left if the call is unanswered. **It is important that you listen to and/or read the e-mail message before you call the school with any questions.**

### **Site Council**

Applications for membership on the Site Council are accepted in the front office. There are parent openings for two-year terms on the Site Council each year. This is just one of numerous opportunities for parents to be involved as representatives of Roadrunner Elementary. New members take office in August at the first Site Council meeting of the year. Please contact the principal if you are interested.

## **SCHOOL-SPONSORED EVENTS/ACTIVITIES**

### **School Government**

Student Council members plan fund-raising activities, community service and social events for the students at Roadrunner. The fourth, fifth and sixth grade students elect representatives from each classroom to serve on the Council.

### **School Parties/Birthdays**

Homeroom teachers will send home information regarding classroom parties. We follow the District guidelines for healthy food choices. Homemade items are no longer allowed according to our District guidelines. Please check with your homeroom teacher if you are interested in sending treats for your child's birthday.

### **Field Trips**

- All field trip chaperones must complete the District Volunteer Application prior to chaperoning any field trip. .
- There will be a limited number of chaperones for each field trip. We have many volunteers who want to chaperone field trips. Chaperones are assigned by the teacher and administration in a manner to give everyone a chance, when possible.

### **Extended Day Care - KidSpace**

Supervised childcare is available for children from kindergarten through grade six who need before- or after-school care. It is open Monday through Friday from 6:30-8:00 a.m. and from 3:15 p.m.-6:00 p.m.

Parents are invited and encouraged to observe the program before enrolling their child. Applications are available in the KidSpace room or in the school office. Further information may be obtained by calling 602-347-3115.

### **Prevention/Intervention Programs**

We follow Arizona guidelines to provide structured English immersion instruction for qualified students. Through our Title I program, we provide reading and math intervention. Speech services, cross-categorical resource classes, and gifted classes support qualifying students. Please contact the principal or

homeroom teacher for more information or to see if your child qualifies.

## Recognition of Positive Character

At Roadrunner, we value, teach and develop character qualities. We recognize students that demonstrate positive behaviors by awarding them with “Beep Beep Buck” tickets. These tickets are collected each week and placed in prize drawings. Classrooms also earn recognition for their behavior choices throughout campus.

## STUDENT DISCIPLINE/BEHAVIOR

### School Discipline Policy

Roadrunner’s school-wide discipline plan teaches students how to be responsible for and reflect on their actions. This discipline process treats students in a nonpunitive atmosphere with understanding, respect, and patience. The administration and teachers follow District guidelines for discipline. Our school staff and administration strive to support students to demonstrate positive behavior and expectations.

### Student Interactions

Bullying happens when something mean or hurtful is done to a person *repeatedly* and *over time*. All Roadrunner administrators and faculty are trained in bully prevention and response. If you feel your child has been bullied, encourage him or her to report this to the teacher. If he or she is reluctant to do so, please report it to the teacher or front office.

Our school behavior matrix is enforced by all staff. Disciplinary actions, determined as appropriate by administration and teachers, will follow District policy (District Policy JG). It is in your child’s best interest that we work together to maintain an ongoing and positive approach to student behavior. We appreciate your support in enforcing our school rules and behavior expectations.

### Roadrunner Campus and Classroom Expectations

Students will demonstrate positive behavior and follow playground expectations. We encourage students to resolve differences by using calm communication skills, seeking adult support and following school and classroom expectations.

### Items Prohibited at School

Students are not to bring electronics, including but not limited to tablets, MP3 players, games, cameras and electronic toys to school by students unless a special written request is made by a teacher for the item to be used in his or her classroom only. Students who are in possession of a cell phone must have it turned off during the school day. Teachers may offer to store cell phones in a locked cabinet in the classroom during the school day. **Students are prohibited from using cell phones before school, during school hours and while waiting at parent pick-up.** Any cell phone that disrupts the learning environment will be confiscated and must be picked up by the parent. Students should not bring any items that would be considered toys to school. These items can be confiscated by staff if they are a disruption. The school is not responsible for loss, theft or damage of personal items.

Roller skates, rollerblades, and shoes with wheels are also prohibited on campus at all times. They may not be stored in the office or in the classrooms.

## Student Dress Code

Please see the District portion of the handbook for Dress Code information.

## School Bus Rules

See the Student Conduct on School Bus section in the District portion of the handbook.

## SCHOOL HEALTH AND SAFETY

### Health Center

The Health Center is an important support service provided to ensure the best possible care for your child’s needs and total educational experience. It is staffed by a full-time health technician. If you have questions or concerns, please do not hesitate to call our health center, at any time: 602-347-3110. PLEASE CALL 602-347-3111 TO REPORT AN ABSENCE by 9:00 a.m. Roadrunner is a smoke-free campus.

### Safety To and From School

Students must observe safety rules and respect private property and the rights of others. It is very important to discuss the trip to and from school with your child. Students must be familiar with safety concerns as well as the behavior standards you and the school expect. We encourage students to walk in groups and parents to walk with them when they can. Once students leave the campus for the day, they should walk directly home. Students should not return to campus after crossing 39<sup>th</sup> Avenue. **Students who walk to and from school must stay on designated sidewalks, stay out of the bike lanes, streets and alleys, and use crosswalks.**

### Bicycle/Skateboard/Scooter Riders

Students in grades K-6 may ride their bicycles, skateboards or scooters at the discretion of their parents. **All of these items should be walked, not ridden, at all times while on the school grounds.** They must be walked to and from the bike racks to outside the school property along the designated bike path. Walk or carry bicycles, skateboards and scooters in the crosswalk. Bike riders should use the bike lane. All bicycles, skateboards and scooters must be securely stored in the bike racks inside the bike corral. **Bicycles, scooters or skateboards are brought to school at the owner’s risk.** Please review with your child the safest, as well as quickest, route to and from school. Students must be advised to avoid strangers and to take other precautions in case of an emergency.

### Crossing Guard

A crossing guard will be on duty directly in front of the school on 39<sup>th</sup> Ave. and at the corner of 39<sup>th</sup> Ave. and Frier Drive. Crossing guards protect your child and you. Please be courteous to the crossing guard at all times and use the crosswalks. The crosswalk in front of the school is a designated YELLOW crosswalk. Drivers must not enter the crosswalk while the crossing guard or students/adults are in the crosswalk. Please do not park or let students out of your car in the yellow crosswalk, the street, the bus bay, or the crosswalk within the parking lot.

## Parking Lot Safety

Children must be dropped off or picked up in the student drop-off/pickup area in front of the cafeteria. Parents must move forward as far as possible to accommodate the waiting vehicles. Please do not park in front of the office, blocking the traffic lane or crosswalk. Please drive along the drop-off lane to let your children out of the car in front of the cafeteria. Do not let your children out of the car among the parked cars. Do not ask children to walk across the parking lot to or from your car. Do not drop off your children on 39<sup>th</sup> Avenue.

Do not double park or leave your vehicle unattended. Parents may not drive and/or park their cars in the school bus loading and unloading zone. The safety of children is our uppermost concern. Please avoid cell phone use while in the parking lot and drive-through lane. Reminder to parents: If a school bus is stopped anywhere with its stop sign out, ALL traffic must stop until the sign is retracted.



## NOTES