



PRINCIPAL'S LETTER

August 2025

Dear Parents, Students and Community Members,

My name is Phil Garitson and I am honored to be the principal at Shaw Butte Elementary School. . This is my 34th year in the Washington Elementary School District and I'm looking forward to a great school year at Shaw Butte! My goal is to continue to foster positive teacher-student relationships, as well as continue to build on the positive culture that is already in place. Everyone on this campus will feel valued because their opinion matters to me. I look forward to seeing you throughout the year and should you have any questions, my door is always open for you. In addition, please feel free to email me at phil.garitson@wesdschools.org should you have any questions or concerns.

Respectfully,

Phil Garitson
Principal

Instructional Practices

The Shaw Butte staff, parents and Site Council continue to work diligently on school improvement. Professional development will be provided throughout the year to give staff additional knowledge and training to implement our continuous improvement plan. Classroom instruction, special program support, professional development and academic interventions all focus on our goal of students achieving the Arizona Academic Standards.

The Shaw Butte staff understands that effective, comprehensive assessment to screen, diagnose, monitor and measure outcomes is essential to evaluate the effectiveness of our programs. We will accomplish this by implementing procedures to collaboratively and individually identify instructional improvements related to our identified needs in the areas of reading and math. Teachers will utilize assessment results to make data-based instructional decisions.

GENERAL SCHOOL INFORMATION

School Office Phone Number: 602-347-4200

School Address: 12202 N. 21st Ave., Phoenix, AZ 85029

School Web Site: <https://www.wesdschools.org/sb>

Important Telephone Numbers:

Health Office: 602-347-4210

Attendance: 602-347-4202

KidSpace: 602-347-4215

Special Needs Preschool: 602-347-4279

School Hours

Office: 7:00 a.m. - 3:30 p.m.

(Wednesdays only) 7:00 a.m. - 2:30 p.m.

School Hours: 7:25 a.m. - 2:30 p.m.

Dismissal 1:00 p.m. on Early Release Wednesdays

Students are not to arrive on campus before 7:10 a.m., unless they are enrolled in KidSpace. Children arriving before 7:10 a.m. are not supervised, and families will be required to pick them up. Students will be considered late if they are not in their classroom after the second bell, which rings at 7:30 a.m.

At dismissal, students must leave campus or go to the Shaw Butte day care program or after-school programs, if registered. Parents/guardians must provide a note to the teacher about **any changes** in the student's after-school routine.

Reporting Absences

Parents are to report the reason for their child's absence by calling our attendance clerk at **602-347-4202**. When a child is absent and a message has not been received by 9:00 a.m., an outdial will be sent to the parent/guardian stating that his or her child is not at school.

Please refer to the District attendance/general and truancy intervention procedures.

Tardy Policy

Anyone arriving after 7:30 a.m. to his or her classroom is considered late and must report to the front office for a late pass. An excused tardy will be allowed for medical appointments and family emergencies only. Excuses that involve personal responsibility are not considered excused. **Tardies may result in disciplinary action.**

Leaving School before Dismissal

- If a child needs to be released from school before dismissal a parent or authorized adult (legal guardian) must sign the student out from the office. Please do not call the school to have the student wait in the office. For safety purposes, we will not call the student(s) out of class until you arrive and show ID. **The adult is not to go directly to the classroom.** We ask that the authorized adult remain in the office. If a student becomes ill during the day and needs to be picked up, we will only release to individuals on the emergency contact list.
- **Individuals listed as emergency contacts will not be permitted to pick up students during the school day (unless contacted by school) without prior permission. Phone calls requesting someone be allowed to sign a student out of school will not be accepted.** Proper ID is required of any adult signing out a student. **To minimize disruption from class, no students will be released between 2:15 and 2:30 p.m., unless it is an emergency approved by administration.**
- **It is important that emergency numbers are updated periodically. This also applies to changes in addresses and home phone numbers.**
- When the student returns to school on the same day, he or she must be signed-in through the office.

- All parents/visitors **MUST** report to the office, show identification, sign in and receive a visitor's pass before entering the campus.

Bullying Reports

Bullying can be reported to all staff members on campus. There is a bully reporting form available in the front office. For more information or concerns with bullying please contact your child's teacher.

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 student 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). 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 technician 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 assuring student success.

Dismissal Procedures

To ensure the safety and security of all students, parents are to wait outside of the school gates and should not pick up students at the classrooms during dismissal.

Extra care must be taken to ensure safety in the parking lot. Vehicles enter the main parking lot from 21st Avenue.

- When picking up children, follow the traffic flow pattern.
- We have a drop-off lane. **Please do not leave vehicles unattended.** Drivers are to park in designated spaces.
- Please do not block parked cars.
- Please obey exit and enter signs.
- **Please use crosswalks.**
- **Please do not park, stop, release or pick up students in the driving lanes.**
- **Please do not drop or pick up students at the bus gate. Students should always use the crosswalk.**
- Please be courteous of our surrounding neighbors. Do not park in or block their driveways.
- Remember you are modeling for your child, do not walk in between the buses as it is unsafe.

Visitors

- All visitors must sign in at the front office and show proper identification. They will then be issued a visitor's badge,

which must be visible at all times. When leaving campus, all visitors must sign out and return the visitor's badge.

- Parents of Head Start/Preschool students are to sign in and show ID at the front office, if they want to enter the main part of campus, and wear their **provided Head Start/Preschool badges at all times.**
- After the first day of school, parents are not permitted to walk students to class. Parents are encouraged to email or phone their classroom teacher prior to the beginning of class if there are any concerns.

Dress Code

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

Lost and Found

Large items are kept in the "Lost and Found Cart" in the cafeteria, and small items are kept in the office. Unclaimed items will be donated quarterly. **Students are encouraged to mark their belongings, such as coats, backpacks or lunch boxes, with their names.** Students should not bring valuable possessions to school. The school is not responsible for the loss or theft of possessions brought to school.

Makeup Work

It is the responsibility of the students to complete the missing assignments according to the guidelines set by their individual teachers.

Lost and Damaged Book and Instrument Charges

Students are required to pay for lost and damaged textbooks, library books and other school-owned items such as musical instruments if necessary.

Breakfast and Lunch Information

Breakfast and lunch are free to all students. Our cafeteria serves nutritionally balanced meals each regular school day. Breakfast for all children is provided at the beginning of the day in homerooms. Students are discouraged from bringing full sized bags of snacks to the cafeteria. Once the bag is opened, students will not be able to take it out of the cafeteria and the remainder must be discarded. Students who do not have their student ID will go to the end of the lunch line.

COMMUNICATION

Conferences

Parent/Teacher conferences are held twice a year. The focus of conferences is positive communication between home and school. Parents/guardians, students and teachers are encouraged to request a conference at any time the need arises.

Site Council

The Site Council, consisting of parents, teachers, support staff, assistant principal and principal, in a collaborative manner, assesses various aspects of school effectiveness. These volunteers work in an advisory decision-making capacity in planning, developing and supporting the school goals.

School Newsletter

The Shaw Butte newsletter is available on ParentSquare. It contains important information, as well as a continually updated calendar of events for Shaw Butte.

Events/Programs

Book Fairs	Sports Events
Meet the Teacher Night	Family Literacy Nights
Family Fun Nights	Family Math Night
Musical Performances	After-school Classes
Prevention/Intervention	Honor Hawks

KidSpace Extended Day Care

Day care is offered at Shaw Butte before and after school from 6:30 -7:30 a.m. and 2:30 - 6:00 p.m. Please call 602-347-4215 for more information.

Prevention/Intervention Programs

Social Worker

The school social worker provides prevention and intervention services to the students and families of Shaw Butte. The social worker can be reached daily from 7:30 a.m. to 3:00 p.m. at 602-347-4212.

School Resource Officer

Our SRO contributes to the safe-schools team by ensuring a safe and secure campus, educating students about law-related topics, and mentoring students as an informal adviser and role model.

MTSS

Our school uses a Multi-Tiered System of Support (MTSS) to make sure all students have what they need to learn and grow. MTSS helps us support students in their academics as well as their social-emotional well-being. All students receive strong, school-wide support, but some may benefit from more targeted help. This might include additional instruction, small group time to practice skills, or more individualized plans. Teachers and staff regularly check how students are doing and adjust supports as needed. Our goal is to work as a team with families to help all students do their best by using data to provide the right kind of support for both academic success and social-emotional growth.

STUDENT DISCIPLINE/BEHAVIOR

Make Your Day/Expectations

The Make Your Day program exists 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) No student has the right to interfere with the learning, safety or well-being of other students. (2) Students are to do what is expected of them and they are to do it to the best of their ability. 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 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 may reflect in his/her classroom. 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 may reflect in another classroom. 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 or a "Buddy" room and places a call home. When a child chooses Step 4, he or she chooses to have a parent Step 4 conference. This must be completed before the student can return to class. A Step 4 meeting is simply a quick meeting between the parent, child and staff member(s) 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 Make Your Day room 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 towards 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 an out of school suspension. For a Step 5, the behavioral support advocate or administrator will contact the parent/guardian. A meeting will be set up before the student will be able to return to class. Please refer to the Discipline Policy portion of the handbook.

The other component of the Make Your Day program at Shaw Butte 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. Students can earn up to 10 points during each point period. 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 THE NOTE AND RETURN IT TO SCHOOL so that the teacher knows the communication has been made.

Cell Phones/Other Technology

Cell phones and other technology devices should be off and away while on campus.

Prohibited Items at School

The following are examples of items not allowed at school:

- Guns, knives or other dangerous items

- Roller skates, rollerblades, Heelys
- Pocket/wallet chains
- Toy guns or knives or other simulated weapons
- Lasers, laser pointers, shocking devices
- Gum or candy (except for special events)
- Explosive devices, matches and cigarette lighters
- Electric Cigarettes or Vape Pens
- Toys, unless authorized by the teacher
- Inappropriate pictures

Parents/guardians will be contacted if such items are brought to school and disciplinary actions may result. The school does not take any responsibility for items brought to school.

SAFETY

Crosswalks

In order for students to be safe as they enter and leave school, they are to follow school guidelines when using the crosswalks.

- Students must cross at designated crosswalks. Crosswalks are located on Cactus Road at 21st and 23rd Avenues and also at Larkspur Drive at 21st Avenue.
- Students must wait in the designated wait area until the crossing guard signals that it is safe to enter the crosswalk.
- Students are to be especially careful when crossing at the corners of Cactus Road and 21st and 23rd Avenues.
- Students are not allowed to cross 21st Avenue at the bus bay or drop-off zone areas.

Parking Lots

Extra care must be taken to ensure safety in the parking lot. Vehicles enter and exit the main parking lot from 21st Avenue.

- When picking up or dropping off children, follow the traffic flow pattern. We have a drop-off lane. **Do not leave vehicles unattended.** Drivers are to park in a designated space.
- Please note the “No Stopping” signs along 21st Avenue to avoid a citation.

Bicycles at School

Students in Grades K-2 are not permitted to ride bicycles to school unless accompanied by an adult. Students in Grades 3-6 may ride bicycles to school. In order to have bicycle privileges, students must adhere to the specified guidelines:

- Students are to walk bicycles on school property and across crosswalks. Students may not ride bicycles in the parking lot.
- Students are to secure their bicycles, scooters, razors, etc with a lock inside the bike rack. Students should never leave them at school overnight.
- Students are encouraged to wear a helmet.
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- **The school does not assume responsibility for lost or stolen bikes, scooters, razors stored inside the bike rack.**

On-campus Photography and Videotaping

The taking of photographs or videos is not allowed on campus without prior consent from administration.