

Desert Willow Elementary School

2017 – 18

Family Handbook

Address: 3700 Prospector Street. Kingman, Arizona. 86401
Office Hours: 7:00 a.m. to 6:00 p.m. Monday through Thursday
School Hours: 9:00 a.m. to 4:30 p.m. Monday through Thursday
Phone Number: 928-753-2472
Web-Site: <http://dwes.kusd.org/>
Fax Number: 928-753-7895
Mascot: Diamondbacks

Desert Willow Staff / 2017 – 18

Administration – James L. Jones – Principal, Jen Taylor- TOA,
Tabatha Gravell-SAL/RAL, and Donette Piccinetti – Office Manager

Kindergarten

Tobi McGlothlin
Ashleigh Smith
Joanie Ramsey

1st Grade

Linda Panagopoulos 1st/2nd
Carrington Lee
Sandra Gear

2nd Grade

Anne Marie Jantzen
Shelly Owen

3rd Grade

Camille Larson
Christina Golder
Patti Nelson

4th Grade

Nancee Black
Edward Wilson
Jode Grassi

Office Staff

Joni Nevarez - Attendance
Kassie Smith- Records
Leon Montgomery - Medic
Helen Begay – Sped Secretary
Dennis Farrington - SRO

Custodial Staff

Lee Griffis- Lead
Linda Frederickson - Night
Marilyn Steele - Night

Support Staff

Alisha Brown – Kinder Asst
Sherry Poston – Kinder Asst
Holly Jeppson – One on One
Stephanie Immel – One on One
Carolyn Drumal – Sped Asst
Pamela Peters – WTR Asst
Jennifer Tobin – WTR Asst
Kahla Clark – Sped Asst
Jessica Hernandez – Sped Asst
April Horner – EDP Asst
Jeff Williamson EDP Asst

5th Grade

Scott Larson
Stephanie Rivedal

Special Education

Shirley Franck - Resource
Roxanne Ritter - EDP
Dan Jennings - EDP
MaryAnn Bowser - Self-Contained

Specials

Valerie Leyva - Librarian
Trisha Jacobsen- PE
Laura Neilon - Computers
Shannon Bascombe – Music/Band

Speech/Psychology/Counseling

Richard Brown - SLPA
Judith King - SLP
McKenzie Anderson - SLP
Maxie True - School Psychologist
Peggy Tsokas – Counselor
Steve Ross – Counselor

Cafeteria

Julie Harms - Lead
Martha May
Rhonda Mulligan
Chris Eimons
Mary Walker

The following guidelines are meant to help all of us know expectations so that all students can be successful at Desert Willow

▪ **ATTENDANCE**

Every Minute Counts! It is important for students to arrive on time and ready to learn. Students who arrive late often feel like they miss a lot and spend the entire day trying to catch up. **What can you do in 15 minutes?** Even being 15 minutes late, students may miss out on going over the day's schedule, working on an assignment, taking a quiz, or interacting with each other as a group. Leaving early at the end of the day has a similar impact. Attendance at school affects what students learn. It is essential to attend school regularly and be on time every day. When it is necessary for a student to be absent from school for a legitimate reason, the absence must be reported to the school office by a phone call, followed by a written note from a parent/guardian as required by state law. All absences will be unexcused until this has been done.

It is important for parents and students to clearly understand the following procedures regarding attendance at Desert Willow Elementary School.

- **If a student is late for school, he/she must report to the office for a tardy slip before entering class.**
- **If a student is in need of early dismissal, a note will need to be given to the teacher the morning of the day to be dismissed.**
- **All missed work during an absence will need to be requested by parent and/or student to be made up. For each day missed, the student will have only one day to make it up.**
- **It is the student's responsibility to check with the teacher(s) for any make-up work.**
- **If a student is going on vacation during the school year (and will be gone for more than two days), please complete a Family Vacation Form available in the front office.**

In compliance with state law, if your child is absent, please call the school at 753-2472 before 9:00 AM. Students returning to school following an absence **MUST have a written excuse** for the absence. The excuse should include the **Student's name, Student's Teacher, date absent** and the **specific reason** for the absence.

- **TARDINESS**

There are many excuses for being late, however, school starts at the same time each day and students are expected to be here, be ready, and be on time.

Every effort should be made to impress on students the importance of being to school on time. If tardiness becomes a problem our procedures are as follows (2nd through 5th grade):

1st tardy	-	informal verbal reminder to student
2nd tardy	-	informal written reminder to student
3rd tardy	-	phone call to parent
4th tardy	-	letter mailed to parent
5th-9th tardy	-	loss of recess
10th tardy	-	Further disciplinary action may be taken by administration or school resource officer.

- **PHONE USE BY STUDENTS**

The school phone is for office/staff use only. Students are to make after school arrangements before leaving home in the morning. Cell phones should not be brought to school. If a student brings a cell phone to school it must be turned off during instructional time. Students who violate the policy will have their phones confiscated and returned to a parent/guardian.

- **VISITING SCHOOL**

Parents are always welcome to visit Desert Willow. All visitors must report to the office, upon arrival in the building please sign in and wear an identification tag while in school. Parents are expected to make an appointment prior to their visit if they want to conference with a teacher or observe a classroom in action. Parents should only visit the areas they have designated. Please do not wander the halls to visit as it becomes a classroom distraction.

- **PARENT VOLUNTEERS**

Parents are encouraged to volunteer their time at Desert Willow. If you are interested in being a volunteer, please contact your child's teacher. Desert Willow will be organizing a parent-teacher volunteer organization (PTVO) this fall. Please become involved!

- **STUDENT DRESS CODE**

The administration has the right to question disruptive or inappropriate attire.

KUSD #20 Standardized apparel (Shirts) must be worn at all times. This includes all after school activities. No alterations of the standardized apparel are permitted. Monday through Thursday, students must wear the standard blue or gray KUSD t-shirt or polo. **Thursdays are our Spirit Days. Students may wear an approved Desert Willow Elementary spirit shirt on Thursdays.**

Saggy pants or shorts are not permitted. Pants must be worn to cover undergarments, as well as buttoned and zipped properly. All pants must be belted to maintain an appropriate position between the waist and the hip.

Hats, caps, sunglasses, and visors may be worn outside for sun protection and/or warmth. They may not display slogans advertising illegal substances, obscene or sexually explicit language, or graphics.

Only standardized apparel sweatshirts may be worn in the building. Other coats, jackets, and sweatshirts may be worn outside for warmth.

Disruptive hairstyles will be prohibited.

Shorts and skirts must be mid-thigh length or longer. Finger-tip length is appropriate. (Arms extended at sides, fingers pointing down.)

Clothing, buttons, jewelry with slogans advertising illegal substances, tobacco, alcohol, obscene or sexually explicit language, or graphics are not allowed.

Belts, wristbands, or other apparel with studs are not allowed. No chains or wallets on chains are permitted.

Hair spray, perfume, combs, and brushes are not to be used in classrooms or in the cafeteria.

- **MORNING DROP-OFF PROCEDURES**

Campus opens at 8:30 AM

Parents and visitors are to use the North parking lot (in front of the gymnasium) for drop-offs, pick-ups, and visiting.

AM Drop-Offs (two options):

1. Pull up to the curb to allow your child to exit the vehicle. This is only for drop-offs and is not to be used for parking.
2. Park in a space and walk your child to the building. *It is suggested that you do not park in the first row in the AM as it may be very difficult to pull out of your parking space with cars stopping directly in front of you.*

- **AFTERNOON PICK-UP PROCEDURES**

Parents and visitors are to use the North parking lot (in front of the gymnasium) for drop-offs, pick-ups, and visiting.

If you wish to pick up your child, you have two options. Please indicate to your child's teacher or office which pick-up method that you desire:

1. **Secure Pick-Up-** park your vehicle and enter the gymnasium through the North doors. There, you will need to display ID, be on the approved pick-up list, and sign for the child.
2. **E-Z Pick-Up-** park your vehicle (not in the front row, as it will make it very difficult for you to pull out), walk to the curb. As classes pass, your child will be released to you. *It is critical that you or your child make contact with the teacher before they leave.* If you wave or whistle to get your child's attention and they leave without teacher notification, it becomes a serious issue. We will not have any knowledge of where the child went or with whom. Situations like this result in a missing child

scenario, with staff and law enforcement involvement searching for a child. Please respect our policies in order to keep your child safe.

- **SCHOOL NEWSLETTER**

A copy of the monthly school newsletter will be sent home with students at the beginning of each month on the back of the newsletter is the breakfast and lunch menu. Please read this newsletter carefully and note the calendar of events included in the information.

- **GAMES & TOYS**

Because of distractibility, damage, breakage or theft, please do not allow your child to bring electronic games, calculators, mp3 players, sports equipment or any toys to school, unless requested to do so by the teacher.

- **BIKES**

For safety precautions, any student riding a bike to school will be required to **walk his/her bike while on school grounds**. The school will not accept responsibility for lost or stolen equipment.

- **HEAD LICE**

The Kingman Unified School District #20 has encountered problems dealing with the outbreak and control of head lice in the past years.

As a precautionary effort, the District has implemented some new procedures to help us effectively deal with head lice in our District Schools.

Please be informed that when a student is discovered with head lice, the medic will send the student home with literature explaining the procedures that must be taken to effectively treat your child and decontaminate your home. **Students will not be allowed back into class until they have been treated, which includes removing every nit (egg) from the hair. The student must be brought into the school by the parent to be cleared by the medic in every instance, do not put your child on the morning school bus.**

Feel free to contact our medic at Desert Willow if you have any additional questions.

- **INCLEMENT WEATHER**

As we all know, Kingman winter days can be cold. Parents can support the school by observing the following guidelines:

1. Dress children appropriately for the colder days.
2. Please do not ask the school (teacher or office) to keep your child inside during recess without a **doctor's request**.

It may be in the child's best interest to stay home another day if his/her health is questionable. The school staff monitors the temperature and wind chill factor closely on the colder days and will allow children to remain indoors when weather conditions are extreme.

- **LOST AND FOUND**

Please mark all of your child's personal items such as lunch boxes, books, backpacks, jackets, and school materials with the child's first and last names, using a permanent marker. At various times during the year, the unclaimed items will be sent to a local charity.

- **EXTRA CURRICULAR ACTIVITIES**

Desert Willow has a variety of extra-curricular activities in which your child may want to participate. A list of current clubs will be sent home in the coming weeks. Most activities will be held before school requiring parent transportation. With our late starting time we don't want kids staying after school for extra-curricular activities and getting home after dark.

- **SPECIAL SERVICES**

Desert Willow Elementary School offers special services in the areas of speech, Title 1, occupational therapy, and counseling. Please check in the office if you have any questions.

- **CAFETERIA**

Breakfast is served daily from 8:30-9:00 AM. The cost is \$1.00 per day. Reduced breakfast is .30 cents. Hot lunches are \$2.80 per day. Reduced lunch price is .40 cents per day. Milk is \$.35 per carton. Students may pay for 1 to 30 meals at one time. Taking advantage of the option to pay weekly or monthly will eliminate dealing with money on a daily basis. Free or reduced meals may be obtained by submitting an application to the cafeteria manager. Applications are given to each student when they enroll or continuing students at the beginning of each new school year. **No out-of-town checks will be accepted at the cafeteria.** Insufficient checks given to the cafeteria are subject to return check fees each time they fail to clear the bank. In addition, KUSD has an on-line payment option for your convenience. Visit the cafeteria link on the www.kusd.org website for more information.

- **LUNCH TICKETS**

Lunch fees can be paid in the office from 8:15- 8:45 AM daily.

- **LUNCH SCHEDULE**

K/EDP/SC	11:55 – 12:30
1 st Grade	12:05 – 12:40
2 nd Grade	12:15 – 12:50
3 rd Grade	12:25 – 1:00
4 th Grade	12:35 – 1:10
5 th Grade	12:45 – 1:20

- **BUS SCHEDULES**

Bus Schedules are available in the school office or on the KUSD.org website.

- **GUM**

Gum is not allowed at school.

- **DESTINATION CHANGES**

If there is a change in the way your child normally goes home please call the office at 928-753-2472 to verify the change. **In order to avoid confusion we cannot accept destination changes after 3:00 PM.**

- **UPDATED INFORMATION**

It is extremely important to provide us with your current home and work phone numbers and change of address, so that we may be able to contact you in case of an emergency. Please call the school if any of this information has changed since you completed your child's registration form.

IMPORTANT THINGS TO KNOW.....

- Students should arrive no earlier than 8:30 AM. The school does not provide supervision before this time. The playground is supervised from 8:30-9:00 AM. The first bell rings at 8:55 AM. Students are not permitted in the building prior to the first bell. Parents must report to the office and check in if visiting with a teacher prior to the first bell.
- The second bell rings at 9:00 AM. All students are expected to be in their seats and ready to begin their day.
- We begin our week with a patriotic song. If you are in the hallways when the song is playing you are expected to stop, stand still, and wait until the song is finished.

▪ **DISCIPLINE**

Our students are expected to behave positively at school so that all children may learn in a safe environment.

When a school-related misbehavior does occur, we will select the correct disciplinary action that best fits the nature of the problem. The following are positive corrective disciplinary actions that may be used at Desert Willow: informal talk with the teacher, conference with Principal or Assistant Principal, parent conference, loss of recess, and suspension.

▪ **SAFETY ISSUES**

For the safety of all Desert Willow Elementary students we ask that drivers use caution in our parking lot. **Students are to be dropped off in the DROP-OFF ZONE ONLY and NO EARLIER THAN 8:30 AM. Do not park in the Drop-off zone to “just run in real quick”.** If the Drop-off Zone is congested, please park your car and escort your child to the sidewalk. We wish to thank all the parents who so graciously adhere to our safety measures. We realize that it may sometimes be an inconvenience for you, but it helps protect all of our students. Your support with this matter is greatly appreciated.

Parents are reminded that no weapons are allowed on campus, including but not limited to pocket knives, BB guns, sharp instruments, fireworks and handguns. **PARENTS ARE ASKED TO SUPPORT SCHOOL SAFETY BY CHECKING YOUR CHILD’S BACKPACK TO ENSURE THAT INAPPROPRIATE ITEMS ARE NOT BROUGHT TO SCHOOL.**

In the event of a Homeland threat that would affect the Kingman area, our procedure will be as follows:

- **The school will go into a Shelter in Place. All exterior doors will be locked.**
- **Our school day will continue as normal as possible.**

However, if you wish to have your student with you, we ask that you follow our emergency checkout procedures. Emergency Sign- Out Procedure.

 - **Parents/Guardians or those authorized to sign out students will be allowed into school by school administration.**
 - **Tables will be setup in lobby with checkout forms to be completed and signed. (Please Have Photo ID Ready)**
 - **These checkout forms will be given to an assistant, who will get your student from class and escort them to the gym.**
 - **The gym will be the pick-up area. You will be asked to initial checkout form and then you will be given a copy. This will indicate that your student has been properly checked out. The faculty, staff, and administration wish to work cooperatively with all children and parents. It is our mission to create responsible citizens. Please feel free to contact your child’s teacher or school administrator if you have any questions or concerns**

• Online Sites

Our mission is to effectively present the Arizona State Standards in partnership with parents and the community through innovative instruction which includes the use of technology both at home and at school. Parents can be involved in this effort through the use of online sites that include the following:

ATI-Assessment Technology Incorporated www.ati-online.com- Here, you can find test scores for the benchmark and formative assessments that are given throughout the year. Quizzes and lessons are also available for most of the standards.

Tenmarks- <http://www.tenmarks.com/login>- This site is designed to measure math concepts based on the Arizona Standards.

• Arizona Tax Credit Helps Kids

You can help Desert Willow students by giving them the opportunity to participate in extra- curricular activities.

The Arizona public school tax credit program allows you to choose to pay some of the state income tax you owe (up to \$200 filing single; up to \$400 married, filing jointly) directly to Desert Willow School.

You get your tax credit contribution back; subject to the limits of your tax liability when you participate now and then file your tax return. Small contributions can be made throughout the year and the district will sum it up at the end of the year, or you can donate the whole amount at any time. Contributions are due December 31, but our kids need your help right now. So please, make a contribution now.

Move On When Reading

Beginning in the school year 2013-2014, Arizona implemented an innovative new policy that created multiple opportunities for 3rd grade students to master reading at the grade level. Students whose score Falls Far Below on the AIMS reading test will be retained in the 3rd grade to meet the rigorous reading standards set forth in the Arizona English Language Arts Standards. The law does provide for exemptions under certain circumstances. Those include students who have specific learning disabilities; those who are English Language Learners or Limited English Proficient and have received less than two years of English instruction. The law will provide for extended time, intervention and remedial strategies for students who are not promoted. Those include providing summer school reading instruction; requiring the student to be assigned to a different teacher for reading instruction; online reading instruction; and

intensive reading instruction during the following academic year either before, during, or after the regular school day.

My child and I have reviewed and discussed the information in the Desert Willow Family Handbook. If problems arise we agree to work with the school staff to find solutions.

Parent Signature Date

Child Signature Date

Teacher's Name

Grade