

## 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, adaptive PE, speech therapy, occupational and physical therapy available when appropriate. Other services provided include differentiated instruction for resource learning disability, behavior support, gifted (Project Potential), support for English language learners, Title I reading skills tutoring, social work and psychological testing.

Through the 21st Century Community Learning Center program, there are before and after-school classes and activities for students, as well as opportunities for parents to be involved in the school and their children's education. 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 2025-2026 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

### **Mission Statement**

At Washington, we inspire learning, impact lives, and influence the future.

### **Vision Statement**

Washington Elementary exists to educate our students by providing them with secure relationships that support academic, physical, cognitive, as well as social and emotional growth. We are developing clear, consistent, open, and timely communication because we value every member of our school community. We recognize that our students, staff, and parents are unique individuals, and we celebrate our differences. Washington develops the leadership and expertise of every member of its community through a well-rounded education celebrating growth. We understand that our students need 21st Century skills such as the ability to communicate, collaborate, think critically, and problem solve. We recognize the need for positive and consistent behavior expectations. Last, but not least, we know that our students' first teachers are their parents, and we understand the importance of building relationships with our families and community partners. At Washington, we know that a strong society starts with strong families and schools. We are committed to providing students, parents, and our community with the most comprehensive education possible.

### **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 is embedded into

the reading curriculum allowing for students to write about what they read. It includes instruction in the writing process focusing 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 AASA test in the spring. Fifth grade students also take AZSci Science. Students at all grade levels take Washington District assessments throughout the year to evaluate learning.

## CONTACT INFORMATION

**School Address:** 8033 N. 27<sup>th</sup> Avenue, Phoenix, AZ 85051

**School Web Site:** <http://washington.wedschools.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 or wa-fax@wedschools.org

## 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. **Supervision of students begins at 8:00 a.m. 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 through the gate when the 8:15 a.m. bell rings is considered tardy. If you drop your children off in the morning, please follow our traffic flow. The map can be found on our web site. Only tardy students may be dropped off directly in front of the office. Use the lane closest to the buildings to drop students off. The lane closest to 27<sup>th</sup> Ave is drive through only. **Cars will not be allowed to move back into the drop-off lane once they have entered the drive-through lane.**

### **Dismissal Time - 3:15 p.m.**

- Pink Gate – This is for any student walking south of the school.
- Yellow Gate – This is in front of the cafeteria. Parents who drive to pick up their children will use the drop-off/pick up lane.
- 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, we will not be allowing parents to park in the cafeteria parking lot. We will also not be allowing parents to pick students up by car anywhere but in the drop-off/pickup lane in front of the cafeteria. If you wish to park and walk to pick up your students, please park in the south parent lot and have your students go to Pink Gate for dismissal.**

### **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 or must contact the office to authorize early pick up by an emergency contact 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 the office 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 or parents can update contact information in ParentVUE at any time. **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. To clarify, students must be picked up or transportation changes made before 2:45 on Monday, Tuesday, Thursday, and Friday and before 1:15 on Wednesday.**

## Attendance/Tuancy

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 to identify 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 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 technician 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. Parents will be receiving phone calls for absent students.

## GENERAL SCHOOL INFORMATION

### PBIS - Soaring to New Heights!

Our Positive Behavioral Interventions and Supports (PBIS) system 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. There will be an ID replacement charge.

Bus riders will be issued a temporary ID under the following conditions: students are returning any temporary ID they borrow and they are borrowing them before dismissal. **If a child is not returning the ID and it is the third offense, parents will be notified and will need to make arrangements to drop off the ID at school before dismissal, or pick up the student at dismissal. Any child without an ID at the bus will be brought to the office and parents will need to come and pick up the child and all siblings.** No student will be allowed to board the bus in the afternoon without an ID.

All IDs and Lanyards will be collected on the last day of school.

## Lost and Found

Lost items are kept by the front office door for a month. Every last Friday of the month, all unclaimed items are packed and donated to charities.

## Lost and Damaged Textbook Charges

Lost and damaged textbook charges are based on the cost of replacement of that book.

## Parents/Legal Guardians on Campus

In order to enter campus during the school day for a classroom visit, parents/legal guardians must have an appointment with the teacher. Visitors are not allowed for lunch/recess with students. . . Any adult on campus needs to have a sticker and be signed in. They must also sign out.

Parents, legal guardians and family members who wish to volunteer for a field trip or event must follow the procedures outlined in the WESD Volunteer Handbook online.

## 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.

### Costs of Meals

Students of Washington Elementary School have the opportunity to receive both breakfast and lunch at "no cost." Adults wanting to purchase food from the cafeteria will need to pay a la carte prices for breakfast and \$4.00 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 10:45 a.m. -12:45 p.m. Parents must show ID and sign in the office prior to having lunch with student in the cafeteria.

## 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, joggers

- 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 (This does include Crocs).

### 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 dress down in school appropriate clothing. 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 electronically each month. Please be sure the office always has an updated email address for you.

#### **Cell Phones**

Students need to make arrangements for after school 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 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. If a parent cannot come to pick it up, the parent must call the school to notify the office. Another consequence will be issued to the student for carrying the phone on campus. Washington Elementary is not responsible for any lost or damaged cell phones.** Cell 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
- Field Days
- 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 is responsible 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.

- School dress code will be followed.
- Students will be allowed on campus only during school hours or during supervised school events. Supervision of students begins at 8:00 a.m.
- Student toys are not permitted. This includes "fidget toys."
- 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.
- During hot weather, students must leave jackets and sweatshirts in the classroom to avoid being overheated. It is recommended that they are not worn to school when it is warm.
- Chewing gum and candy are not permitted on campus.
- 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.
- Property is to be treated with respect.
- Items and/or behaviors deemed inappropriate by the administration will not be allowed.
- Birthday celebrations: Parents must contact the teacher prior to the day. If a celebration is allowed in the classroom, parents can drop off single wrapped, store-bought items for the class or cupcakes (no full size cakes or anything that requires cutting). Visitors are not allowed on campus. Balloons and candles are not permitted. For a list of approved snacks visit the Nutrition Services page on the WESD website.:

#### **Before/After School Rules**

Promote student's safety by following these guidelines

- A parent should wait for the gate to be opened by a staff person at 8:00 a.m. unless a person has official school business in which case, they should come to the office.
- Students must go to the assigned classroom using designated walkways.
- Waiting in the designated waiting areas during drop-off and pickup times.
- Absolutely no students dropped off before 8:00 a.m. unless they are in a before school class.

#### **Cafeteria Expectations**

##### **Be Respectful**

- Follow adult directions the first time they are given.
- Quiet voice.

##### **Be Responsible**

- Keep your area clean.
- Move through the lunch line quickly.

- Keep your food on your tray.

### Be Safe

- KYHFOOTY – Keep Your Hands, Feet & Other Objects To Yourself.
- Touch and eat your food only
- Ask permission to leave your seat

### Playground Expectations

#### Be Respectful

- Follow adult directions the first time they are given.
- Use positive language.
- Be Kind and Include others.

#### Be Responsible

- Keep it clean.
- Take ownership of actions
- Line up when the whistle blows

#### 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
- Calm behavior

#### Be Responsible

- Walk to the right and keep it tight
- Walk with a purpose directly to your destination

#### Be Safe

- KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself.
- Use 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 the first time they are given
- Use a Quiet Voice.
- Treat others with respect.

#### Be Responsible

- Be ready to leave.
- Listen attentively
- Have ID/Zpass ready

#### 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 the first time they are given
- Treat others kindly
- Listen when others are speaking

#### Be Responsible

- Take ownership of actions
- Be prepared and ready to learn.
- Do your personal 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 or lunch detention while reflecting on their behavior choices. The BSC is a classroom run by a Behavior Support Advocate and Achievement Interventionist and is 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 27<sup>th</sup> Avenue and at the corner of Northern and 27<sup>th</sup> 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 lane 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 parent parking lot. Students should be waiting for the parent at the Pink Gate. No parents are to park and walk to get students in the cafeteria parking lot. Neither students nor parents are permitted to walk or run in front of cars within the car lane area. Cars in drive through lane are not permitted to cut in front of cars in the drop off/pick up lane.
- For the safety of students, parents, and staff, please refrain from being on your phone while in our parking lots.
- As a reminder, ARS 15-507 protects all public school employees against any form of abuse. WESD fosters an environment of professionalism and respect for everyone.