

## PRINCIPAL'S LETTER

Welcome to another great year at Lakeview Elementary School! I would encourage you to become familiar with this handbook. Review it with your children, and we hope that together we can continue to collaborate in fostering an environment most appropriate for learning. We suggest that this book be kept in a safe place so that it may be referred to periodically.

Let's Make This Year Great!

Tim Woodward, Principal

## General Information

**School Address:** 3040 W. Yucca Street

Phoenix, AZ 85029

**School Web Site:** <http://lakeview.wesdschools.org>

### **Important Telephone Numbers:**

Office: 602-896-5800

Health Office: 602-896-5810

Attendance: 602-896-5811

KidSpace: 602-896-5858

**School Hours:** 7:30 a.m. to 2:30 p.m.

Early Release Wednesdays - 1:00 p.m.

**Office Hours:** 7:00 a.m. to 3:30 p.m.

Wednesdays 7:00 a.m. to 2:30 p.m.

## Mission Statement/Philosophy

Our Lakeview School Community mission is to CREATE an educational experience that will guide a child through life.

### **We will:**

**C**elebrate the joy of learning through relevant, integrated curriculum

**R**espect ourselves, our community and our place in it

**E**ncourage and motivate each child to reach his or her potential

**A**chieve a school/home partnership that will enhance the well-being of each individual

**T**ogether provide a safe and positive environment where learning is the primary focus

**E**ncourage problem-solving, critical thinking and citizenship skills through cooperative learning

### **Goal**

Our purpose is to help students become lifelong learners by helping each child become responsible for his or her learning. As a staff we will do our best to deliver instruction at the children's level and then challenge them to achieve even higher by engaging them and providing them with explicit and effective instruction.

## **School Attendance/Reporting Absences**

**Parents** are responsible for notifying the school by calling 602-896-5811. Parents must state the *reason* for the absence. Reasons must be specific; for example, stomachache,

respiratory infection, headache, etc. Non-illness reasons must also be specified; e.g., vacation, death in family, no transportation, etc. Specific reasons for absences are needed as all absences are coded. Absences without notification from the parent are unexcused and considered 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 a Truancy Prevention Unit (TPU). The TPU will work in conjunction with the City Justice Courts to identify student and parents of students who are chronically absent or are truant.

When a student reaches five unexcused/unverified truanancies or 10 total absences, the school may make a referral to the TPU 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.

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.

## **Early Student Pick Up**

Daily student attendance is essential to academic success. We understand, though, there are situations that may require a student to leave early from school such as doctor's appointments and family emergencies. In order to maximize student attendance we suggest the following:

- Make appointments at times that minimize academic disruptions.
- Avoid pulling students out for non health related or non emergency situations.

As a courtesy, please send written notification to the school if your student will be leaving before dismissal time. This will help the teacher and front office prepare accordingly for the dismissal.

Students will no longer be excused from class if the time falls within 15 minutes of dismissal unless there is an urgent matter or medical appointment. The final minutes of any class serve as a time to review and explain homework. Students who habitually leave 15-30 minutes early suffer from a lack of information and directions that are essential to their academic success.

## **Late Student Pick Up**

It is the responsibility of parents and guardians to schedule and arrange for student pick up on time. Students cannot be supervised in the front office. Students who are habitually not picked up within one hour of dismissal will be referred to the Phoenix Police Department and Child Protective Services.

## **Lost and Damaged Textbook Charges**

All students will be issued necessary textbooks and initial supplies at no cost. Students are responsible for replacement of vandalized, lost, or stolen textbooks and supplies.

## **Dress Code (also see District Student Dress section)**

The purpose of having a dress code is to maintain an appropriate environment for instruction. Therefore, any student's dress or personal appearance that distracts or interferes with the learning process will be considered inappropriate. Students must adhere to the following guidelines for all school-related activities:

1. Shoes must be worn at all times. No flip-flops or thong sandals will be allowed due to safety precautions.
2. Belts, wristbands or other apparel with studs, flat or raised, are not permitted.
3. Chains and chains on wallets may not be worn.
4. Sports jerseys and tank tops may be worn on campus but shall not reveal undergarments or expose body parts.
5. Hats, caps and/or sunglasses are not to be worn inside any building. There will be occasions in which students may wear them outside during recess.
6. Belts are to be the appropriate length and not hanging from the waistline.
7. Makeup, hair spray, perfume, combs and brushes are not to be used in classrooms or the cafeteria.
8. All backpacks, notebooks, jewelry, clothing, etc. must be free of any references to drugs, sex, violence or inappropriate or suggestive messages.
9. Hair spikes must not exceed two inches in length.

**The administration reserves the right to determine which types of dress are acceptable. Students will receive a warning for dress code violation and may receive additional consequences for continued disregard of dress code standards. Students may be asked to call home for a change of appropriate clothing, asked to turn the clothing inside out, or they may be provided a suitable article of clothing to wear during school hours when a change of clothes cannot be brought.**

## **Bullying and Harassment**

We take bullying seriously and do not tolerate any behavior where others feel demeaned and threatened. If there is an issue involving bullying, please report it right away to the classroom teacher or to the administration. You can also use the Silent Witness hotline (602-864-3870, then dial Lakeview's four-digit extension number 4211). There is also a form of complaint that will be required to be completed in the principal's office.

## **Reading Initiative**

Lakeview values daily reading as a gateway to success. Students who become avid lifelong readers will experience an enriching future. In order to foster lifelong reading habits:

- Each student will be expected to read or be read to at home daily depending on the grade level.
- Students will read books that align to their reading level.
- Students will read for interest and enjoyment.
- Reading times and expectations will differ by grade level.

## **Makeup Work**

1. When a student is absent, it is the student's responsibility to talk with his or her teachers to obtain missed assignments.

2. Parents may request assignments for their children if absent two or more days. They should make the request with the school office staff before 9:00 a.m. and plan to pick up the material after school in the school office. If the request is received after 9:00 a.m., homework may be picked up the following day. Please do not go to the classroom to pick up assignments. We will be happy to have them in the office for you.

## **PTA**

The Lakeview PTA is an enthusiastic group of parents, grandparents, guardians and staff who support Lakeview's programs. PTA sponsors social events. Funds raised by the PTA provide Lakeview with equipment and additional programs not included in the District budget. The Lakeview PTA is affiliated with the State and National PTA organization. Lakeview's PTA welcomes your active support. Membership applications and volunteer forms are distributed by the PTA.

## **Site Council**

The Lakeview Site Council consists of five parents, five teachers, one support staff member, one community member and one administrator. The site council makes important recommendations to the principal concerning budget preparation, improvement plans, hiring staff members, etc.

The meetings are open to the public. When a position becomes available, it is listed in the *Ripples*.

## **School Newsletter**

1. The Lakeview *Ripples* is distributed bimonthly.
2. The Lakeview *Ripples* has articles and items of interest and importance to you. Please encourage your child to bring the newsletter home. Each of the *Ripples* is also posted on the Lakeview Web page.
3. Each Lakeview *Ripples* includes a calendar of upcoming school and community events.

## **Student Telephone Use**

The office telephone is for school business. Students are to use the telephone in the classroom with teacher permission and supervision. Cell phones are allowed on campus per Lakeview's student/parent signed Cell Phone Agreement Contract. Cell phones are not allowed to be used during the instructional day while on campus.

## **Student Government**

The Student Council is elected and voted on by students from fourth, fifth and sixth grades. Classroom representatives meet with school officers to discuss school-wide rules and plan events and assemblies. Student Council raises money for special school projects. Lakeview staff members act as Student Council Advisors.

To qualify for an office on the Student Council students must demonstrate qualities of leadership, good behavior, citizenship, good attendance, and a "C" grade point average. The student must also have a teacher recommendation for the office in which they are interested in running.

## School Parties/Birthdays

There will be designated holiday or seasonal party times during the school year. Teachers in grades K-6 will determine which parties they will host. Most birthday celebrations will be conducted toward the end of the school day

Parents may make arrangements with their child's teacher to send in prepackaged birthday treats from the WESD Food Guidelines list. We recommend that cupcakes not be brought in as a treat. **Please do not send flowers, balloon bouquets, lunches, or select invitations to parties. These items may create interruptions and/or hurt feelings. Flowers and balloons are not allowed on campus.**

## KidSpace

KidSpace, before- and after-school programs are high quality, developmentally appropriate programs for kindergarten through sixth grade children. KidSpace is a fee-based program supported by the tuition paid by parents, subsidies from government agencies such as DES and grants, and are operated by employees of the Washington Elementary School District.

The KidSpace program operates under specific health and safety regulations as designated by the Arizona Department of Health Services (DHS) and meet very specific licensing regulations.

Please contact the KidSpace program at 602-896-5858 for additional information on fees and registration.

## Grading Criteria

Individual teachers will publish their grading criteria for students and parents. Grades K-2 use a standards-based report card. Grades 3-6 have a traditional scoring scale based on percentages.

## Perfect Attendance

Student attendance is important. Students with perfect attendance for the entire year may qualify for the Washington Elementary School District Perfect Attendance Award.

## Honor Roll/Principal's List

Academic Honors can be earned in grades 3-6. There are two levels of recognition. The **Principal's List** is the highest and recognizes 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students who have a grade average (G.P.A.) of 1.0. The **Honor Roll** recognizes 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students who have a G.P.A. of 1.1-1.5 To earn either recognition, a student may not receive any 4s or 5s or Ns on his or her report card.

Certificates are awarded to the students. Students are recognized during morning announcements.

## Improvement Certificate

Students in 3<sup>rd</sup> to 6<sup>th</sup> grades who are not on the Principal's List or Honor Roll may receive a Certificate of Improvement or Academic Achievement certificate by improving in two subject areas in a grading period. Students cannot have any 5s or Ns on their report card during the grading period.

Students will receive a certificate and are recognized during the morning announcements.

## Student of the Month

Students in kindergarten through sixth grade may be recognized by their teacher as "Students of the Month." Goals for the Student of the Month are:

- ◆ To demonstrate exceptional progress in academics or work habits;
- ◆ To demonstrate a significant improvement in behavior as it relates to the six pillars of Character Counts;
- ◆ To have an exemplary attendance for the month.

Students of the Month will receive an invitation from their teachers. The invitation will briefly describe why the student was selected and congratulate him or her on their achievement. At the ceremony, students will receive their certificate, and they and their parents will be honored guest at the assembly. Students of the Month recipients will be listed on a flyer and distributed.

## Lakeview Dragon Code of Conduct

### I will:

- Treat myself and others with respect.
- Treat property with respect.
- Act in a safe manner.
- Come to school prepared and do my personal best.
- Be a responsible student.
- Respect the learning environment and will not do anything to interfere with anyone's education.

## Lakeview Discipline Philosophy

Lakeview Elementary School believes in empowering all students to succeed in a changing and challenging world. Students, parents and staff share in this responsibility.

All students, parents and staff will make every effort to:

- Treat each other with kindness and respect;
- Maintain a disruption-free environment;
- Create a safe place in which to learn;
- Listen to each other's needs;
- Recognize positive contributions;
- Treat property with respect; and
- Set a natural and a logical consequence for inappropriate behavior. These include detentions that are assigned by staff for minor behavioral consequences and referrals that are assigned by the principal for major behavioral incidents or repetitive consequences. Parents are expected to review and sign these forms and be open to meeting with the school teacher and principal to discuss the behaviors in question and develop solutions for these behaviors students are exhibiting.

### On-campus Students are Expected to:

- Show respect for others.
- Follow directions given by staff.
- Use a pass to travel on campus from the classroom to the front office or health office. Walk at all times, except in the grassy and sandy areas of the playground.
- Show pride in their school by keeping the buildings and grounds free of litter, graffiti and vandalism.
- Keep hands, feet and objects to themselves.

- Stay on campus during the day unless signed out in the office by a parent/guardian.
- Leave the playground immediately after school, except those staying for planned and supervised activities.
- Solve problems peacefully.
- Leave gum and candy at home.
- Limit bags of chips from home to snack- or individual-sized bags during lunch. Large chips bags are NOT allowed except for class parties.
- Use appropriate language and tone of voice.

**On the Playground Students are Expected to:**

- Play only in assigned areas.
- Keep hands, feet and objects to themselves.
- Use playground equipment appropriately.
- Slide down the slides.
- Play tag on the grassy areas.
- Leave rocks, sand, sticks and other objects on the ground.
- Refrain from eating/drinking on the playground.
- Line up quickly when recess/lunch is over.
- Avoid rough housing.

**In the Restroom Students are Expected to:**

- Use only their designated restroom.
- Flush the toilets after use.
- Wash and dry hands.
- Dispose of paper products properly.
- Enter, exit and return to assigned areas promptly.

**Bicycle Riding Students are Expected to:**

- Secure their bicycles in the bike rack; only one bike per lock.
- Walk bicycles on school grounds and in crosswalks.
- Avoid taking bikes through the parking lots and bus lane.
- The school will not assume responsibility for loss or damage.
- Follow the bicycle rules or have their bike riding privileges revoked.

**Articles Prohibited at School**

- Weapons – Leave unsafe objects at home (e.g., knives, guns, fireworks, etc.).
- Drugs – Students may not possess, use, distribute or sell illegal substances/drugs.
- Aerosol cans.
- Rollerblades, shoes with wheels.
- Skateboards, scooters.
- Electronics (CDs and player, video games, beepers, etc.).
- Perfume, cologne.
- Items that may disrupt the educational environment.
- Other articles determined by the principal.

**Parking Lot Procedures**

**Dropping off or picking up your child in a vehicle:**

**A.M. Drop-off:** Pull up in front of the school following the curb to the west end of the lot and drop off students at the southwest gate. Students will enter the campus through the west kindergarten courtyard. Gates onto the campus open at 7:15 a.m. **Do not drop off students in the bus bay area on 31<sup>st</sup> Avenue.**

**P.M. Pickup:** Kindergarten parents are to follow the flow of traffic to the west-end kindergarten courtyard gate. Staff on duty will assist with the dismissal of your son or daughter. **Please do not send or signal for your child to cross into the parking lot.** Grades 1-6 will be released **@ 2:30 p.m.** from the southeast courtyard gate. Staff on duty will call for your son or daughter and direct him or her safely to the car. Siblings should wait together in the courtyard until picked up. If parking in the lot and walking up to the gate to meet your son or daughter, please use the marked crosswalk.