

VOLUNTEER HANDBOOK

Why Volunteer?

Because you make the difference
for every child, every day,
every opportunity!



Dear Team Member,

Thank you for choosing to volunteer in the Washington Elementary School District. We know you had choices as to where you wanted to volunteer, and we appreciate you choosing to support our students.

In today's environment, it takes volunteers to make our schools and Districts function. It really does take a village to raise a child.

The mission of our District is focused on student achievement and preparing all students to become responsible, successful contributors to our diverse society. We cannot accomplish this mission without you sharing your treasure of talents, experiences and abilities.

Thank you again for serving the children of the Washington Elementary School District. If we can be of service or you wish to share a success story or an area we can improve, please let us know. And, if you have not thought about where you might give a tax credit, the school at which you volunteer sure could use your help.

Again, thank you for your service to our students.

Sincerely,

Dr. Paul Stanton
Superintendent

Volunteer Services

WESD volunteers represent many facets of our community, including:

- parents/legal guardians of a student
- relatives of a student
- community members
- business partners

There are a variety of ways volunteers support student achievement in the Washington Elementary School District. For example, volunteers work directly with students in classrooms, assist teachers, assist with clerical responsibilities, assist in school libraries, and

share their unique talents and skills with students.

Volunteers work under the supervision of District principals, teachers and staff. We hope you will share your areas of interest with the principal or appropriate volunteer coordinator, so you can have a rewarding experience as you help support the education of all students.

All persons who volunteer in the WESD must be registered as volunteers and sign in and sign out each time they volunteer at a site. By registering and keeping track of your hours, you are giving us the opportunity to keep you apprised of District and volunteer information, give you proper thanks during school and District events and keep you aware of pertinent issues, policies and guidelines.

In the following pages, you will find more information about the responsibilities of volunteers, procedures for registering as a volunteer, and volunteer guidelines.

The Four Most Important Volunteer Qualities

Professionalism – Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices.

Dependability – Students, teachers and staff members count on you and rely on the services performed by you as a volunteer. It is essential that you contact the school if you are unable to volunteer on your scheduled day so that other arrangements can be made.

Confidentiality – Volunteers must protect the teachers' and students' right to privacy. You may encounter personal and school information while volunteering; you are not to disclose this information outside of the school setting. If student problems arise, it is appropriate to discuss them with the teacher in that particular classroom. Any other problems may be directed to a teacher, volunteer coordinator and/or the principal.

Punctuality – Always arrive on time for any volunteer activity. The school day and class periods are set for specific times. If you are late, the activity may be over when you arrive and/or your arrival may be disruptive.

Volunteer Guidelines

We truly appreciate the services provided by our volunteers. As a school district, there are certain guidelines we must all follow to ensure the District stays in compliance with applicable laws and District policies and procedures. If you are asked to do something that makes you feel uncomfortable, please see the principal or appropriate administrator for guidance. Because the District is responsible for the education and well-being of all students while at school and staff while at work, the District has the discretion to dismiss a volunteer whose actions are not in the best interest of the District. A volunteer is never considered a substitute for a member of the school staff.

The following are guidelines that are meant for the protection of students, staff, and volunteers:

- **Supervision** – School volunteers who are working with students should always work under the direct supervision of the appropriate staff member and only with those teachers and/or staff members to whom the volunteer is assigned. “Direct Supervision” means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of an employee. School volunteers who are not working with students should always work under the general supervision of the appropriate staff member and only with those teachers and/or staff members to whom the volunteer is assigned. An Agreement to Supervise Volunteer Form must be completed by any employee who supervises a volunteer. The form must be completed for each volunteer the employee may supervise.
- **Student Instruction** – Volunteers are an important part of the educational process. The suggestions and opinions of volunteers are welcome. However, the staff are

responsible by law for the decisions that are made regarding the instruction of students and the management of the school. Consequently, volunteers should not provide the curriculum or teaching plan, take charge of the classroom, diagnose student needs, evaluate achievement, or counsel students.

- **Restrooms** – For your convenience, staff restrooms are available for volunteers. Volunteers are not permitted to use student restrooms.
- **Discipline** – Students may occasionally have a behavior problem while working with a volunteer. The District has detailed discipline plans, and the responsibility for discipline rests with the school’s principal and teachers. Please report any discipline issues to these individuals for them to handle.
- **Dismissal of Students** – Students leaving school must have permission from the school and must follow established school procedures. Students must be dismissed from school by appropriate staff. Volunteers must work with students only during regular school hours at the location designated by the supervising staff member. Volunteers cannot take a student off campus and cannot drive students in their vehicles except, of course, if the student is the volunteer’s child.
- **Student Contact** – Volunteers should not telephone students or visit them off campus. If you are interested in working with students off campus and outside of school hours, we encourage you to contact local organizations that arrange these types of situations.
- **Dress and Behavior** – We ask that your dress and actions do not detract from the educational process. As a role model to students, we ask that you help us set an appropriate example.
- **Confidentiality** – We ask that you respect the confidentiality of information that

students or staff share with you. If a student shares problems or family matters with you and you feel it is important for the school to know this information in order to assist the student, please share the information with the principal or teacher. Please be aware that certain laws prevent you from having access to specific types of student information.

- **Badges** – Please receive and wear the school’s volunteer badge at all times while on campus, so students and staff know who you are and why you are on campus. **Please return the badge at the end of each day.** When a school is having a special event that may involve 50 or more visitors and/or volunteers, the school may use a temporary badge for that event.
- **Health** – If you are sick, please let the appropriate staff member know that you will not be coming in, and he or she will make alternative arrangements.
- **Sign In and Out** – Please sign in and out of the school office as you come and go from the school. It is important to have a record showing the days and hours each volunteer works on campus for security reasons and so we can recognize and thank volunteers for their contribution of time.
- **School Rules** – A Parent/Student Handbook is available in the office for your use. Please refer to it if you have any questions.
- **Commitment** – Before you agree to volunteer, please consider your commitment. Whether you will be working in the office, classroom, or playground, the work you do is important. Please be prompt and consistent. In those instances where you cannot fulfill your commitment, please let us know.
- **Field Trips** – All individuals who volunteer on field trips must comply with the Volunteer Handbook.

- **Supervision** – Some field trips require group activities in which volunteers supervise a group of students. It is preferred that either a WESD employee directly supervises a volunteer(s) or that two or more volunteers supervise a group of students. However, the District recognizes that there may be instances in which there are limited employees and volunteers. If this is the case, the WESD employee should develop check points and a process for obtaining student counts throughout the field trip. The WESD employee arranging the field trip must consult with the school principal regarding the plan of supervision during the field trip.
- **Groups** – At no time should a volunteer supervise only one child unless the volunteer is a parent or legal guardian of the student. A group of students should consist of two or more students.
- **Overnight Field Trips** – The school principal must develop a plan to ensure proper supervision of students during overnight field trips. The plan must be submitted and approved by the assistant superintendent for Administrative Services prior to the overnight field trip.

Volunteer Benefits

As a volunteer, you will not receive compensation from the District for your services. If you are injured while engaging in volunteer activities approved by the school or department you are working with, you may be eligible to receive coverage in accordance with the provisions of the District’s Volunteer Accident Policy as a supplement to your own personal insurance coverage. If injured while performing your volunteer assignment, please contact your principal or administrator immediately.

Some of your out-of-pocket expenses incurred while volunteering may be able to be deducted

from your income tax. Please consult with your tax advisor.

3. Ensure visitor does not perform volunteer services.

Definitions and Process

Visitors

Not every visitor to a school is a volunteer. A **visitor** is an individual who attends a school on sporadic occasions and for small increments of time. A visitor typically visits a school to meet with staff, pick up students during the school day, or perform temporary, contractual, and/or substitute service in which they receive payment.

Examples of a visitor include, but are not limited to: a District employee from another location, substitute and temporary employees, third-party contracted personnel, parents picking up students or meeting with a teacher, and community members meeting with school personnel.

Visitor's Responsibility

1. Sign in and receive a visitor badge upon each visit. (District employees must sign in upon each visit, but should wear their employee badges.)
2. Sign out and return the visitor badge at the end of each visit.
3. Wear the visitor badge, so it is visible, at all times throughout each visit.
4. Do not perform volunteer services.

Exception: Parents or legal guardians who are picking up their students at the end of the school day do not have to sign in and out unless they enter the school campus beyond the parent/student designated areas of the school.

School's Responsibility

1. Ensure visitor signs in and out upon each visit.
2. Ensure visitor receives and returns a visitor badge upon each visit. (With the exception of District employees who must be wearing employee badge.)

Volunteers

Definition of a volunteer: An individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours.

Several categories of volunteers will be discussed below, with emphasis on procedures and responsibilities. The categories are:

- Parent or legal guardian of a student at a specific school
- Grandparent of a student at a specific school
- High school student volunteering as part of a bona fide high school program
- All other school volunteers
- Preschool and Head Start parent or guardian
- Preschool and Head Start student teacher or intern
- All other Preschool and/or Head Start volunteers.

We ask that volunteers read the general guidelines for volunteers and the procedures and responsibilities specific to the category into which they fall.

Parent or legal guardian of a student

Definition: A parent or legal guardian of a student at the particular school in which the parent or legal guardian wishes to volunteer two or more days or has volunteered a minimum of two days within a school year, regardless of the hours volunteered, must adhere to the responsibilities outlined under *Parent or Legal Guardian Responsibilities*. A parent or legal guardian who wishes to volunteer at other schools in which his or her child does not attend must adhere to the section titled *All Other Volunteers*.

Parent or Legal Guardian Responsibility

1. Review the District's Volunteer Handbook.
2. Sign a Volunteer Agreement one time each school year, as long as his or her child continues to attend the same school at which the Agreement was signed.
3. Sign in and receive a volunteer badge upon each visit.
4. Sign out and return the volunteer badge after each visit.
5. Wear the volunteer badge, so it is visible, at all times throughout each visit.

School's Responsibility

The school will adhere to the following steps with respect to parent/legal guardian volunteers:

1. Provide parent or legal guardian a Volunteer Handbook.
2. Obtain from the parent or legal guardian volunteer the signed Volunteer Agreement. Keep this agreement at your school or department for one year after the volunteer concludes his or her volunteer activities.
3. Input parent or legal guardian volunteer into Volunteer Database.
4. Provide supervision and direction for the volunteer.
 - a. An Agreement to Supervise Volunteer form must be completed by any employee who supervises a volunteer. The form must be completed for each volunteer the employee may supervise.
5. Ensure parent or legal guardian volunteer signs in and out upon each visit.
6. Ensure parent or legal guardian volunteer receives and returns a volunteer badge upon each visit.
7. Maintain ongoing records on volunteer hours to be forwarded to Communication Services on an annual basis.

Grandparent of a student

Definition: A grandparent of a student at the particular school in which the grandparent wishes to volunteer two or more days or has volunteered a minimum of two days within a school year, regardless of the hours volunteered, must adhere to the responsibilities outlined under *Grandparent Responsibilities*. A grandparent who wishes to volunteer at other schools in which his or her child does not attend must adhere to the responsibilities outlined under *All Other Volunteers*.

Grandparent's Responsibility

1. Review the District's Volunteer Handbook.
2. Sign a Volunteer Agreement one time each school year, as long as his or her child continues to attend the same school at which the Agreement was signed.
3. Sign in and receive a volunteer badge upon each visit.
4. Sign out and return the volunteer badge after each visit.
5. Wear the volunteer badge, so it is visible, at all times throughout each visit.

School's Responsibility

The school will adhere to the following steps with respect to grandparent volunteers:

1. Provide grandparent a Volunteer Handbook.
2. Obtain from the grandparent volunteer the signed Volunteer Agreement. Keep this agreement at your school or department for one year after the volunteer concludes his or her volunteer activities.
3. Input grandparent volunteer into Volunteer Database.
4. Provide supervision and direction for the volunteer.
 - a. An Agreement to Supervise Volunteer form must be completed

- by any employee who supervises a volunteer. The form must be completed for each volunteer the employee may supervise.
- 5. Ensure grandparent volunteer signs in and out upon each visit.
- 6. Ensure grandparent volunteer receives and returns a volunteer badge upon each visit.
- 7. Maintain ongoing records on volunteer hours to be forwarded to Communication Services on an annual basis.

High school student volunteer

Definition: Individuals who wish to volunteer must be at a minimum of eighteen years of age unless the individual participates in a bona fide high school program that encourages volunteering at a particular school. A high school student participating in a bona fide high school program that promotes volunteering at a particular school must adhere to the section titled *High School Student Volunteer's Responsibilities*.

High School Student Volunteer's Responsibility

1. Review the District's Volunteer Handbook.
2. Sign a Volunteer Agreement one time each school year, as long as the individual remains in a high school program as indicated above.
3. Provide the teacher's contact information. The teacher must be the individual who sponsors the volunteer program at the high school. The contact information should include, but is not limited to, the teacher's name, telephone number, email address, the title of the program, and the high school's front office telephone number in case of an emergency.
4. Sign in and receive a volunteer badge upon each visit.

5. Sign out and return the volunteer badge after each visit.
6. Wear the volunteer badge, so it is visible, at all times throughout each visit.

School's Responsibility

1. Provide the high school student volunteer a Volunteer Handbook.
2. Obtain from the high school student volunteer the signed Volunteer Agreement. Keep this agreement at your school or department for one year after the volunteer concludes his or her volunteer activities.
3. Obtain a reference from the high school student's sponsor teacher. Ensure the high school has a bona fide program that promotes volunteering at a particular school. Verify with the sponsor teacher that the parent of the high school student approved the volunteer relationship.
4. Input high school student volunteer into Volunteer Database.
5. Provide supervision and direction for the volunteer.
 - a. An Agreement to Supervise Volunteer form must be completed by any employee who supervises a volunteer. The form must be completed for each volunteer the employee may supervise.
6. Ensure high school student volunteer signs in and out upon each visit.
7. Ensure high school student volunteer receives and returns a volunteer badge upon each visit.
8. Maintain ongoing records on volunteer hours to be forwarded to Communication Services on an annual basis.

All other volunteers:

Relative(s) of a student, business partners, community members, etc.

Definition: An individual who is not the parent, legal guardian, or grandparent of a student at his or her child's school or who is not participating in a high school program as indicated above must adhere to *the procedures outlined in this section* prior to volunteering at a school.

Examples of all other volunteers may include: relative of a student such an aunt or uncle, business partners, community members, a parent who volunteers at a school that his or her student does not attend, etc.

All Other Volunteer's Responsibility

1. Review the District's Volunteer Handbook.
2. Sign a Volunteer Agreement one time each school year, as long as the individual wishes to volunteer at the school.
3. Undergo a criminal background check and fingerprinting check (before volunteer begins duties and, subsequently, before volunteering at a new/different location) and complete the District's Criminal Information sheet. The school or department will instruct volunteers on the necessity of these requirements.
4. Provide the school contact information of your current or most recent employer. The contact information must include the company name, supervisor name, and supervisor telephone number.
5. Sign in and receive a volunteer badge upon each visit.
6. Sign out and return the volunteer badge after each visit.
7. Wear the volunteer badge, so it is visible, at all times throughout each visit.

School's Responsibility

The school must adhere to the following steps with respect to volunteers:

1. Provide volunteer a Volunteer Handbook.
2. Obtain from the volunteer the Volunteer Agreement. Keep this agreement at your school or department for one year after the volunteer concludes his or her volunteer activities. An agreement should be signed each school year by any volunteer who is not the parent or legal guardian of a student at the school.
3. Obtain references from the volunteer's current or most recent employer. (See Form 2 and 4).
4. Complete a Need to Use Volunteer Form. (See Form 5).
5. Complete and send to the Human Resources Department:
 - a. A Personal Action Request (PAR) form requesting that the Human Resources Department conduct a criminal background check and fingerprint check on the volunteer. Please note that it takes approximately five days to receive the results of the criminal background check.
 - b. A completed reference checks.
 - c. A completed Need to Use Volunteer Form.
6. Send the volunteer to the Human Resources Department to complete the background and fingerprint checks after the Human Resources Department verifies receipt of applicable information (see above). There is no cost to the volunteer for this service.
7. Before allowing the individual to volunteer, wait for the Human Resources Department to notify you regarding whether the volunteer's criminal background check has cleared.
8. Input the volunteer into Volunteer Database.
9. Provide supervision and direction for the volunteer.
 - a. An Agreement to Supervise Volunteer form must be completed by

- any employee who supervises a volunteer. The form must be completed for each volunteer the employee may supervise.
10. Ensure volunteer signs in and out upon each visit.
 11. Ensure volunteer receives and returns a volunteer badge upon each visit.
 12. Maintain ongoing records on volunteer hours to be forwarded to Communication Services on an annual basis.

Head Start Volunteers

Parent or Legal Guardian of a Head Start Student

Definition: A parent or legal guardian of a student at the particular Head Start classroom in which the parent or legal guardian wishes to volunteer three or more days or has volunteered a minimum of three days within a school year, regardless of the hours volunteered, must adhere to *these procedures*.

Parent or Legal Guardian Responsibility

1. Review the District's Volunteer Handbook.
2. Sign a Volunteer Agreement one time each school year, as long as his or her child continues to attend the Head Start classroom at which the agreement was signed.
3. Provide a copy of a current Arizona Department of Public Safety Fingerprint Clearance Card.
4. Head Start volunteers need to show proof of current freedom from pulmonary tuberculosis. Proof can include one of the following: 1) A report of a negative Mantoux skin test or 2) A written physician's statement that the person is currently free from tuberculosis.
5. Sign in and receive a volunteer badge upon each visit.
6. Sign out and return the volunteer badge after each visit.

7. Wear the volunteer badge, so it is visible, at all times throughout each visit.

Head Start Classroom Responsibility

The Head Start classroom will adhere to the following steps with respect to parent/legal guardian volunteers:

1. Provide parent or legal guardian a copy of the Volunteer Handbook.
2. Obtain from the parent or legal guardian volunteer the signed Volunteer Agreement. The Head Start instructor will send this agreement to the Head Start Department where it will be kept for one year after the volunteer concludes his or her volunteer activities.
3. Obtain from the parent or legal guardian a current copy of a negative Mantoux or physician's statement that the parent or legal guardian is currently free from tuberculosis.
4. Provide supervision and direction for the volunteer.
 - a. An Agreement to Supervise Volunteer form must be completed by any employee who supervises a volunteer. The form must be completed for each volunteer the employee may supervise.
5. Input parent or legal guardian volunteer into Head Start Volunteer Database.
6. Ensure parent or legal guardian volunteer signs in and out upon each visit.
7. Ensure parent or legal guardian volunteer receives and returns a volunteer badge upon each visit.

Student Teacher or Intern in Head Start Classrooms

Definition: A student teacher or intern who is assigned to a Head Start classroom is an individual who participates in a bona fide college program for required college credit must adhere to *the procedures in this section prior* to volunteering in a Head Start classroom.

Head Start Student Teacher's or Intern's Responsibility

A student teacher or intern assigned to a Head Start classroom must adhere to the following steps prior to working in a Head Start classroom:

1. Review the District's Volunteer Handbook.
2. Sign a Volunteer Agreement one time each school year, as long as the individual works in a Head Start classroom.
3. Provide a copy of a current Arizona Department of Public Safety Fingerprint Clearance Card.
4. Sign a Criminal History Affidavit for the site that you are assigned.
5. Provide proof of freedom from pulmonary tuberculosis with either a current negative Mantoux test or a physician's statement that the student is free from pulmonary tuberculosis.
6. Provide current immunizations or complete an Immunization Statement.
7. Provide emergency contacts.
8. Sign in and receive a student teacher/intern or volunteer badge upon each visit.
9. Sign out and return the badge after each visit.
10. Wear badge, so it is visible, at all times throughout each visit.

Head Start Classroom's Responsibility

1. Provide the student teacher or intern a copy of the Volunteer Handbook.
2. Obtain from the student teacher or intern the signed Volunteer Agreement. Send this agreement to the Head Start Department where it will be kept for one year after the student concludes his or her student teacher/intern activities.
3. Obtain the copy of the current DPS Fingerprint Clearance Card.
4. Obtain the original signed and notarized Criminal History Affidavit.
5. Obtain proof of freedom from tuberculosis with either a negative

- Mantoux test or a physician's statement that the student is free from tuberculosis.
6. Obtain copy of current immunizations or Immunization Statement.
7. Obtain emergency contacts from student.
8. Provide supervision and direction for the student teacher or intern.
 - a. An Agreement to Supervise Volunteer form must be completed by any employee who supervises a volunteer. The form must be completed for each volunteer the employee may supervise.
9. Input volunteer into Head Start Volunteer Database.
10. Ensure the student teacher or intern signs in and out each day.
11. Ensure the student teacher or intern receives either a student teacher/intern badge or volunteer badge.
12. Ensure the student teacher or intern returns the badge upon at the end of day or assignment.

All Other Volunteers in a Head Start Classroom

Definition: An individual who is not the parent or legal guardian of a student at the child's Head Start classroom or who is not participating in a college program as indicated above must adhere to *the procedures in this section* prior to volunteering in a Head Start classroom.

Examples of all other volunteers may include: relative of a student other than a parent or legal guardian, business partners, community members, a parent who volunteers at a school that his or her student does not attend, etc.

All Other Head Start Volunteer's Responsibility

1. Review the District's Volunteer Handbook.
2. Sign a Volunteer Agreement one time each school year, as long as the individual wishes to volunteer in the Head Start classroom.

3. Provide a copy of a current Arizona Department of Public Safety Fingerprint Clearance Card.
 4. All Head Start volunteers need to show proof of current freedom from pulmonary tuberculosis. Proof can include one of the following: 1) A report of a negative Mantoux skin test or 2) A written physician's statement that the person is currently free from pulmonary tuberculosis.
 5. Sign in and receive a volunteer badge upon each visit.
 6. Sign out and return the volunteer badge after each visit.
 7. Wear the volunteer badge, so it is visible, at all times throughout each visit.
2. Obtain from the volunteer the signed Volunteer Agreement. Send this agreement to the Head Start Department where it will be kept for one year after the volunteer concludes his or her volunteer activities. An Agreement should be signed each school year by any volunteer who is not the parent or legal guardian of a student in the Head Start classroom.
 3. Obtain a current copy of a negative Mantoux or physician's statement from the volunteer to show proof of freedom from pulmonary tuberculosis for all Head Start volunteers.
 4. Provide supervision and direction for the volunteer.
 - a. An Agreement to Supervise Volunteer form must be completed by any employee who supervises a volunteer. The form must be completed for each volunteer the employee may supervise.
 5. Ensure volunteer signs in and out upon each visit.
 6. Ensure volunteer receives and returns a volunteer badge upon each visit.

Head Start Classroom Responsibility

The Head Start classroom must adhere to the following steps with respect to all other volunteers:

1. Provide the volunteer a copy of the Volunteer Handbook.

WESD VOLUNTEER REFERENCE CHECK FORM

Person checking references _____ Date _____

Name of Volunteer _____ Contacted Employer _____

Name of Reference and Title _____ Phone number _____

How do you know applicant (personally or professionally)? _____

How long have you known applicant? _____

Dates of applicant's employment _____

Describe applicant's primary job duties _____

What are applicant's strengths? _____

What, if any, are applicant's weaknesses? _____

Taking into consideration that the applicant might be working around children, is there anything in your experience or knowledge of this applicant that we should take into consideration before allowing this individual to volunteer?

Other Comments _____

ATTACH ADDITIONAL SHEETS AS NECESSARY

Return completed form to the school office manager or program supervisor.

FORM 4

VERIFICATION OF NEED TO USE WESD VOLUNTEER

School: _____

Volunteer's Name: _____

I verify that our school needs to use the above individual as a volunteer before a fingerprint check can be completed for the following reason(s):

I also verify that the following steps have or will be completed:

- Obtained references in accordance with the Volunteer Handbook.
- Provide direct supervision for the volunteer.

Principal/Administrator Signature: _____

Return completed form to the school office manager or program supervisor.

FORM 5

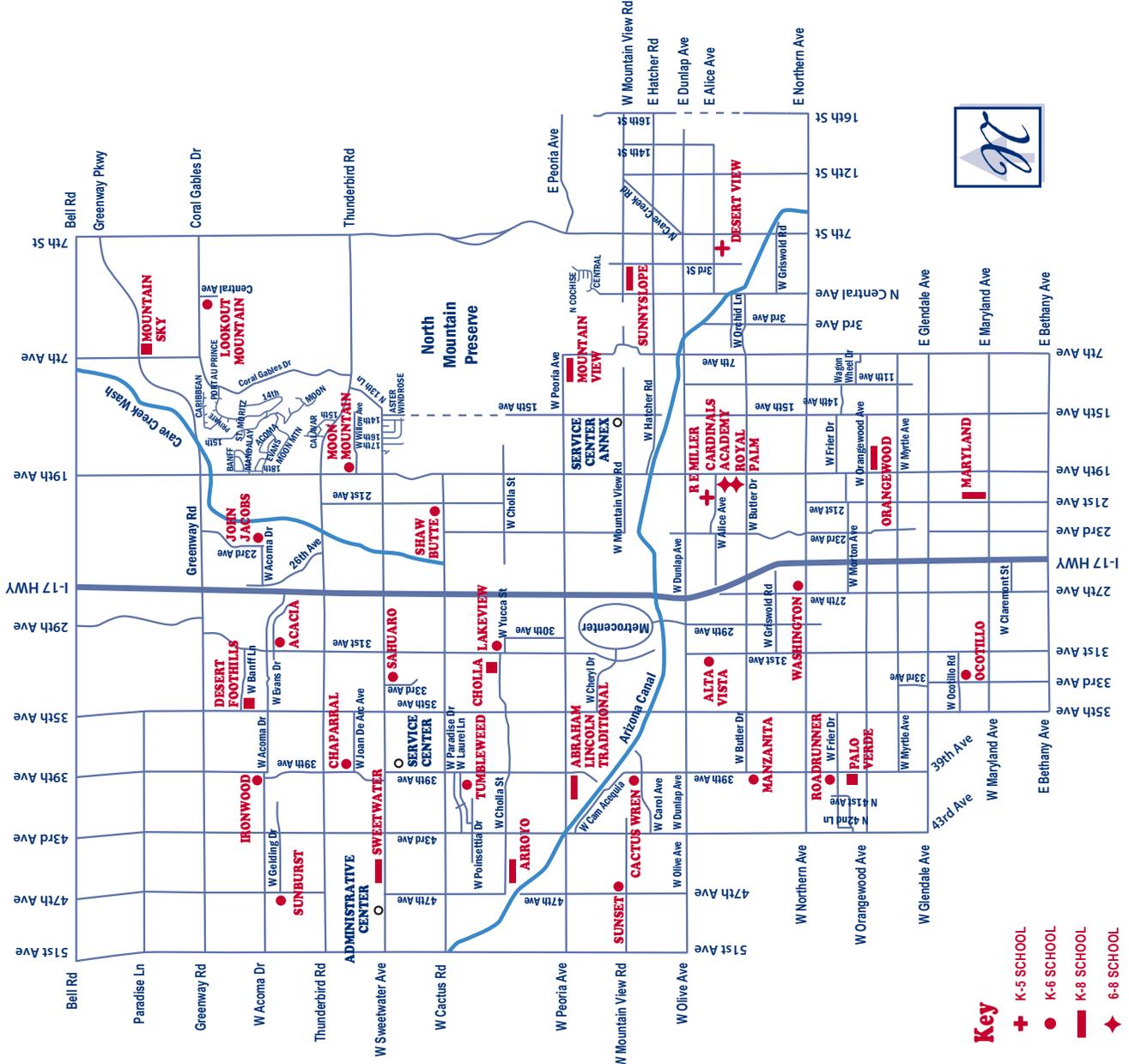
Washington Elementary School District

- Abraham Lincoln Traditional (K-8)**
10444 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-896-6300 FAX: 602-896-6320
- Acacia Elementary (K-6)**
3021 W. Evans Dr., Phoenix, AZ 85053
TEL: 602-896-5000 FAX: 602-896-5020
- Alta Vista Elementary (K-6)**
8710 N. 31st Ave., Phoenix, AZ 85051
TEL: 602-347-2000 FAX: 602-347-2020
- Arroyo Elementary (K-8)**
4535 W. Cholla St., Glendale, AZ 85304
TEL: 602-896-5100 FAX: 602-896-5120
- Cactus Wren Elementary (K-6)**
9650 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-2100 FAX: 602-347-2120
- Chaparral Elementary (K-6)**
3808 W. Joan De Arc Ave., Phoenix, AZ 85029
TEL: 602-896-5300 FAX: 602-896-5320
- Cholla Middle School (7-8)**
3120 W. Cholla St., Phoenix, AZ 85029
TEL: 602-896-5400 FAX: 602-896-5420
- Desert Foothills Jr. High School (7-8)**
3333 W. Baniff Lane, Phoenix, AZ 85053
TEL: 602-896-5500 FAX: 602-896-5520
- Desert View Elementary (K-5)**
8621 N. 3rd Street, Phoenix, AZ 85020
TEL: 602-347-4000 FAX: 602-347-4020
- Ironwood Elementary (K-6)**
14850 N. 39th Ave., Phoenix, AZ 85053
TEL: 602-896-5600 FAX: 602-896-5620
- John Jacobus Elementary (K-6)**
14421 N. 23rd Ave., Phoenix, AZ 85023
TEL: 602-896-5700 FAX: 602-896-5720
- Lakeview Elementary (K-6)**
3040 W. Yucca St., Phoenix, AZ 85029
TEL: 602-896-5800 FAX: 602-896-5820
- Lookout Mountain Elementary (K-6)**
15 W. Coral Gables Dr., Phoenix, AZ 85023
TEL: 602-896-5900 FAX: 602-896-5920
- Manzanita Elementary (K-6)**
8430 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-2200 FAX: 602-347-2220
- Maryland School (K-8)**
6503 N. 21st Ave., Phoenix, AZ 85015
TEL: 602-347-2300 FAX: 602-347-2320
- Moon Mountain Elementary (K-6)**
13425 N. 19th Ave., Phoenix, AZ 85029
TEL: 602-896-6000 FAX: 602-896-6020
- Mountain Sky Jr. High School (7-8)**
16225 N. 7th Ave., Phoenix, AZ 85023
TEL: 602-896-6100 FAX: 602-896-6120
- Mountain View School (K-8)**
801 W. Peoria Ave., Phoenix, AZ 85029
TEL: 602-347-4100 FAX: 602-347-4120
- Ocotillo Elementary (K-6)**
3225 W. Ocotillo Rd., Phoenix, AZ 85017
TEL: 602-347-2400 FAX: 602-347-2420
- Orangewood School (K-8)**
7337 N. 19th Ave., Phoenix, AZ 85021
TEL: 602-347-2900 FAX: 602-347-2920
- Palo Verde Middle School (7-8)**
7502 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-2500 FAX: 602-347-2520
- Richard E. Miller Elementary (K-5)**
2021 W. Alice Ave., Phoenix, AZ 85021
TEL: 602-347-3000 FAX: 602-347-3020
- Roadrunner Elementary (K-6)**
7702 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-3100 FAX: 602-347-3120
- Royal Palm Middle School (6-8)**
8520 N. 19th Ave., Phoenix, AZ 85021
TEL: 602-347-3200 FAX: 602-347-3220
- Sahuaro Elementary (K-6)**
12835 N. 33rd Ave., Phoenix, AZ 85029
TEL: 602-896-6200 FAX: 602-896-6220
- Shaw Butte Elementary (K-6)**
12202 N. 21st Ave., Phoenix, AZ 85029
TEL: 602-347-4200 FAX: 602-347-4220
- Sunburst Elementary (K-6)**
14218 N. 47th Ave., Glendale, AZ 85306
TEL: 602-896-6400 FAX: 602-896-6420
- Sunnyslope School (K-8)**
245 E. Mountain View Rd., Phoenix, AZ 85020
TEL: 602-347-4300 FAX: 602-347-4320
- Sunset Elementary (K-6)**
4626 W. Mountain View Rd., Glendale, AZ 85302
TEL: 602-347-3300 FAX: 602-347-3320
- Sweetwater School (K-8)**
4602 W. Sweetwater Ave., Glendale, AZ 85304
TEL: 602-896-6500 FAX: 602-896-6520
- Tumbleweed Elementary (K-6)**
4001 W. Laurel Lane, Phoenix, AZ 85029
TEL: 602-896-6600 FAX: 602-896-6620
- Washington Elementary (K-6)**
8033 N. 27th Ave., Phoenix, AZ 85051
TEL: 602-347-3400 FAX: 602-347-3420

Revised 08/2013



4650 W. Sweetwater Ave.
Glendale, AZ 85304
602-347-2600 • wesdschools.org



- Key**
- + K-5 SCHOOL
 - K-6 SCHOOL
 - K-8 SCHOOL
 - ◆ 6-8 SCHOOL
 - 7-8 SCHOOL