

PRINCIPAL'S LETTER

Dear Parents and Students:

Welcome to the 2026-2027 school year at Desert View Elementary School! Our goal is to work together, with you, to support your students and develop life-long learners. One way we do this at Desert View is through our PBIS program, which will help students make choices that are safe, respectful, and responsible. This parent/student handbook will provide basic information on all of our school programs. I encourage you to review this information so that you can find ways to actively join in this learning process at Desert View. If you have any questions, do not hesitate to call or email me so we can discuss and work together.

I am excited to work alongside you this upcoming school year.

Sincerely,

John Mospan, Principal

MISSION & VISION STATEMENTS

Mission Statement

Desert View is a safe and inclusive learning community that fosters academic, social, and individual growth.

Vision Statement

Desert View is a community-focused school where all students are respected and empowered to ensure the academic, social, and cultural success of every child, every day.

SCHOOL PHILOSOPHY

The school staff and the parent organization at Desert View care about all students attending this school. Our goal is that all students become responsible and healthy citizens who show respect for the personal rights and property of others.

We are committed to providing a safe, caring environment conducive to learning for all our children. We want all parents, community members, students and staff to provide input in making decisions concerning our school, and we encourage all parents to take an active part in our parent organization.

SCHOOL INFORMATION

School Address: 8621 N 3rd Street, Phoenix

School Web Site: http://desertview.wesdschools.org

Important Telephone Numbers:

Office	602-347-4000
Health Office	602-347- 4010
Attendance	602-347-4011

Daily Schedule

7:15 a.m. FIRST BELL – Gates open. Students allowed on campus as they head directly to the classroom.

7:30 a.m. SECOND BELL – HOMEROOM – Pledge of Allegiance – Moment of Silence

Announcements and attendance/morning

Breakfast in the classroom.

10:00 a.m. Morning preschool dismissal

11:00 a.m. Afternoon preschool arrival

1:30 p.m. Afternoon preschool dismissal

2:30 p.m. Grades K – 6 dismissal

Early Release Wednesday Dismissal Time:
1:00 p.m. Grades K – 6 dismissal

Office Hours

The office will open each day for business by 7:00 a.m. and will close at 3:30 p.m. On Wednesdays, the office will open at 7:00 a.m. and close at 2:30 p.m. If parents need to see their child's teacher or the principal before or after these hours, they must arrange this in advance with the teacher or principal, who will then alert the office staff. All visitors must always report to the office, sign in and obtain a visitor's pass before meeting with any student or staff member.

Our gates open at 7:15 a.m. **Student drop off begins at 7:15 a.m. when student supervision is available.** Your child should not come on campus before this time, as there is no supervision. Parents should drop off students at the north gates as the students walk to class. School staff will be in the hallways to help monitor and direct students.

School Attendance/Reporting Absences

Report all absences to the Attendance line by 9:00 a.m. on the day of the absence. The attendance line has voice mail that is operative 24 hours a day. That number is **602-347-4011.** Remember to give a specific reason for the absence when leaving your message, e.g., fever, cold, ear infection, etc. Do not just say, "Does not feel well" or "…..is sick."

- Absences shall be excused only for necessary and important reasons: illness, doctor appointments, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.
- When a student is absent, it will be necessary for the parent to call the school before the day of the absence or on the day of absence before 9:00 a.m. in order to advise the school as to the reason for the absence.

- When a student returns to school following an absence, a note of explanation from the parent is required.
- The school will require an appointment card or a letter from a hospital or clinic when the school **has not** been notified by the parent of an appointment that is medical or dental in nature.
- Unauthorized absence from school is considered truancy and will be treated as such.

In addition to the District policies concerning absences, Desert View Elementary will adhere to the following:

- Any student absent from school because of medical or dental reasons will be required to bring in a doctor's note explaining the reason for the absence.
- Reporting your child's absence does not necessarily excuse an absence for personal or medical reasons. Sick days are excused if we receive a doctor's note explaining the condition causing the absence. *If your child has chronic health problems, we will need a letter by the doctor certifying the student has health problems preventing them from attending regular classes for intermittent periods of one or more days because of the illness, disease or accident.*

Tardy Policy

Tardies are considered "excused" if they are due to doctor/dentist appointment or family emergencies. All other tardies are "unexcused." In the event of an excused tardy, the parent must notify the attendance clerk in writing, in person or by a phone call to the office at 602-347-4000.

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 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 nurse 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.

Dismissal

Students are not permitted to leave the school grounds at any time once he/she has arrived at school without permission from the principal's office. Students are released only to parents, guardians and to those persons listed on the emergency card as emergency contacts **with a valid ID**. If your child is a bus rider and you wish to pick him or her up in your car, you must report to the office first. We ask that you never pull up to the bus bay and try to pick up your child there. Students must have their ID in order to the ride the bus home. If a student does not have an ID, they will be issued one temporary ID at school. Students that subsequently lose or do not return the temporary ID will be expected to purchase a replacement ID. If a student does not have an ID nor a temporary ID available, they will not be permitted to ride the bus home. Please refer to the District portion of this handbook for more specific information.

Safety is our number one priority. We will **not release** any child to anyone not authorized to pick him or her up.

The front office will not check out students after 2:10 p.m. each day (12:40 p.m. on Wednesdays) as these late-afternoon check-outs can cause a classroom disruption during the final moments of the school day. If you have a change in plans for how students are getting home that day, it is your responsibility to notify the office of these changes. The office will accept a handwritten note by the parent or a phone call. For us to make sure that the student and teacher are aware of these changes, please notify the office 30 minutes before dismissal.

Dress Code

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

Library Facilities and Policies

Our library is open to students throughout the school day so that they can check out books. Please encourage your student(s) to take advantage of this opportunity to check out up to four books and take them home. This will provide you with an opportunity to read with your child each week.

Special Area Requirements

Art, vocal music, and physical education are offered to all kindergartners through sixth graders. The fine arts are also integrated throughout the kindergarten and preschool curriculum. WESD music curriculum requires that all students play instruments in fourth grade, as well as compose an individual melody on an instrument. Students in fifth and sixth grade will continue with the same model as fourth grade using various instruments including woodwinds, brass, strings, percussion and the voice. As with all participation in any of the performing arts, we strongly urge parents to ensure their children attend school events in which they are performing, as this is an integral part of the learning process. On the days when students participate in physical education, we ask that they dress appropriately. For example, sandals would not be appropriate for running events and could cause student injury. Students must take responsibility for their footwear and clothing for PE.

PTO

Our Parent/Teacher Organization (PTO) is an active participating segment of the community and the school. All parents are welcome to attend the meetings. Please contact the school office if you need details regarding upcoming PTO meetings.

Site Council

Desert View has a Site Council that facilitates the decision-making at this site. We strongly encourage participation of parents and community members on the council. There are three positions for parents on the Desert View Site Council and one for a community member. As positions open, parents are strongly encouraged to apply. Applications are available at the office. Terms are for one to two years. Up-to-date information about Site Council, including meeting times and agendas, will always be available on the school webpage.

Meeting dates will be posted on the school website 24 hours prior to the meeting.

School Newsletter

Our school newsletter, *Desert Views*, is available each month on ParentSquare. Please read our newsletter, as important information is included pertaining to schedule, upcoming events, PTO, Site Council, and other important information you should know.

Preschool Programs

Desert View has three Special Needs Preschool classrooms at our site. We strive to include all of our preschoolers and their families so they may feel a true part of our school. Everyone is always welcome to all our special events and programs. For more information regarding our preschool programs, contact our office staff who will direct you to the program directors.

Intervention Programs

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 school staff includes a social worker, reading intervention teacher, gifted teacher, and special education teachers to help provide this support. 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.

Classroom Expectations

Students should not bring outside drinks into the classroom. Only water will be permitted inside the classroom. There are three water bottle filling stations across the campus so that students can refill their water bottles during the school day.

Students should store their personal belongings in teacher-designated locations. This includes, but is not limited to, items such as backpacks, bags, or outside gear that is brought to school. These items should not be kept at the student's desk or table, but instead in the designated area of that classroom.

School Parties and Birthdays

Due to strict nutritional guidelines imposed by the state, **Desert View does not allow birthday parties at school.** We do allow three designated holiday celebrations each year: Fall Celebration, Winter Celebration, and Valentine's Day. Teachers may also schedule an end-of-the-year party. Snacks served during these parties must be store bought. Please do not bring homemade food. If a parent does not wish to have his or her child participate, arrangements can always be made to accommodate the parent's wish and place the child in another classroom during the event.

Student Honors & Awards

Teachers select students to represent their classroom as the Student of the Month. Students also receive quarterly awards in the areas of academics, special areas and behavior. Parents are invited to attend these quarterly award ceremonies.

STUDENT DISCIPLINE

PBIS Program

In our school, we are focused on reinforcing positive student behaviors to encourage them to continue to make good choices. Our focus will be on helping students to make choices that are safe, respectful, and responsible. We practice skills that are safe, respectful, and responsible, such as "use appropriate voice volume" or "walk safely and with purpose" or "keep it clean". When students demonstrate these skills, staff members will give students a PBIS ticket. We collect these tickets and select at least one ticket from each grade on a weekly basis to receive a special monthly reinforcement, such as participating in a school scavenger hunt or a special breakfast.

When students fail to make positive or safe choices, our staff follows a discipline process that includes student interventions and/or possible disciplinary actions. Desert View follows the WESD behavior support framework as outlined in the district handbook. We analyze aggravating and mitigating circumstances to provide corrective actions in hopes of changing the student behavior.

Another key part of PBIS is to remember that **no student has the right to interfere with the learning, safety or well-being of others.** Desert View also has a very strict anti-bullying program. Bullying of any kind will not be tolerated at our school, and serious consequences will be imposed for this behavior. If you have concerns about possible bullying behaviors, please contact the school office so that you can complete a bullying report and notify the school of this ongoing behavior.

Throughout all of this, we aim to incorporate daily communication with all parents. Direct parent involvement with the student's daily progress and academic achievement will generate student success.

Articles Prohibited At School

Personal items should remain at home. We do not allow video games, laser pointers, literature with inappropriate pictures, shoes with wheels, chewing gum, candy, unapproved snacks, trading cards, stuffed animals or toys. This list is by no means all-inclusive. We ask that parents use good judgment and monitor items their child brings to school.

Students are also prohibited to possess tobacco (including tobacco substitutes, electronic cigarettes, other chemical

inhalation devices), alcohol, drugs or other illegal contraband while at school. It is also prohibited to possess a weapon or simulated weapon on school grounds.

According to Arizona state law ARS 15-120.05, students are not permitted to use personal cell phones or tablets during the school day. Desert View will provide students with district-issued technology to meet all instructional needs. Students can contact families through the front office, if needed. Therefore, we require that all students who bring a phone to school must give the phone to the teacher for safe keeping during the school day. The phone will be returned to the student at the end of the day.

Please do not allow your child to bring anything to school you would not want to have stolen or broken.

As mentioned above, the district will provide students with technology to use during the school day. Full descriptions of this technology can be found in the district handbook and on the Electronic Information Services (EIS) agreements. Parents will be assuming responsibility for student use of technology as outlined in the EIS agreement. Misuse of or damage to school property may result in families needing to replace property or pay for the necessary repairs.

Health and Welfare

We have a full-time health technician on duty during school hours. It is the purpose of the health office to help care for your child while he or she is at school. Health appraisals consist of screening tests for vision and hearing.

If your child must use a prescription drug or any over-the-counter medication, please contact the health technician and ensure an adult leaves the prescription with the health technician who will administer the prescription as required by your child's doctor. A "Request for giving medicine at school" form must be filled out by both doctor and parent each new school year for all medications. All medications need to be brought to the health office by a parent or authorized adult. Contact the health technician if you have any questions regarding your child's need to use inhalers and refer to the appendix in the District portion of the handbook.

SCHOOL SAFETY PRACTICES

At Desert View, it is important that students and staff are prepared for any emergency. Fire drills are practiced each month. We also perform lockdown drills throughout the year. Students who ride the bus to/from school will practice the bus evacuation process twice a year to ensure that they know how to safely get off the bus and what to do in the case of an emergency on the bus.

The Washington Elementary School District also employs its own security team. Members of the security team come to each campus throughout the day to make sure the campus is safe. The District security team also attends after-school events such as basketball games and the fall festival.

We keep all the gates and doors locked while students are on campus. Teachers lock their classroom doors during the school day. The north gate, where students are dropped off in the morning, is locked at 7:30 a.m. each day. We also lock the north gate following afternoon dismissal because we have students on campus who attend our after-school programs and the PAC program until 6:00 p.m. each evening. All adults who enter campus are asked to come in and out through the office. We require all visitors to sign in and get a visitor badge in the office

School Identification

Finally, each student and staff member is issued an ID badge. **Students are expected to wear their badges and are responsible for their badges**. If a student does not have an ID, then he/she will not be permitted to ride the bus home. These badges also keep track of when a student enters a bus and at what stop and time the student got off the bus. This is extremely helpful in accounting for students after school hours. School badges are also needed in the library in order for students to check out books. The cafeteria also uses a scanner for students to get their lunch each day.

Parents will be required to pay to have badges replaced. The fees are as follows:

Complete badge (badge, lanyard and pouch) $2.00

Lanyard 50 cents

Pouch 50 cents

Bicycles & Parking Lot

We want to always keep our students safe. Students should refrain from rollerblading, skating, skateboarding and bicycling on our campus. Students who walk home should always cross with the crossing guards and closely follow their directions. Students' safety is our first concern.

You may give your child permission to ride a bicycle or scooter to school. However, we do ask that you provide a helmet for safety. (We request that kindergarten students not be allowed to bring bicycles.) It is also important for your child to use a bike lock. Washington District and Desert View School assume no responsibility for bicycles. If your child rides a bicycle/scooter to school, then he/she should not ride along the sidewalks or in the parking lot. Your child should also lock the bicycle in the bike rack. Failure to follow these expectations may result in the loss of bicycle riding privileges.

Our parking lot is not large and can get very congested during morning drop-off and dismissal times. We ask parents to follow directions by dropping children off by the sidewalk so they do not cross the busy parking lot. Please stay in your vehicle when in the drop-off/pickup lane. A staff member will bring your child to your vehicle. Please be cautious and alert and exercise safe driving when using our parking lot. All parents should drop off and pick up students in our north parking lot area before and after school hours. If you are late picking your child up, he or she will be escorted to the office by a staff member and will be waiting for you there.