

Welcome Washington Falcons!

Dear Students, Parents and Families,

Welcome to the 2026–2027 school year! We are thrilled to welcome you back for another incredible year filled with growth, discovery and learning. We work hard every day to keep our school safe, friendly and focused on helping every student succeed socially and academically. We truly value the partnership between home and school, and we encourage you to be an active participant in your child's educational journey. By working together, we can ensure a successful and rewarding year for all our students. Thank you for your continued support and dedication to our school community. Let's make this a wonderful school year!

Mission

At Washington, our mission is to inspire learning, impact lives, and influence the future.

Family Involvement and Volunteering

The staff and administration at Washington Elementary warmly welcome your involvement and participation in your child's education. We truly believe that you are your child's first and most important teacher!

Partnering in Your Child's Education

While we know family life can be incredibly busy, we provide many ways for you to stay connected, and you will find great rewards in sharing these experiences with your child. You can support your child's success by doing the following:

- **Prioritize On-Time Arrival:** Ensure your child arrives at school every day before 8:00 a.m. Setting strong, consistent attendance habits starts as early as kindergarten.
- **Attend Parent-Teacher Conferences:** Two days are set aside each semester for formal conferences. However, if you ever need an additional meeting, our staff is happy to accommodate your schedule.
- **Join Our PTO:** Attend our monthly Parent Teacher Organization (PTO) meetings! This is a fantastic way to share ideas, support school initiatives, and connect with other Washington families.
- **Join Us for School Events:** We host several school-wide and classroom events throughout the year. Sharing these special moments with your child helps strengthen our school community.
- **Connect with Us Online:** Follow our official school website and district updates to stay informed about upcoming events and campus news.

Volunteering on Campus

We love our parent volunteers! To ensure campus safety, please keep the following requirements in mind if you would like to volunteer:

- **Annual Application Required:** A new volunteer application must be filled out yearly and may be subject to a background check.
- **Where to Apply:** You can easily find and complete the volunteer application on our district website under the "Community" tab.

Thank you for partnering with us to make Washington a wonderful place to learn and grow!

Arrival and Dismissal Guidelines

Arrival Schedule

- Campus Open & Supervision: 8:00 a.m.
- **Tardy Bell: 8:15 a.m. Important Safety Note: Campus supervision does not begin until 8:00 a.m. For your child's safety, please do not drop students off prior to this time.** Any student who is not through the gate when the 8:15 a.m. bell rings will be marked tardy.

Dismissal Schedule

- Regular Dismissal (Mon., Tue., Thu., Fri.): 3:15 p.m.
- Early Release Dismissal (Wednesday): 1:45 p.m.

End-of-Day Policy & Dismissal Changes

To ensure a safe and orderly dismissal process for all students, please adhere to the following cut-off times:

- **Early Checkouts:** Students who need to be checked out early must be signed out through the front office no later than 2:45 p.m. (or 30 minutes prior to dismissal). On Wednesdays, students who are being checked out early must be signed out no later than 1:15 p.m. (30 minutes before dismissal).
- **Changes to Dismissal Routine:** If you need to change your child's normal method of transportation or dismissal route, you must notify the main office no later than 2:15 p.m. (or one hour prior to dismissal). On Wednesday's any changes to a student's normal method of dismissal must be communicated to the school no later than 12:45 p.m. (one hour before dismissal).

Safety Always Comes First

We have made the safety of our children our number one priority. To maximize our efforts, we need your utmost cooperation with regard to vehicle traffic. By following the directions of posted signs and the directions given by school personnel, especially when it comes to the school parking lots and the student cross walk zones, we can minimize the risk of student injury. The following information will help all of us make these traffic areas safer for our children. Please note that this information does not represent every aspect of vehicle/traffic laws but is to serve as a helpful reminder.

Bicycle & Pedestrian Safety

Many of our students ride bicycles to school. For the security of your child's property, please keep the following in mind:

- **Lock Your Bike:** Students should always use a high-quality chain and lock to secure their bicycle in the school bike rack.
- **School Responsibility:** The bike rack facilities are provided for student convenience. Washington Elementary is not responsible for the loss, theft, or damage of any bicycle.
- **Reporting Incidents:** If a bicycle is lost, stolen, or damaged, the student should report it to the front office immediately so we can assist them.

Crosswalk Safety

To ensure the safety of all walking and riding students, families must use our designated crossing zones:

- **Required Crosswalks:** Students crossing the street must exclusively use the provided crosswalks on 27th Avenue and at the intersection of Northern Avenue and 27th Avenue.
- **Crossing Guards:** Students and families must follow the directions of the on-duty crossing guards at all times when crossing these busy intersections.
- **Students must follow the directions given by the crossing guard for their safety and well-being.** Remember that crossing guards are members of the school staff and must always be treated courteously and respectfully. Students and adults need to use the crosswalk when crossing the street or moving through the parking lot.

Drop off and Pick Up & Vehicle Rules

For the safety of all students, staff, and families, please strictly adhere to our campus traffic flow patterns. A detailed traffic map can be found on our school website.

- **Drop-off Lane (Closest to the buildings):** Use this lane to safely drop students off.
- **Drive-through Lane (Closest to 27th Ave.):** This lane is for continuous drive-through traffic only. For safety and traffic flow, cars are not permitted to merge back into the drop-off lane once they have entered the drive-through lane.
- **Front Office: Please use the 15-minute parking spaces** located in front of the office for dropping off tardy students or visiting the office.

Campus Parking Restrictions

- **Cafeteria Parking Lot:** Parking is strictly prohibited in the cafeteria during arrival and dismissal.
- **Short-term parking spots** are available directly in front of the office and Purple Gate (North field), if needed.

- **Vehicle Pick Ups:** If you are picking your child up by car, you must use the official drop-off/pickup lane in front of the cafeteria. Vehicle pick ups are not allowed anywhere else on campus.
- **Park & Walk Option:** If you prefer to park and walk to pick up your child, please park in the South Parent Lot and meet your child at the Purple Gate.

Campus Gate Guide

To keep arrival and dismissal organized, students must enter and exit through their designated gates:

- **Yellow Gate** (In front of the cafeteria): Reserved for students arriving or departing by car via the drop-off/pickup lane.
- **Purple Gate** (North field): Reserved for students who walk to and from school, as well as students meeting parents from the South Parent Lot.
- **Green Gate:** Reserved exclusively for bus riders.

Communication

Our children come first and are our top priority at Washington. To best support your child's academic progress and address any questions or concerns, please use the following communication guidelines:

- **Connect with the Teacher First:** Because teachers work closest with your child, we ask that you address any classroom or academic concerns with them directly before contacting administration. While the principal is always available to assist, the classroom teacher is your best first point of contact.
- **Scheduling an Appointment:** To respect instructional time, all parent-teacher meetings must be scheduled in advance. Please coordinate with the teacher to find a mutually convenient time.
- **Protecting Academic Hours:** In order to keep student learning our central focus, all appointments should be scheduled before or after regular school hours.

Note: Teachers cannot take meetings or phone calls during active instructional time. Please leave a message or send an email to request an appointment.

Contact Information and Office Hours

Office Hours: Mon., Tues., Thurs. and Fri.: 7:45 a.m. - 4:15 p.m.

Weds. 7:45 a.m. - 3:15 p.m.

School Location & Web Address

Physical Address: 8033 N. 27th Avenue, Phoenix, AZ 85051

School Website: washington.wesdschools.org

Important Telephone Numbers

Department	Phone Number
Main Office	602-347-3400
Attendance Line	602-347-3411
Health Office	602-347-3410
KidSpace	602-347-3415
Head Start Classroom	602-347-3419

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 can release a student. To avoid any conflict, please have any person or person who has 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.

Reporting Absences

Please be sure to call the attendance line at 602-347-3411 to report an absence or tardy for your child. Voicemail is provided 24 hours a day for your convenience. It is important that you leave the specific reason that the child is ill, such as cold, flu, asthma, fever, diarrhea, nausea, pink eye, etc. The health technician needs to send out notices for contagious diseases, so it is imperative that you leave specific information about the illness in the message.

Tardies

Students must be in their classrooms and ready to learn by 8:15 a.m. to avoid being marked tardy. Every minute of the school day counts. Arriving late or leaving early by just five minutes a day adds up to more than two full days of missed instruction over the course of the school year.

Why Punctuality Matters:

- **Maximizes Learning:** Consistent, on-time arrival ensures your child doesn't miss crucial morning routines and opening lessons.
- **Reduces Classroom Disruptions:** Arriving on time minimizes interruptions, allowing teachers to maintain focus and maximize instructional time for all students.
- **Builds Lifelong Habits:** Helping your child arrive prepared and on time sets them up for long-term academic and personal success.

Attendance/Ttruancy

To ensure 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 and parents of 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). 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.

To avoid this, there are several precautions to take:

- Reinforce being on time and good attendance. Call the school each time a student will be late or absent.
- Present any medical documentation to the health tech if illness will be a consistent, foreseeable issue.

Student IDs

At Washington, carrying an ID badge on a lanyard is a required part of the daily dress code.

General Student ID Rules

- **First ID is Free:** Every student receives one free ID badge and lanyard at the start of the school year.
- **Replacement Fee:** If a student loses or damages their ID, a replacement badge must be purchased through the front office.
- **End of Year:** All IDs and lanyards will be collected on the last day of school.

ID Rules for Bus Riders

No student is allowed to board the bus after school without their ID badge. Please review these strict safety rules:

- **Temporary IDs:** If a bus rider forgets their ID, they may borrow a temporary one from the office *before* dismissal, but it must be returned the next day.
- **Third Temp. ID Rule:** If a student fails to return borrowed temporary IDs three times, parents will be contacted. You will need to either bring their permanent ID to school before dismissal or pick your child up from school.

- Any student who gets to the bus without an ID or Temp ID will be walked to the front office. A parent or guardian will be required to come to the school to pick up that student and any siblings.

Lost and Found

The lost and found is located near the office. Please label personal items with the child's name for easy identification. Unclaimed items are donated at the end of the year.

Parents/Legal Guardians on Campus

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 sign in at our office and to have a visitor sticker. 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.

Birthdays and Special Occasions

Treats for student birthdays need to be arranged ahead of time with the homeroom teacher and be chosen from the District-approved food list of prepackaged items (no full-size cakes or anything that requires cutting). Balloons or flowers delivered to students for special occasions will not be permitted in the classroom. Food delivery or fast food drop off is not allowed for students. Please call the front office if you have any questions.

Meal Information

Washington provides universal free breakfast and lunch to all students.

Uniform Policy

Washington School is a uniform campus. Students are required to wear school uniforms Monday through Thursday with Friday as an optional uniform day. Students are required to wear their IDs while on campus and when taking the school bus.

Uniform Shirts:

- Solid colored collared shirt (any color) or a Washington spirit shirt

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

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.

Dress Down Day Friday

Starting the 26/27 school year, Fridays will be designated as an optional dress-down day. On Fridays, students may choose to wear either their school uniform or school-appropriate clothing that follows the District Dress Code Standards. Please refer to the WESD Dress Code within the handbook or website.

Spirit Days

Students may choose to wear uniforms on this day. Spirit days will be announced beforehand.

Consequences for Dress Code Infractions

Students out of dress code will need to change into appropriate clothing, and it will be documented as a minor infraction. A highlighted dress code sheet will be sent home. Three infractions in a single quarter will result in lunch detention. Every third dress code violation thereafter is another lunch detention.

Site Council

The School Site Council is a group that helps plan and improve our school's educational programs. The council includes the principal, teachers, school staff, and parents who all serve a two-year term. If you are interested in joining, please pick up a written application form in the school office and return it to the principal.

School Newsletter

The Washington School newsletter will be sent electronically each month through ParentSquare. Please be sure the office always has an updated email address for you.

Cell Phones

In accordance with Arizona state law (A.R.S. § 15-120.05), all public schools must limit student access to cell phones and personal electronics during the school day. To prevent distractions and support learning, we strongly encourage students to leave cell phones and personal electronic devices at home.

Main Policy Rules

- If brought to school, all phones and personal electronic devices must be turned off and stored inside backpacks all day (including during lunch, recess, and passing periods).
- If a student has a phone or device out without permission, it will be confiscated and sent to the front office. A parent/guardian will be required to come to the office to pick it up.
- Washington Elementary is not responsible for lost, stolen, or damaged personal electronic devices.

EVENTS/ACTIVITIES/PROGRAMS

- Title 1 Math Night
- Title 1 Reading Night
- Field Days
- PBIS Student Award Assemblies – Principal's List, Honor Roll
- Sports
- Student Council
- After-school Academy
- Teacher Appreciation Day/Week
- Read Across America

Student Support Services & Programs

At Washington Elementary, we are dedicated to supporting the whole child. Our campus utilizes a variety of programs to ensure a safe, positive, and encouraging learning environment for every student.

Our Positive Behavioral Interventions and Supports (PBIS) system provides positive reinforcement and rewards to celebrate students who consistently make safe, respectful, and responsible choices. Alongside this framework, our Social Work Services offer essential resources, guidance, and emotional support to help students and families thrive both inside and outside the classroom.

We also maintain a dedicated Bullying Prevention Program that teaches active kindness and respect, helping students recognize, report, and prevent negative behaviors. If a student needs a quiet space to reset, our Behavior Support Reflection Room serves as a supportive on-campus area where they can complete schoolwork, reflect on their choices, and learn positive strategies for future success. Finally, through Law-Related Education, students engage in age-appropriate lessons about citizenship, rules, and personal responsibility to help them become informed and successful community members.

Positive Behavior Interventions and Supports (PBIS)

PBIS: The 3 B's

- **Be Respectful:** Follow adult directions the first time, use a quiet voice indoors, and treat others with kindness.
- **Be Responsible:** Keep your area clean, take ownership of your choices, and always come prepared to learn.
- **Be Safe:** Always use walking feet inside, use equipment properly, and practice **KYHFOOTY**.

What is KYHFOOTY?

Keep Your Hands, Feet, and Other Objects To Yourself

PBIS Expectations by Location

Location	Be Respectful	Be Responsible	Be Safe
Classroom	Listen and be kind.	Do your best work.	Use tools properly.
Cafeteria	Use an indoor voice.	Clean up your mess.	Eat only your own food.
Playground	Include others.	Line up at the whistle.	Stay in permitted areas.
Walkways	Walk quietly.	Go straight to your destination.	Use walking feet.
Restrooms	Respect privacy.	Flush and wash hands.	Keep the area clean.
Dismissal	Listen to adults.	Have your ID/Zpass ready.	Stay in your waiting zone.

SCHOOL SAFETY & PROGRESSIVE DISCIPLINE

The safety of all students is our highest priority. Certain behaviors compromise the safety of our school community and require direct intervention. These include:

- Fighting, rough horseplay, or physical conflict.
- Bullying, harassment, or verbal/written threats.
- Defiance or unsafe behavior toward staff or students.
- Contact sports requiring tackling or pushing are prohibited.
- Possession or use of guns, knives, simulated weapons, projectiles, pocketknives, sling shots, fireworks, lighters, matches, explosives or other potentially harmful objects is prohibited.
- Use of chewing gum, candy, or seeds is not permitted on grounds or in buildings.
- Possession or use of tobacco, drugs, or alcohol is prohibited.
- Misuse or vandalism of any Washington equipment/property that includes but is not limited to: playground equipment, learning tools, furniture, technology, or any school property is prohibited.

The Progressive Discipline Process

At Washington Elementary, we use a supportive, progressive approach to discipline. This means our goal is always to teach and help students learn from their choices. Unless a safety violation is severe, we use a natural progression of support and consequences that increase only if a behavior continues.

Reflection Room

The Reflection Room is a supportive, on-campus space used as an alternative to out-of-school suspension. Supervised by our Behavior Support Advocate, this room gives students a quiet place to cool down, serve an in-school suspension, or complete a lunch detention when their actions disrupt the classroom. While here, students continue their regular schoolwork while learning positive choices and strategies so they can return to class ready to succeed.

Behavior Support

When a student needs help making positive choices, our staff and administration partner with families using a variety of support methods:

- **Redirection and Conversation:** A staff member will talk privately with the student to remind them of school expectations and help them find a better way to handle the situation moving forward.
- **Refocus Time:** Students may take a brief break in their classroom or a partner classroom to calm down, reflect, and reset so they can successfully rejoin their classmates.
- **Parent Partnership:** We will reach out to you by phone, communication journal, or behavior passbook to keep you informed and partner together on a solution.
- **Conferences and Detentions:** For repeated behaviors, we may hold a formal meeting with the student to problem-solve. A student may also be assigned a lunch or recess detention to complete written schoolwork.
- **Targeted Support Plans:** If a student needs extra help, our Student Intervention Team (SIT), school social worker, and administrators will collaborate directly with your family to create a personalized Behavior Success Plan.
- **Administrative Action:** If a behavior continues despite extra support, or if an action leaves our campus unsafe, school administration will step in to determine the best next steps.

Lost or Damaged Book or Chromebook Charges

Washington Elementary students are responsible for taking care of their library books, textbooks, and Chromebooks. Items that are lost or severely damaged must be paid for by the student or family.

Fire and Lockdown Drills

All schools must have a fire drill at least once a month. The first drill will be announced; thereafter, they will be unannounced. Students are expected to be silent and follow instructions. Lockdown drills will also be conducted throughout the school year. Lockdown drills **will** involve various scenarios and happen at differing times of the day.