

## PRINCIPAL'S LETTER

Welcome to Moon Mountain School, home of the Coyotes!

At Moon Mountain, we are proud of the school atmosphere we have created to challenge our students and to meet their individual needs. We strive to create a learning climate that encourages student achievement and fosters a positive learning community.

Our goals of academic excellence and providing students with a nurturing environment can become reality when staff and families work together in an atmosphere of communication. Look for current school information on our school website, our school Facebook page, in our monthly newsletter, and in the Thursday *Go-Home* folder, your child will bring home weekly.

We invite you to become actively involved in your child's education. There are many opportunities for you to contribute. Please consider joining our site council, PTSA, or serving on one of our many committees, along with volunteering in your child's classroom. We are always seeking ways to add to the many dedicated volunteers we have on our campus! Contact your child's teacher if you are interested in the volunteer opportunities at Moon Mountain.

Thank you for your ongoing commitment to the Moon Mountain community! Feel free to contact me regarding any concerns or questions you may have.

Stay kind,  
Dawna Dohogne, Principal

## VISION/MISSION STATEMENT

### Our Vision

**Nurture the Spark\* Cultivate Potential\* Guide the Journey**

### Our Mission

Moon Mountain's staff is committed to nurturing the whole child within the context of school, family and community. We will promote an academic, healthy, and creative environment of learning, belonging and safety. We will work cooperatively to provide child-centered instruction that challenges and guides each student on a pathway toward his or her individual potential. We will inspire life-long learners who will utilize knowledge and experience to become productive, competent, and successful members of our global society.

## GENERAL SCHOOL INFORMATION

### **School Colors**

Teal and Black

### **School Mascot**

Coyote

### **Quick Reference Information**

**School Office:** 602-896-6000

**Health Technician's Office:** 602-896-6010

**Attendance Line:** 602-896-6011

**FAX:** 602-896-6020

**School Website:** <http://moonmountain.wesdschools.org>

**Facebook page:** @MoonMountainElementary

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

**Wednesdays only:** 7:00 a.m.-2:30 p.m.

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

**Student Arrival:** 7:15 a.m.

**Students in seats:** 7:30 a.m.

**Early Release Wednesdays:** 1:00 p.m.

**Head Start:** 7:30 a.m. - 2:30 p.m. (**Monday, Tuesday, Thursday and Friday**) **7:30 - 10:30 a.m. (Wednesday)**

**Preschool:** (Monday, Tuesday, Thursday and Friday)  
7:30 a.m.-2:30 p.m./11:00 a.m.-1:30 p.m.

## Attendance/Truancy

Please notify the school if your child is going to be absent. In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has an Attendance Unit (AU). The AU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified absences, families will receive an attendance notification letter. When a student reaches 10 unverified, unexcused, and excused absences, families will receive an attendance warning letter and a referral to the AU for appropriate actions (see District guidelines). **In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be absent, (3) present any medical documentation to the health technician and/or attendance clerk if illness will be a consistent, foreseeable issue.**

An attendance letter will be sent by the school to the families of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

## Medications

A student should not transport medications, including over-the-counter medications, to or from school. An adult should bring medicines to the health office in the original pharmacy container and fill out the appropriate paperwork with written parent permission. The **ONLY** medication given to the student is what has been provided by the parent, following District guidelines.

## Breakfast/Lunch Information

Moon Mountain provides universal free breakfast and lunch for all students.

Breakfast is served in the classroom at 7:15 a.m.

### **Specific rules for the cafeteria include:**

- Follow directions and be respectful.
- No running, horseplay or throwing food.
- Use classroom voices.
- Raise your hand to use the restroom.
- **Leave your area clean, including the floor.**
- All food must remain in the cafeteria. No food should be taken to the playground.

## VOLUNTEERS/VISITORS

All visitors must sign in and out at the front office to obtain a visitor's badge. Lunch visitors will be allowed at the discretion of the school administration following all health and safety protocols for our school. Parents may not accompany their child to the playground for recess at any time.

Due to current health concerns, the principal may restrict access to visitors at any point in the school year to keep our students and

staff safe by physically distancing and/or meeting health department requirements.

### **Site Council**

Moon Mountain Site Council meets once every month. This council is comprised of teachers, non-certified staff, parents/guardians, and community members. Terms last for two years and announcements are made when positions become open. These are open meetings that anyone may attend.

### **Parent Organizations**

The Parent Teacher Student Association (PTSA) meets monthly and is actively involved in financing and supporting Moon Mountain School activities. They are also available for school and teacher requests for funds to support special projects. General meetings of the Moon Mountain PTSA are held throughout the year and focus on student participation programs or major school events. All Moon Mountain parents are encouraged and invited to join and become active in the Moon Mountain PTSA. PTSA meetings will be announced through the school newsletters and our website.

### **School Newsletter/Go-home Folder**

Our school newsletter is published monthly. It is emailed to each parent and available on our school website. Go-home folders are sent home each Thursday. They include both school and District information, as well as specific information from your child's homeroom teacher. Please take time to read all the materials, sign in the appropriate space on the back and return the folder each Friday morning.

## **GRADING/HONORS/AWARDS**

### **Makeup Work Policy**

When students are absent, it is the student's responsibility to talk with their teachers to obtain missed assignments. Students should complete missed assignments and turn them in to their teachers. Assignments can be requested after three days of absence. Students are allowed extra time to complete these assignments equal to the number of days they were absent.

### **Academic Honors**

#### **Academic Excellence:**

1.0 grade point average – no Ns or Us

#### **Principal's List:**

1.1 – 1.5 grade point average – no Ds or Fs – no Ns or Us

#### **Honor Roll:**

1.6 – 2.0 grade point average – no Ds or Fs – no Ns or Us

#### **Quarterly assemblies for academic achievement:**

3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades

### **Student of the Month -Kindergarten - 6 Grades**

Student of the Month breakfasts are held every month to honor students who have been chosen by their teachers as students who are modeling both good effort and citizenship.

### **Moon Mountain Homework Guidelines**

Homework supports student learning, by reviewing and practicing skills taught in reading, writing and math. Students should not spend more than 30 minutes each evening on

homework. Any special projects assigned throughout the year are explained during student orientation or with a letter sent home.

Children who consistently do not complete homework can expect to earn an N or U on their report card for work habits.

### **Perfect Attendance**

Students with perfect attendance are recognized each quarter. Students with perfect attendance all year receive special recognition in May. Perfect attendance includes no tardies or early sign-outs.

## **STUDENT DISCIPLINE/BEHAVIOR**

### **Expectations/Make Your Day Program**

MM utilizes *Make Your Day*. This citizenship program encourages students to take responsibility for their own actions and academic performance. Emphasis is placed on the importance of each student working to his or her own ability level. The program allows all students to make mistakes without cumulative punitive action. It provides time for thought and direction. Effort is expected and rewarded, and the program offers frequent, positive feedback. The program allows students to make decisions that develop critical thinking skills. School-wide appropriate behaviors are expected as students are taught and expected to understand inappropriate behavior. The foundation of Make Your Day is that all students are capable of success. It fosters the philosophy that making appropriate choices at school will generate student success.

1. Students will exhibit positive behavior at all times by respecting the rights of others to learn in a safe environment.
2. Students will foster a safe environment by respecting school property, using it responsibly, and respecting the right of all students to a physically and emotionally safe environment.
3. Students are expected to choose positive alternatives to inappropriate behaviors (e.g., teacher assistance, avoidance of confrontations, and/or concerns during points).
4. Students are expected to be in class on time and to make proper use of the instructional setting by assuming the responsibility of being on-task and successfully completing all assignments, including homework.

### **Earning Points: Self and Peer Review Occur Daily**

1. Students earn points inside the classroom by doing what is expected, staying on task, following directions, and maintaining a safe environment. Outside the classroom, students are expected to walk in the hallways, not to bother other people, and to play safely on the playground. At the conclusion of the designated instructional sessions, students are asked to review their own performance academically and behaviorally by awarding themselves from 1-45 points (0-10 points in primary grades) for that period.
2. Once students have rated their performance, fellow students have an opportunity to give feedback to each other under the teacher's direction. Students may disagree with another's points for the purpose of improving the behavior if that person interfered with their learning or was doing something unsafe. Some classroom examples of interference would include talking, making noise, touching, getting up frequently, making faces, etc. *Teachers make final determination about concerns.* Students who remain on steps during the point review have the right to give their own

points, defend concerns, but may not bring concerns about other's points, because students in this circumstance have forfeited their right to have concerns with other student's points.

3. An average of 45 points (10 per period in the primary grades) per day means the student has made his or her day and can receive a specific school reinforcement by the teacher and/or fellow student and school-wide recognition by the principal, including positive notes home to parents from teachers.
4. There are scheduled times when 50 points (13 points for primary grades) per session are possible allowing students to earn extra points.

Children coming to class unprepared or without basic learning materials can expect:

**To earn a maximum of 40 points (intermediate) and may be given an alternate means to accomplish the classroom expectation.**

Homework is given for the purpose of practice and reinforcement of classroom instruction. It is an extension of classroom instruction.

Children who come to school without homework can expect:

To earn a maximum of 40 points in the intermediate grades (4-6) and no fewer than eight points in third grade.

### **Dress Code**

Student dress shall be appropriate at all times. **Moon Mountain adheres to the policies described in the STUDENT DRESS section of the WESD Parent/Student Handbook.** Any student's dress that distracts from or interferes with the normal learning process will be considered inappropriate. The decision as to whether or not such a condition exists, or a decision as to the course of action to be taken, shall be left to the reasonable discretion of the school administrators.

Moon Mountain employs the following guidelines when evaluating appropriate school attire. Flip-flops, backless shoes, and high heels are not appropriate footwear for the playground or campus. Tennis shoes with wheels are not allowed. All students should wear tennis shoes on the days their class has PE or Make Your Day points and possibly grades will be affected. Sleeveless shirts should have at least a two-inch strap. A shirt is too short if any part of the abdomen is showing when the student raises his or her hand above his or her head. Skirts/shorts must be longer than the length of the fingertips when the arms are held straight down the side of the body. **Hats, caps, hoods, bandannas, and headbands are not to be worn on campus except for during special spirit days.** If there is a medical reason for wearing a hat, the parents should contact the administration.

### **IDs**

The Moon Mountain School ID is part of the dress code and must be worn at all times. Students should wear the school-issued, break-away lanyard. No outside lanyards are permitted. Students who forget their ID will be issued a one-day temporary and sit at the detention table during lunch. If a student does not have an ID for the second consecutive day, they will not receive a temporary and will not be able to ride the bus home. If the ID is lost, a new set can be purchased for \$2. Pouches and lanyards are 50 cents apiece and a Zpass costs \$1.

### **Items Not Allowed at School**

Moon Mountain has a strict "No Gum or Candy" policy anywhere on campus. Any items brought from home for lunch must be eaten in the cafeteria during lunch or during a nutrition break provided by the teacher. Please refer to the classroom teacher's healthy snack ideas for approved items. Please see our website for a list of approved items.

Skateboards, rollerblades, scooters, skates and wheeled tennis shoes are not allowed on campus.

Toys (with the exception of those brought for teacher-directed activities), permanent markers, lasers, musical devices, electronic games/devices, and trading cards are not allowed on campus.

Personal sports equipment such as balls, bats and Frisbees should not be brought to school. The school will provide sports equipment for use on the playground.

Electronic reading devices such as Kindles, iPads and Nooks are prohibited due to the risks of possible damage or loss.

Weapons, whether real or toy/model are strictly prohibited, and their possession will result in suspension or expulsion in accordance with District policy.

Possession or the use of tobacco, alcohol or drugs is prohibited and may result in suspension or expulsion in accordance with District policy.

***Moon Mountain does not accept responsibility for prohibited items. They are not to be brought to school. Any confiscated items must be picked up by parents.***

### **Cell Phone Policy**

Students are not allowed to use cell phones on campus for any purpose, including receiving calls, taking pictures or text messaging. If you desire that your child carry a phone for non-school time emergency purposes, the phone must be turned off and kept at the student's own risk, in his or her backpack. Any violations of this policy, including having the phone ring or emitting any noise will result in discipline. After the second occurrence, a parent will need to come to school and pick up the phone. Personal cell phone use on field trips will be clearly outlined by the grade level teams, and students must adhere to the policies of their sponsors in order to remain eligible for future trips.

### **SCHOOL SAFETY**

Moon Mountain has a crisis/lockdown plan in place in the event of an emergency. Fire and lockdown drills are conducted in accordance with District policy. If the need to evacuate the school should occur, students will be evacuated to a secure location. Parents, guardians, and childcare providers will pick up students at the chosen location.

### **Handicap, Carpool, Apple Award Spaces/Pickup**

Handicap spaces in the front of the school are reserved for those displaying a handicap license plate or placard.. We have parents, guardians and/or students who may need access to these spaces at any given time. Maricopa County requires carpool spaces be reserved for those participating in the trip reduction program. We appreciate you leaving those spots available for carpooling staff. Moon Mountain recognizes outstanding staff members through the Apple Award Program. Winners receive the privilege of parking in a reserved spot. We appreciate you leaving the designated space available for employees receiving this honor.

Please feel free to park in any non-reserved, open parking space and walk to the sidewalk to pick up your student. You may also enter the pickup line and wait for your turn to come around to the pickup area. Your child/ren will then enter your car from the curb. Please adhere to our parking lot drop-off and pickup rules for the safety of all students.

### **Bicycles**

*Students in grades K-2 are not permitted to ride bicycles to school.* Students in grades 3-6 are allowed the privilege of riding their bicycles. Any student who abuses this privilege by using unsafe behavior will lose it. Bicycles must be secured by a lock in the bike rack. Moon Mountain is not responsible for loss of or damage to bicycles.

### **Crosswalks**

There are three school zone crosswalks: in front of the school on 19<sup>th</sup> Avenue, behind the school at the corner of Willow and 17<sup>th</sup> Avenue, and on Voltaire in front of the bike rack area on 18<sup>th</sup> Avenue. Students are to follow the directions given by the crossing guards for their safety and well-being. Students are not permitted to cross at the light on 19<sup>th</sup> Avenue and Wood.

Our crossing guards are on duty at this crosswalk from 6:45-7:50 a.m. and 1:45-2:50 p.m. for all students.

### **Parent Pick Up and Drop Off:**

Please use the parent drop-off lane in front of the school off of Voltaire. **THIS IS A DROP-OFF LANE ONLY AND NOT FOR PARKING.** Because this is also a fire lane, you will risk the chance of a ticket if you park and leave your car in this lane. When you drop off or pick up your child and you need to enter the school, please park in the parking lot. Our staff has reserved the front parking spaces for parents and other visitors.

### **Dismissal**

**Changes in dismissal CANNOT be made over the phone.**

Please send your child with a signed note or email your child's teacher if there is to be a change in your child's dismissal plan prior to 12:00.

In an effort to minimize interruptions to the classrooms at the end of the day, students cannot be checked out any later than 2:15 p.m. This time is reserved for announcements, homework assignments and end-of-the-day instructions. Please keep this in mind when making appointments.

### **Olweus Bullying Prevention & Social/Emotional Learning**

OLWEUS BULLYING PREVENTION PROGRAM is part of our daily routine at Moon Mountain. This is in response to the Bullying Legislation in the State of Arizona. Bullying is considered a serious offense. Additionally, Sanford Harmony lessons are used to support students' social and emotional learning.

## **EVENTS/ACTIVITIES/PROGRAMS**

### **Student Council**

Students in grades 4, 5 and 6 elect two representatives from their homeroom. Officers can be either a fifth or sixth-grader, except for the president, who must be a sixth-grade student. All student council members must meet set academic and behavior standards. These standards are explained to the students and their parents before they run for office. The school administration and student

council sponsor reserve the right to remove students from office if these standards are not maintained. Student Council is a positive activity developing student leadership, responsibility and pride in students and their school.

### **Celebrations**

Students in grades K-6 have classroom celebrations for special occasions. Celebrations are generally held the last hour of the school day. Parents may be notified by the classroom teacher or homeroom parent and asked if they would like to make a contribution. Please contact your child's teacher before sending treats for your child's birthday so that the celebration can be planned into the day's activities. **ANY TREATS THAT ARE BROUGHT IN MUST BE STORE BOUGHT and FROM THE WESD APPROVED FOOD LIST.** Copies of the list are available on our school website or in the front office. Also, since learning is our primary goal, we will not accept balloons, stuffed animals or floral arrangements for individual students.

### **Activities**

Parent involvement in a child's education is crucial. When parents get involved in their children's education, children are more likely to do better in school, be better behaved, have more positive attitudes toward school and grow up to be more successful in life. Below are some activities that will be scheduled throughout the year.

- Title One Learning Showcase
- Anti-bullying Activities/Events/Contests
- Turkey Trot
- Holiday Sing-a-long
- Field Days
- Talent Show
- Concerts
- Spelling Bee
- Spirit Weeks