

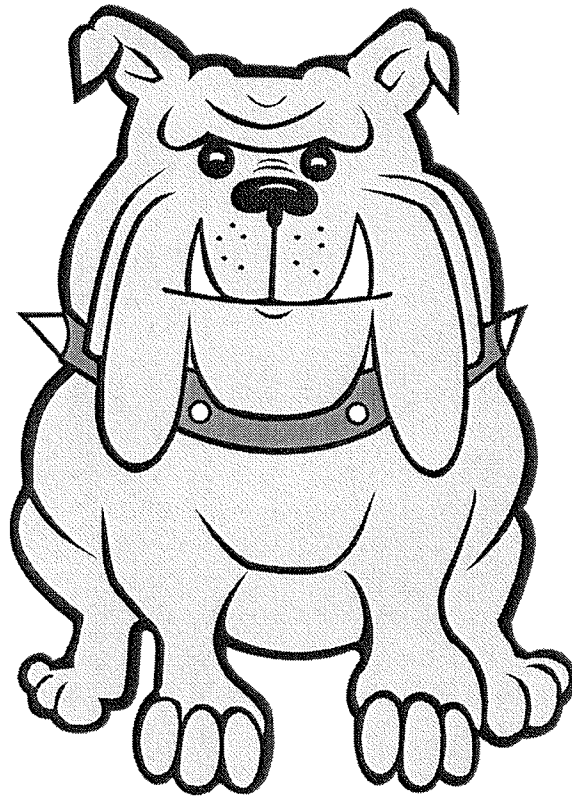
Washington Elementary School

2019-2020

Student/Parent Handbook

Visit our website at <http://www.mpsaz.org/washington>

480-472-4100



About Your School – Booker T. Washington:

“In all things that are purely social we can be as separate as the fingers, yet one as the hand in all things essential to mutual progress.” – Booker T. Washington

Mr. Booker Taliaferro Washington was born a slave in our country on April 5th, 1856.

After the American Civil War, Booker T. Washington began earning a living by working in the salt furnaces and coal mines of Virginia. But Booker wanted more in his life; he believed that earning an education provided individuals with a better life. He went to school whenever he could while he worked. He eventually became a teacher, and later founded a school for African Americans. In 1881, the “Tuskegee Institute” opened in Alabama.

Nicknamed, “The Wizard of Tuskegee” because he could make the best out of bad circumstances, Booker and his students built the school from homemade bricks. He helped many former slaves survive their newfound freedom by giving them an education, which helped them find better paying jobs enabling them to buy property.

Mr. Washington dedicated his life to education, and became an influential leader recognized by the White House. He wrote several books before his death in 1915.

We are proud to have our school name after Mr. Booker T. Washington. Like him, we want more than just a job. We want an education, which will help us keep improving our lives.

Principal's Welcome

It is with great pleasure that I introduce myself as the new principal of Booker T. Washington Elementary. I am truly honored to become part of such a caring community that values education and has achieved an A+ School of Excellence status. I look forward to meeting each of you as we start this new and exciting year together. Please know my door is always open and I welcome you to stop by anytime.

My life in education began in my home state of Montana where I earned my Bachelor of Science degree in Elementary Education. After graduating, I taught on a Hutterite Colony and had the unique experience of teaching preschool through seventh grade students in a two-room schoolhouse. Then I moved to Toronto, Canada and taught in a private school for three years. Now, I can hardly believe I have lived in Arizona and worked within Mesa Public Schools for 14 years! With a Master's in Administration and Supervision from ASU, 12 years of classroom teaching experience, three years as a Title I Specialist and three years as a Dean of Students, I am incredibly excited to be Washington's principal.

As both an educator and a mom, I value the school community as family. With that comes my passion for ensuring students are safe, supported to attain individual academic goals, and surrounded by a positive school environment in which they enjoy learning. To increase student safety, the district is providing Washington with a new front office design. We are currently under construction and the crew is working hard so it is complete before school begins. When you are here for Meet the Teacher on August 2nd, you will have the opportunity to see these improvements.

I hope you can also join me on August 15th for Coffee with the Principal. This will give you the opportunity to ask questions and share any concerns or ideas you have for our school community. I am looking for volunteers to join our Parent Teacher Organization (PTO) and School Improvement Advisory Committee (SIAC), so please let me know if you are interested! I appreciate all the support you provide at home and welcome your involvement on campus as well. Possibilities are endless when we work together.

This year is going to be amazing as we continue to provide academic experiences for our students that are rigorous and collaborative so that the learning becomes more meaningful. As your Principal, it is important to me that everyone who steps through our doors is excited to be here. I look forward to supporting our path of academic excellence, developing our students' love of learning, and connecting our community so we are united in our pursuit of student success.

Sincerely,

Susan Jenni

Principal

Washington Elementary Mission Statement:

We will, through the collaborative efforts of the principal, teachers, staff and parents:

- Provide a quality learning environment to prepare our students both academically and socially.
- Develop lifelong learners, empowered to be successful in work and community.
- Know our students by name, strength and need and leave our school prepared for the academic and social needs of the future.

2019-2020

Staff Phone/Email Information

Attendance 472-4121/Washington-attend@mpsaz.org Xplore 472-4124
Health Office 472-4128 Main Office 472-4100
Cafeteria 472-4140 Secretary 472-4120

Kindergarten	Room	Phone/Email
Christina Horneman	C1	472-4101 clhorneman@mpsaz.org
Nancy Valtierra	C6	472-4106 njvaltierra@mpsaz.org
Mari Hunter	C8	472-4108 mhunter@mpsaz.org

First Grade	Room	Phone/Email
Bridget Newton	C3	472-4103 bmnewton@mpsaz.org
Giwa, Lenzen, Van Berkum	C4	472-4104 fgiwa@mpsaz.org nlenzen@mpsaz.org kvanberkum@mpsaz.org
Angie Adams	C5	472-4105 aaadams@mpsaz.org

Second Grade	Room	Phone/Email
Jake Rizk	E2	472-4118 jdrizk@mpsaz.org
Melanie Davis	E3	472-4130 msdavis@mpsaz.org
Anne Worischeck	E5	472-4132 amworischeck@mpsaz.org

Third Grade	Room	Phone/Email
Ana Pena	E4	472-4131 agpena@mpsaz.org
Valerie Quinonez	E6	472-4133 vaquinonez@mpsaz.org
Sarah Myers	E7	472-4134 semyers@mpsaz.org

Fourth Grade	Room	Phone/Email
Lacey Ellsworth <i>(4/5 Combo)</i>	D4	472-4112 lmellsworth@mpsaz.org
Jamie Coxon	D5	472-4113 jlcoxon@mpsaz.org
Fonda Bassler	D6	472-4114 fmbassler@mpsaz.org

Fifth Grade	Room	Phone/Email
Emily Kleyn	D2	472-4110 erkleyn@mpsaz.org
Carole Warren	D3	472-4111 clwarren@mpsaz.org

Sixth Grade	Room	Phone/Email
Karen Sanchez	D1	472-4109 kgsanchez@mpsaz.org
Jim Wallace	D7	472-4115 jlwallace@mpsaz.org
Carla Garcia	D8	472-4116 cgarcia2@mpsaz.org

Gifted & Talented	Room	Phone/Email
Sharon Benson	F5	472-4150 smbenson@mpsaz.org
Chrissy Devine	F6	472-4151 cadevine@mpsaz.org

Special Education	Room	Phone/Email
Tamara Coleman	E8 (Resource)	472-4135 trcoleman@mpsaz.org
Alesa Hipps	C2 (Resource)	472-4102 aehipps@mpsaz.org
Laura Kneisel	E1 (Resource)	472-4117 lmkneisel@mpsaz.org
Linda Moore	Psychologist	472-4126 llmoore@mpsaz.org
Kathy Rath	C7 (Speech)	472-4107 kmrath@mpsaz.org
TBD	Special Ed Clerk	472-4148

Specialists	Room	Phone/Email
Ruth Argabright	Music	472-4180 reargabright@mpsaz.org
Scott Eggen	PE	472-4179 saeggen@mpsaz.org
Samantha Gillham	Computer Lab	472-4146 slgillham@mpsaz.org
Tiffany Goldsmith	Art	472-4159 tjgoldsmith@mpsaz.org
Andrea Henderson	Band	472-4181
Heather Johnson	Traveling PE	472-4178
Adam Peterson	Orchestra	472-4158 aapeterson@mpsaz.org
Stephanie Stork	Media Center	472-4143 systork@mpsaz.org

Office	Title	Phone/Email
Susan Jenni	Principal	472-4188 smjenni@mpsaz.org
Chris Roquemore	Secretary	472-4120 cjroquemore@mpsaz.org
Maritza Villalva	Office Specialist	472-4119 mvillalvagomez@mpsaz.org

Health Office	Title	Phone/Email
Peg Indrelunas	Nurse	472-4128 mmindrelunas@mpsaz.org
Richele Staab	Health Assistant	472-4129 rmstaab@mpsaz.org

Cafeteria	Title	Phone/Email
Cindy Chambers	Cafeteria Manager	472-4140 crchambers@mpsaz.org

Counselor	Title	Phone/Email
Rafaela Gonzales	Counselor	472-4148 rgonzalez@mpsaz.org

Title 1	Title	Phone/Email
Amanda Oviatt	Title I School Improvement Specialist	472-4160
Albert Santillan	Title I Clerk	472-4147 afsantillan@mpsaz.org

Reading Intervention	Room	Phone/Email
Terry Carr	Reading Lab C2	472-4136 tscarr@mpsaz.org
Samira Jensby	Reading Lab F1	472-4136 sjjensby@mpsaz.org

Daily Schedule/Attendance:

School Information:

Office Hours:	7:00 a.m. – 3:00 p.m.
School Mascot	Bulldog
School Colors	Red, White and Blue
School Website	www.mpsaz.org/washington

School Hours:

Students allowed on campus	7:05 a.m.
Breakfast (multi-purpose room)	7:05 a.m.
First Bell	7:25 a.m.
School Starts	7:30 a.m.
Dismissal M, T, Th, Friday	2:00 p.m.
Dismissal Wednesdays	1:30 p.m. (See School Calendar for <u>extra-early</u> release dates)

Daily Schedule:

Students are invited to arrive on the school grounds twenty minutes before classes begin.

Supervision is provided starting at 7:05 in the morning. Students are not to enter the buildings before the first bell except if they have a pass from a staff member. In the event of bad weather, they will go directly into their classroom.

Recess periods are scheduled as grade levels. Students are expected to go outside for all recesses. This time is important for students to enjoy fresh air, physical exercise, and practice social skills with peers.

During the noon lunch break, students are expected to eat in the school cafeteria. They may bring a lunch from home or buy the school lunch. Students will eat lunch in the cafeteria, and then be dismissed to lunch recess. Students may not leave the playground or cafeteria without permission from the playground supervisor.

Washington Elementary School

2019-2020 School Calendar

First Day of School August 6, 2019
Last Day of School May 21, 2020
Early Release every Wednesday at 1:30 p.m. (See extra-early release dates below)

School Holidays:

Labor Day	September 2, 2019
Fall Break	October 7-11, 2019
Veterans' Day	November 11, 2019
Thanksgiving Holiday	November 27-29, 2019
Winter Holiday	December 23, 2019 – January 3, 2020
Civil Rights Day	January 20, 2020
Presidents' Day	February 17, 2020
Spring Break	March 9-13, 2020
Spring Holiday	April 10, 2020

Parent Teacher Conferences:

October 14-18 2019 Monday – Friday

- Dismissal at 1:00 PM Monday-Friday

January 13-17, 2020 Tuesday- Friday

- Dismissal at 1:00 PM Tuesday-Friday

Professional Development for Teachers/Extra Early Release:

September 18, 2019	12:00 p.m. dismissal
November 6, 2019	12:00 p.m. dismissal
February 12, 2020	12:00 p.m. dismissal
April 1, 2020	12:00 p.m. dismissal

End of the Grading Period /Extra Early Release:

October 4, 2019	11:30 a.m. dismissal
December 20, 2019	11:30 a.m. dismissal
March 6, 2020	11:30 a.m. dismissal

Attendance:

Regular attendance at school is critical to achievement. Students are expected to attend regularly and be on time. Work missed during any absence is to be made up in a timely manner.

If it is necessary for your child to leave school early, a parent must come to the school office and present picture identification to "sign out" his/her child. The adult retrieving the student must be designated on the student data sheet, as a person approved for pick-up. *Office and Administrative Staff can **not** routinely release students to persons listed as emergency contacts. Release of students to emergency contacts will only take place in the event of an actual emergency or with prior written/verbal approval by parent.* You will be asked to fill out an emergency contact card for use in the nurse's office and a student data form for use in the front office.

State law requires regular school attendance of a child of school age. Being at school and being on time are critical factors to a child's success. If your child is absent from school, for whatever reason, please call **480-472-4121** or email washington-attend@mpsaz.org and state your name, the child's name, teacher and/or grade level, and reason for absence. If we do not hear from you by 9:30 am, you will receive an automated phone or email message regarding your child's absence. Unverified absences are considered unexcused. If your child is absent more than one day, please notify us each day. Homework requests should be made to the classroom teacher at the time you report an absence or before 9:00 a.m. each day.

*According to Arizona State Law (15-803), absences exceeding 10% (18 days) are considered excessive.

*Students need to arrive to school in order to be seated in their classroom by the time the bell has rung at 7:30 a.m. All students arriving tardy must stop by the office prior to going to class to receive a pass.

Nurse Information:

Medication at School:

*Prescription and nonprescription medication may only be given with consent of the parent/legal guardian.

*All medication **MUST** be in its original container (properly labeled) and will be kept in the health office.

*For prescription medication, the prescription must be current (within 1 year of the original prescription). No expired medication will be accepted.

*A parental consent form **MUST** be completed and kept on file for all medication being given. This includes all daily medications, inhalers and breathing treatment medications and over the counter or short term medications.

Immunizations:

Arizona State Law requires all children, grades Pre K - 12, to be immunized prior to entering school.

Children who **do not** have the required immunizations will not be allowed to attend school. If for any reason a child is not able to receive the immunizations, an exemption form may be completed in the nurse's office. Please call our health office at 472-4128 for questions.

Health Information:

It is essential that we have the following information in case of an emergency:

*An **Emergency Information Card** to be completed and kept on file in the nurse's office.

*Current operating telephone numbers where parents may be reached during school hours.

*Names and telephone numbers of relatives or friends who should be contacted or whom the child can be released to when parents are not available.

*Medical conditions, allergies, daily medications and name and telephone number of family doctor.

Please notify the front office immediately of changes in your telephone number (home, work, or cell) or address. It is important that we are able to contact you at all times.

Food & Nutrition:

Hot lunches and breakfasts are available to all students in grades K-6th grade. Parents are also welcome to eat in our cafeteria. The Food & Nutrition Department would like to make known myLunchMoney.com will be available for families to make prepayments on their student's meal accounts. A direct link to this automated system can be found on the Washington Elementary website at: www.mpsaz.org/washington

School meal prices for the 2019-2020 school year for students:

Elementary breakfast	\$1.25 per day	\$6.25 per week
Elementary Lunch	\$2.05 per day	\$10.25 per week
Adult Lunches	\$4.00 per day	

Cafeteria Expectations:

For the safety of all students in the cafeteria, students are expected to:

- Use inside voices.
- Keep hands, feet and body parts off of others.
- Walk at all times, no running.
- No food from lunch allowed outside on the playground.
- Raise a hand if help is needed.
- Keep area litter free. Pick up dropped food and/or trash.
- Wait to be excused by an adult monitor.
- Stack food trays neatly.
- Place lunch boxes in the class basket.

Dress & Grooming:

Personal appearance and dress are the responsibility of the student and the student's parent or guardian.

Students will not dress or groom themselves in a manner that, in the judgment of the school administrator, presents a risk to the health, safety or general welfare of the student, other students or staff, or that is counterproductive to the district's educational objectives.

Students will refrain from wearing clothing, jewelry or other accessories that communicate, whether through language, images, symbols, artwork, color schemes or clothing styles:

- a message related to tobacco, alcohol, illegal drugs and other items that cannot be legally purchased or possessed by minors
- a message that advocates or promotes violence or terror
- a message that is sexually suggestive, vulgar, obscene or plainly offensive
- a message that would cause a reasonable person, as a student or staff member, to feel threatened, intimidated or harassed because of the person's race, ethnicity, religion, gender or sexual orientation
- a message expressing gang membership, affiliation or support

The foregoing standards regarding "message" clothing will be interpreted and applied by school administrators in a manner that avoids infringement of a student's First Amendment rights.

Dress Standards

Without limiting the general standards, students must comply with the following standards at school and school events:

- Jeans, pants and trousers must be worn at the waist area and must not drag excessively on the ground. No sagging is allowed.
- Clothing must cover the abdomen and back. No undergarments may show. Tops that expose cleavage are prohibited. When standing, tops must completely cover the midriff to the skirt, shorts or pants. See-through clothing is prohibited.
- Tube tops and halter tops are prohibited. Tank tops and other sleeveless tops are permitted only if the straps are wider than 1 1/2 inches and the armholes are no lower than 2 inches from the armpit.
- Shorts must have at least a 2-inch inseam and extend to the tip of the student's fingers.
- Dresses and skirts must extend at least 1 inch beyond the tip of the student's fingers.
- No pajamas or slippers are allowed.
- The manner of dress must be safe and not disruptive to the educational process or learning environment.
- Bandannas, hairnets and do-rags are prohibited.
- Excessive mohawks, wigs, or a hair-style that distracts from the learning environment is not permitted.
- Jewelry and accessories with studs, spikes, sharp objects or heavy chains are prohibited.
- Footwear must be worn at all times. Shoes, such as wheels in the heels, cleats, and flip flops that pose a safety hazard are prohibited.

Behavior Expectations:

Bulldog Behavior Expectations

Paws:

Practice Respect

Accept Responsibility

Work Together

Safety Matters

BUS EXPECTATIONS:

1. BE COURTEOUS AND OBEY THE DRIVER'S INSTRUCTIONS
2. KEEP THE AISLE CLEAR AND REMAIN SEATED UNTIL YOUR STOP
3. IF SEATS ARE ASSIGNED, SIT IN YOUR ASSIGNED SEAT
4. KEEP YOUR HANDS, ARMS, FEET, LEGS AND HEAD AWAY FROM OTHERS AND INSIDE THE BUS
5. TALK QUIETLY. DO NOT YELL, USE VULGAR OR ABUSIVE LANGUAGE
6. DO NOT THROW ANYTHING INSIDE THE BUS OR FROM THE BUS
7. EATING IS NOT PERMITTED ON THE BUS. DO NOT DRINK ON THE BUS UNLESS THE BUS DRIVER ALLOWS YOU TO DO SO.
8. ALL ELECTRONIC DEVICES MUST STAY INSIDE BACKPACKS.
9. DO NOT CARRY SKATEBOARD, GLASS OBJECTS, INSECTS, REPTILES, ANIMALS, WEAPONS, EXPLOSIVE DEVICES, TOBACCO, ALCOHOL OR DRUGS ON THE BUS
10. ALL CELL PHONES MUST BE OFF AND PLACED IN YOUR BACK-PACK
11. DO NOT ABUSE OR DEFACE THE BUS OR BUS EQUIPMENT
12. KEEP CASES, BAND INSTRUMENTS AND OTHER BELONGINGS UNDER CONTROL AT ALL TIMES

General Information:

Parent Volunteers:

Many parents enjoy volunteering in their child's classroom or around the school. We welcome volunteers! Parents are also needed for special projects and field trips. Please arrange volunteering with your child's teacher or the office. All visitors and volunteers must sign in at the office and wear a visitor badge.

After School Care:

The Mesa Public Schools District program called "Xplore" has an after-school care program for parents who need child-care after school until 6:00 p.m. Please contact the program at 480-472-7250 for rates and information. *Registration Forms available in the front office for your convenience.*

Bike Rack:

A bike rack is provided for students who ride to school. We strongly recommend that each child wear a bike helmet for safety. Bikes must be walked on campus sidewalks and street crossings.

Although the bike rack is locked during the day, Washington Elementary will not be responsible for equipment that is stolen or damaged. Children riding a bike/scooter to school must be able to secure and work their own lock. Please make sure your child understands appropriate bike-safety while riding to school.

Skateboards, scooters or rollerblades/skates are not permitted to be used at school.

Student Drop Off and Pick Up Procedures:

The **drop off and pick up** zone in front of the school is very congested. The lane next to the curb/sidewalk is a drive-through lane only. Proceed in single file to the curb/sidewalk. Please pull as far forward as possible before allowing students to exit the vehicle. Students must exit cars onto the sidewalk. Cars are not permitted to park along the curb/sidewalk. Drivers must stay in the driver's seat.

If your child needs assistance exiting the vehicle, please pull into a parking space. Parents must walk students across the drive. There is no crosswalk provided.

The **student bus** drop off and pick-up area is on the west side of our campus. All vehicles other than buses are restricted from pulling into the bus lane. **DO NOT ENTER** signs are posted at the entrance of the bus lane.

The **student drop off and pick up** area in the west parking lot is less congested. Parents must park and walk the students across the crosswalk in the bus lane.

Street parking is available between posted signs. Parents must park and walk students across the drive to the sidewalk.

Telephone Usage:

Students may use a school phone for emergency purposes only. Use of the school phone at dismissal time to call to make arrangements to go to the home of a friend is **NOT** allowed. We ask that these arrangements be made in advance, at home. Please stress the fact that your child is to go directly home at dismissal time unless you give permission to do otherwise and you know where he or she will be. If a child is going home with another child, both sets of parents must send written notes to confirm this arrangement including bus information for both students.

Cell phones and other electronic devices:

Electronic devices create a disruption to instruction in the classroom. These items must be kept off during the school day and stored in the student's backpack. Electronic devices include, but are not limited to: cell phones, tablets, iPods, and gaming devices. The school site is not responsible if an electronic item is lost, stolen, or damaged. If the device is found to be a distraction during the school day, the device will be placed in the school office for a parent to retrieve.

Personal Technology Devices:

Personal technology devices-Smartphones, iPads, ereaders, laptops, etc.—may be used for educational purposes. If the item is not being used for an educational purpose, it must be off and out of sight. Technology devices will not be permitted during outside play. The school site is not responsible if a device is lost, stolen, or damaged. If the device is found to be a distraction during the school day, it will be placed in the school office for the student to retrieve at the end of the day. Repeat occurrences will require a parent to pick up the device from the office and/or loss of privilege to have the device on campus.

Personal Belongings:

1. If students bring personal belongings to school, they must be responsible for them.
2. Toys and other items that have little to do with school should not be brought to school.
3. All personal belongings brought or worn to school should be identified with the student's name as permanently as possible. (backpacks, lunch boxes, clothing items)
4. Students may not bring their own playground items. Equipment is provided for them by the school.
5. When your child does misplace something, be sure he/she checks the "lost and found". All unclaimed items are donated to charity at the end of each grading quarter.

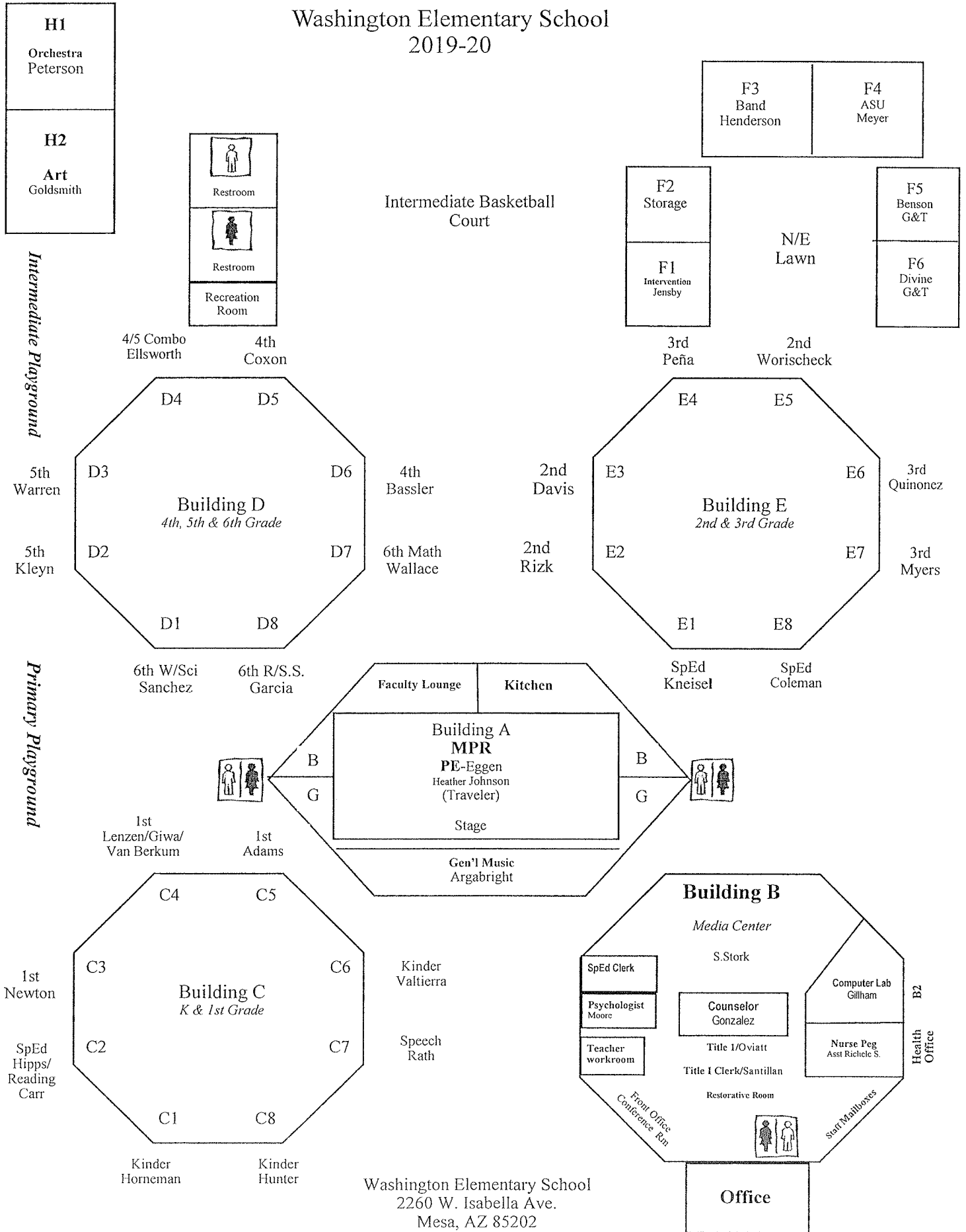
Birthday Celebrations:

Washington classrooms do recognize student birthdays. Parents are welcome to bring store-bought treats that are wrapped in single servings. This would include treats such as fruit snacks, granola bars, cookies, chips, etc. School supplies are always welcome; this would include pencils, markers, crayons, stickers, notebooks, folders, etc.

Items that will not be allowed for birthday celebrations include the following: balloons, homemade items, sheet cakes, tubs of ice cream, or items that must be cooked. Teachers cannot supply plates, utensils, and additional supplies for treats to be served.

Treats are served when it is an appropriate transition for the instructional schedule of the day. Families may not interrupt lessons or bring additional family members into the classroom.

Washington Elementary School 2019-20



Washington Elementary School
2260 W. Isabella Ave.
Mesa, AZ 85202
480-472-4100
Susan Jenni, Principal