



## **PRINCIPAL'S LETTER**

August 2016,

Dear Parents, Students and Community Members,

Welcome to Shaw Butte School, home of the Hawks. We are extremely proud of our school and the programs we have designed to meet a wide variety of educational needs for children. We are committed to academic achievement and building fundamental skills in reading, math and language. We feel that a child's self-esteem, coupled with a safe supportive environment, enhances the learning experience. Our goals of academic excellence and positive self-esteem can become a reality when staff and parents work together in an atmosphere of communication and cooperation. We invite you to become actively involved in your child's education and look forward to an exciting and productive 2016-2017 school year.

Thank you for sharing your children with us and being part of our education team.

Together, WE can make a difference!

Sincerely,

Tracy Maynard and the Shaw Butte Elementary School Staff

**Vision: *Igniting a lifelong passion to inspire, learn and achieve together!***

**Mission: *Raise the Bar. Close the Gap. Accept NO Excuses.***

### **Core Values**

We, the staff of Shaw Butte, will...

- Accept responsibility for the learning of all children.
- Maintain high expectations for our students and ourselves.
- Ensure that all students are actively engaged in learning.
- Work in collegial and collaborative instructional teams.
- Utilize data to drive our instruction.

### **Instructional Practices**

The Shaw Butte staff, parents and Site Council continue to work diligently on school improvement. Our emphasis is in the areas of reading and math. Professional development will be provided throughout the year to give staff additional knowledge and training to implement our school 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:** <http://shawbutte.wesdschools.org>

### **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: 7:10 a.m. - 3:30 p.m.

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

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

**Student are not to arrive on campus before 7:10 unless they are enrolled in KidSpace. Children arriving before 7:10 are not supervised, and families will be required to pick them up. Students will be considered late 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, 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**

Students line up at 7:25 a.m. to go in to their classrooms. 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. **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 or our student services specialist.

## 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 a Truancy Prevention Unit (TPU). The TPU 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 10 total absences, the school may make a referral to the TPU 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 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 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 and exit the main parking lot from 21<sup>st</sup> 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 obey exit and enter signs.
- **Please use crosswalks.**
- **Please do not park, stop, release or pick up students in the driving lanes.**

- Please be courteous of our surrounding neighbors. Do not park in or block their driveways.

## 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 at the front office and wear their provided Head Start/Preschool badges at all times when dropping off or picking up students. If they do not have their badge from the office, they MUST show proper identification to get a visitor's badge.
- Authorized visitors joining students for lunch must sit at the designated guest table with their child. Other students are not permitted to sit with visitors. Parents are not permitted to accompany their children to the playground or approach other children on campus. Please ask staff for assistance if needed.

## Dress Code

Students must wear their ID cards and dress appropriately at all times. Any student dress or personal appearance that distracts from or interferes with the normal learning process is unacceptable.

### *Attire that is not acceptable includes:*

- Half-shirts, shirts that reveal the stomach, cleavage or undergarments, tank tops, spaghetti-strap tops, or sheer (see-through) clothing;
- Shirts with statements regarding alcoholic beverages, tobacco products, drugs, or unacceptable language;
- Extremely short shorts, skirts or dresses;
- Footwear, such as flip-flops, slippers, heels above 1", cleated athletic shoes, or shoes with wheels. (Tennis shoes are recommended for safety and are required on days the student has PE);
- Bandannas;
- Excessively baggy and/or sagging pants are not permitted. Undergarments must not show above pants;
- Excessive jewelry;
- Writing on self or others;
- Hats may only be worn outside of the classroom and must be school appropriate.

Students who violate the dress code standards may be asked to do any of the following after an attempt to contact the parent:

- Turn inappropriate clothing inside out;
- Be transported home by school personnel to change;
- Change into clothing that may be provided by the school
- Have other clothing brought to school.

Repeated violations of the dress code standards may result in appropriate disciplinary action being taken, including suspension from school.

The decision as to whether or not a distracting condition exists and how it is handled shall be left to the reasonable discretion of the building administrators. In accordance with ARS 15-843

and under severe disciplinary conditions, the principal has the authority to suspend a student from school following student due process procedures.

## Lost and Found

Large items are kept in the “Lost and Found Box” 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.

## 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 homeroom. 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, *Hawk Talk*, is sent home with students once a month. It contains important information, as well as a continually updated calendar of events for Shaw Butte.

### Events/Programs

Book Fairs	Sports Events
Open House	Computer Lab
Curriculum Night	Performances
Family Literacy Nights	Family Fun Nights
Family Math Night	Musical Performances
Student of the Month	After-school Classes
Adult English Classes	Prevention/Intervention

## KidSpace Extended Day Care

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

## Prevention/Intervention Programs

### Social Worker

The school social worker provides comprehensive 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.

### John C. Lincoln Hospital (JCLH) Health Program

Shaw Butte partners with JCLH to provide low cost, extended health services to students who qualify. Please call our health office for more information at 602-347-4210.

### Student of the Month

One student is selected from each classroom as Student of the Month. Students who are selected as Student of the Month attend a celebration with the principal and/or assistant principal.

## 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) Students are to do what is expected of them and they are to do it to the best of their ability. (2) No student has the right to interfere with the learning or safety of other students. 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 is standing and facing away from the learning environment. 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 is standing and looking at a focal point and is facing away from the learning environment. 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 come to school for a Step 4 Conference. This must be completed before the student can return to class. A Step 4 meeting is simply a five-minute

meeting between the parent, child and staff member 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 either an in- or out-of-school suspension. For a Step 5, the student service specialist or administrator will contact the parent/guardian, send a Step 5 letter home, and, if necessary, set a time/date for a meeting between the parent and administrator. 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. Kindergarten - second grade students can earn up to 10 points during each point period. Third - sixth grade students can earn up to 45 points during each point period. Students can earn up to 6-10 extra points during morning points and lunch/recess. Students in grades K-2 may choose not to earn up to six points and can still Make Their Day. Students in grades 3-6 may choose not to earn up to 10 points and still make their day. 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.

### Prohibited Items at School

The following are examples of items not allowed at school:

- Guns, knives or other dangerous items
- Bats, hard balls
- Cell phones (any device that mimics a phone), tablets, iPods, MP3 players, electronic games, CD players
- 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
- Toys, unless authorized by the teacher
- Shaving cream
- Inappropriate pictures

Parents/guardians will be contacted if such items are brought to school and disciplinary actions may result.

## 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 21<sup>st</sup> and 23<sup>rd</sup> Avenues and also at Larkspur Drive at 21<sup>st</sup> 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 21<sup>st</sup> and 23<sup>rd</sup> Avenues.
- Students are not allowed to cross 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> Avenue to avoid a citation.

### Bicycles at School

Students in Grades K-2 are not permitted to ride bicycles to school. Students in Grades 3-6 may ride bicycles to school. In order to enjoy 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 with a lock inside the bike rack. Students should never leave bikes at school overnight.
- Students are encouraged to wear a helmet. Please speak with the student service specialist if your family needs assistance in obtaining a helmet.
- Scooters, razors and skateboards are not permitted on campus.
- **The school does not assume responsibility for lost or stolen items.**

### On-campus Photography and Videotaping

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