

PRINCIPAL'S LETTER

Dear Parents and Students,

Welcome to Roadrunner! As we begin another new school year, we are excited about the opportunities and possibilities for everyone. As a team, we believe that every child is unique and we are committed to providing a quality educational experience for every child. Roadrunner School is committed to maintaining a positive and creative atmosphere for learning. The staff and administration are dedicated to the implementation of instructional programs that recognize the abilities, potential and developmental levels of all children. Our staff provides an environment that is conducive to learning in all curricular areas and promotes positive and appropriate behavioral standards. We are delighted to have you share this educational partnership with us.

We provide this section of the handbook to acquaint you with the policies and procedures of our school. We encourage you to read it together as a family. We have identified positive behavior expectations for our students in our vision of Rise Up, Reach Out, Achieve More. We encourage all students to "rise up" to their highest potential, "reach out" to others and "achieve more" through hard work, dedication, good attendance and respect of all staff and students.

PARENTS COUNT! At Roadrunner, we all want the best for your children, but we are not enough. You, the parents, play a key role in the education of your children. Your words of encouragement, a hug when the day has been rough, your interest in your child's work, and your presence at school are all vital ingredients in your child's success. Come to school, meet with us, talk to us and volunteer your time and energy. Your involvement shows your child that you value his or her education. Together we can improve student achievement!

CHILDREN COUNT! Rise Up, Reach Out, Achieve More is integrated throughout our activities and classrooms. Each of us makes choices that determine our success. We encourage every child to make the choice to have a positive attitude, do his or her best in all classes, be a good citizen and attend school every day.

Together, let's make the 2016-2017 school year a success!

Sincerely,
Paula McWhirter
Principal

VISION STATEMENT

Our Vision Statement for Roadrunner is Rise Up, Reach Out, Achieve More.

Curriculum, Instruction and Assessment

The instructional materials and strategies used by the Roadrunner teachers align with the Arizona College and Career Ready Standards. Our standards-aligned curricula are explained during our fall curriculum nights.

Students participate in District assessments in math, reading and writing. Students will participate in State-mandated testing in the spring. We assess first through sixth grade students in reading fluency and writing three times a year. Based on the

results of this data, students receive research-based interventions to build their fluency and comprehension skills.

CONTACT INFORMATION

School Address: 7702 N 39th 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

7:30 a.m. to 4:00 p.m.

Arrival/Dismissal Times

Roadrunner students have a common start and dismissal.

–First bell rings at 8:10 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.

All before-school visitors must sign in at the front gate 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. Visitors throughout the day must register in the office and pick up a visitor's badge.

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. All kindergarten students must be signed out at dismissal. 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.

Early 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/Tuancy

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 a Tuancy Prevention Unit (TPU). The TPU 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 unexcused/unverified trancies or 10 total absences (regardless of reason), the school may make a referral to the TPU 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.

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.

Lost & Damaged Textbook/Library Book Charges

Students are responsible for the care of textbooks and library books. Students who lose or damage books will be responsible for the replacement cost of the books. Students may not check out more books until the book has been found and returned.

Campus Visits

Parents are welcome to join their child at lunch during the school year. Lunch times vary. Please call the office for a schedule. Please sign in as a visitor in the office and wear your visitor's badge. Please make arrangements ahead of time to visit/volunteer in your child's classroom. **In order to volunteer in your child's classroom or attend a field trip, you must complete one of the volunteer training classes held throughout the year.** Adults on campus without badges will be asked to return to the office to get a badge. We maximize instructional time at Roadrunner. Please limit requests to interrupt your child's classroom with a message.

Special Education and Special Area Classes

Cross-categorical resource teachers, a speech and language therapist, and one teacher for Project Potential (a program for gifted students) serve Roadrunner students who have been identified for participation in special programs. Additional assistance is received from a school psychologist and other support services. *See Special Education Services on page 5.*

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

After-school Activities

Dependent on acceptance of our grant application, after-school activities will be offered to students based on academics and teacher recommendations. With funding by a 21st Century Community Learning Center (CLLC) grant and the Washington Elementary School District's Community Education Program, classes will be offered throughout the school year and during the summer. Cross Country and Girls and Boys Basketball are offered before and after school during the season.

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 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 school chaperone training course prior to chaperoning any field trip. District volunteer applications and District background checks, when applicable, will be included as part of this course.
- There will be a limited number of chaperones for each field trip. Chaperones are on a first-come, first-served basis.
- Only approved chaperones are allowed to attend field trips.

Extended Day Care - KidSpace

Supervised child care 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 child care room or in the school office. Further information may be obtained by calling 602-347-3115.

Prevention/Intervention Programs

We provide a structured English immersion program for children using the Rosetta Stone program. A Literacy Center, Title I, reading/math intervention, speech services, cross categorical resource classes, and gifted classes support our students. Please contact the principal or homeroom teacher for more information or to see if your child qualifies.

Rachel's Challenge

The goal of Rachel's Challenge, (a nationwide school outreach program for the prevention of teen violence), is to start a "chain reaction of kindness" as inspired by Rachel Joy Scott, a 17-year-old student who was killed at Columbine High School. The organization's mission statement is to "motivate, educate and bring positive change to many young people." Our school has incorporated Rachel's Challenge into our own Kindness Club bringing the message of kindness to our students through saying nice things, doing nice things and including others.

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.

STUDENT DISCIPLINE/BEHAVIOR

School Discipline Policy

Roadrunner's school-wide discipline plan is the Responsible Thinking Process. RTP 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

consistently expect students to demonstrate the positive behavior expectations that support the Vision Statement, Rise Up, Reach Out and Achieve More.

The school campus, classroom, anti-bullying and cafeteria rules are enforced by all staff including administration, teachers, and support staff using the Responsible Thinking Process.

Further 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 request your support in enforcing our school rules and behavior expectations.

Roadrunner Campus and Classroom Rules

Students will demonstrate positive behavior and follow directions of the playground supervisors at all times regarding rules, behavior and proper use of playground equipment. Students are encouraged to resolve differences through calm communication skills (in and out of the classroom). Procedures and routines for each classroom are developed appropriately and are posted in each classroom.

Items Prohibited at School

All electronics, including but not limited to radios, TVs, stereos, MP3 players, games, pagers, cameras, any electronic toys, and trading cards may not be brought 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. **Use of cell phones is prohibited during school hours.** Any cell phone that disrupts the learning environment will be confiscated and must be picked up by the parent. 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. (See Student Dress section of the District pages.)

Students are expected to follow the District policy regarding Student Dress. Flip-flops, sandals without straps and high heels may not be worn on campus for safety reasons. Length of shorts and skirts (regardless of leggings or tights worn underneath) must be as long as or longer than the student's fingertips when arms are at their sides. All shirts must have straps that are at least two finger widths wide. No undergarments may show at any time. Hats are not to be worn indoors.

Jewelry/accessories may not display profanity, provocative or suggestive statements, obscenities, advertising for drugs, alcohol, or gang identifications. **Jewelry may not be a distraction or disruptive (teacher/administration discretion).** Pierced jewelry is only allowed in the ear. Hoop or dangling earrings should be no larger than the diameter of a quarter. Ear tapers and spikes are NOT permitted. Covering of unacceptable piercings are not permitted.

Cafeteria Rules

Students are expected to demonstrate appropriate behavior in the cafeteria:

- Walk at all times. Keep hands, feet and objects to yourself.
- Speak in a quiet “private” voice.
- Remain seated in your designated area. Maintain proper manners. Do not throw, intentionally drop, or misuse food or other objects. Pick up all trash and neatly put it in the garbage containers.
- Food and drink should be consumed in the cafeteria only.
- Follow the directions of the cafeteria supervisor.
- Food items brought from home must be single-serving size.
- Food brought from home is not to be shared.

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. **Students who walk to and from school must stay on designated sidewalks, stay out of the bike lanes 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 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 at 39th Ave. A crossing guard will be at the corner of 39th 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! If a child acts in a careless or potentially dangerous manner, he or she will be reported to the principal, who will notify the parents, and take appropriate disciplinary action. 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 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 building in the southern end of the parking lot. 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 north of the crosswalk among the parked cars. Do not drop off your children in the bus loading/unloading zone on 39th Avenue.

Do not ask children to walk across the parking lot to or from your car.

Visitors to campus during the day need to park in designated parking spaces. Do not park in the driveway/or residential driveways. Do not double park, leave your vehicles unattended or running 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.