

## PRINCIPAL'S WELCOME

Dear Lookout Mountain Family,

Welcome back! I am eager to have our students returning to school and want to extend a special welcome to the new students joining our neighborhood.

I am excited to be part of the most dedicated team of teachers and support staff. They are committed to excellence in teaching and learning and have the highest expectations for our students. Together, we strive to create an environment that enhances self-esteem, increases student achievement and promotes Community of Caring values. At Lookout Mountain, we are proud of our students and staff accomplishments.

Our parents also share in the success of children through various activities, parental involvement and by helping students with homework. We encourage parents to contact their children's teacher anytime they have a concern, question or even a compliment that they would like to share.

On behalf of all the staff members of Lookout Mountain Elementary School, I would like to welcome you to our school. With your continued support and enthusiasm, we will continue to excel in all we do!

Sincerely,

Tricia Heller-Johnson

## MISSION STATEMENT/ PHILOSOPHY

The Lookout Mountain Community is dedicated to engagement, enrichment and excellence, because we all grow up here.

Philosophically, we believe in an eclectic approach based on child-centered educational experiences. By focusing on what is best for the students and their academic progress, we, as a learning community, will make the best decisions possible for the children at Lookout Mountain School. What makes a truly great school is the creation of a collaborative workplace in which everyone feels welcome in assisting with the process of educating children.

### **Involvement**

If you would like to be involved by participating on the various committees, Site Council or in the numerous activities at Lookout Mountain, please contact our school office 602- 896-5900 for more information.

### **Curriculum, Instruction and Assessment**

Lookout Mountain Elementary School follows the Washington Elementary School District curriculum for kindergarten through sixth grade, in all curricular areas. You can access the WESD curriculum at <http://www.wesdschools.org>.

### **Daily Homework and Projects**

Parental involvement is key to a child's success. Please guide, encourage and monitor your child's progress throughout the year. But, let the final products reflect your child's thought process, effort and ability.

## DAILY SCHEDULE

### **Start/Dismissal Time**

Grades KG – 6 8:15 a.m. – 3:15 p.m.

### **Breakfast/Lunch Times**

Breakfast in the classroom 8:15 a.m.

Lunch 10:50a.m. – 12:45 p.m.

### **Early Release Wednesdays**

Grades KG - 6 8:15 a.m. – 1:45 p.m.

### **Office Hours**

Lookout Mountain School's office is open daily from 7:30 a.m. – 4:00 p.m. Administration schedules their own appointments. Please call 602-896-5900 to be directed.

### **Visitor Sign in procedures**

Visitors are required to sign in the front office during school hours. School hours are 7:55 a.m. to 3:15 p.m.

## GENERAL SCHOOL INFORMATION

**School Address:** 15 West Coral Gables, Phoenix

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

### **Important Telephone Numbers:**

Office:.....602-896-5900

Health Office: .....602-896-5910

Attendance:.....602-896-5921

KidSpace: .....602-896-5991

### **Arrival/Dismissal Times**

It is important that children be on time for school each day.

**Gates are unlocked at 7:45 a.m.** Breakfast is served in the classroom and is free to all Lookout Mountain students. The first bell rings at 8:10 a.m. and instruction begins at 8:15 a.m. Teachers will pick up students on the playground at 8:10 a.m. Students may not enter the building before 8:10 a.m., unless escorted by a teacher. Please make every effort to have your children arrive at school by 8:10 a.m.

**We will continue our procedure this year with regard to calling students out after 3:00 p.m. We have found that calling students out of school early takes at least 15 minutes. Due to transitioning and dismissal procedures, students will not be called out of class after 3:00 p.m. Please plan appointments accordingly. Emergency situations will be considered.**

When picking up students, please adhere to posted parking areas and pickup zones. To assure safety and proper traffic flow:

- Pull up as far as possible in the drop off areas.
- Remain in a single lane next to the curb to assure safety while boarding and exiting the vehicle.
- Do not cross the driveway unless you're using the crosswalk.

- **Remain in your vehicle when in drop-off/pickup lanes.**

## Children Walking to School

**Students who must cross the street must do so with a crossing guard.** Under no circumstances should a child be encouraged to cross the street at a location other than where a crossing guard is stationed.

Crossing guards are located at Central Avenue and Conrad, Central and Coral Gables, Hana Maui and Conrad and Coral Gables west of 1<sup>st</sup> Ave.

Students and parents are expected to follow the rules to safely cross the street:

- ◆ Pay strict attention to the crossing guard's direction.
- ◆ Move into the crosswalk only when advised to do so and move quickly — but no running!
- ◆ Walk bicycles and scooters through the crossing.

**Rollerblades, skateboards, and scooters are not to be used on the campus.** Motorized scooters, gas or electric are not allowed on campus. Note: The school is not responsible for items left in the bicycle rack on our campus after the end of the school day.

## Bicycle Rules

- Students in grades 2-6 will be permitted to ride bicycles or scooters to school. The bike rack is located inside the main gate.
- All bicycles ridden to school must have a lock.
- Students are encouraged to wear a helmet.
- Students and parents must walk their bike or scooter as they approach school property. Students coming from the west: beginning of school fence next to LDS Church on Coral Gables. Students coming from the south: beginning of school fence on Central. Students coming from the north: the intersection of 1<sup>st</sup> Ave. and Coral Gables.

## Tardy Policy

Students will be allowed three tardies per semester. The fourth tardy will result in a lunch detention on that day.

Each tardy after the fourth will result in a lunch detention. Students will start over at zero tardies on the first day of the second semester. Students serving lunch detention will remain in the cafeteria during lunch recess and then eat when their grade level enters the cafeteria. Tardies related to doctor, dentist or orthodontist appointments are excused with a note from the doctor or dentist. We encourage all parents to schedule appointments later in the day or on nonschool days, if possible.

## Attendance/Tuancy

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 Tuancy Prevention Unit (TPU). The TPU 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 tuancies 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 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.

## Breakfast and Lunch Information

<b>Breakfast</b> in the classroom	No cost
<b>Lunch</b> (10:50 a.m. – 12:45 p.m.)	No cost
<b>Milk only</b>	35 cents
<b>Juice only</b>	35 cents

**In the 2016-2017 school year, we will be making changes to our outdoor dining procedures.**

**In order to promote cafeteria procedures and friendships with new classmates, outdoor patio dining will begin the second Monday in September. For all grade levels, patio dining is limited to your child and two friends.**

**Due to allergies and diet restrictions, we ask that you only bring food for your child.**

**Specific rules for behavior in the cafeteria or courtyard area include:**

- **Students must stay seated at the tables, and parents are responsible for all students sitting at the patio table.**
- **Parents and students are NOT PERMITTED to video record or take pictures of students while at lunch. This is for privacy and safety reasons.**
- **Follow directions and be respectful.**
- **No running, horseplay or throwing food.**
- Use classroom voices.
- Leave your area clean.
- Food is not allowed on the playground.

**Outdoor dining is a privilege. Please adhere to the guidelines. Loss of privilege is at the discretion of the Lookout Mountain staff. We appreciate your assistance in keeping this a positive experience for our students.**

## Lost and Found

Lost and found items may be taken to the cafeteria. Please check several times to see if your article has been found. Unclaimed lost and found items are bagged and sent to a local charitable organization at the end of each quarter.

## Lost and Damaged Textbook Charges

Textbooks and equipment are furnished free of charge. Students are held responsible for any damage to school equipment and supplies and must pay for any damage. All students should preview their assigned textbooks and report to their teacher any damages. Costs of overt acts of vandalism will, of course, be assessed to the student.

## Special Area Requirements

Letters are sent home at the beginning of the school year with the specific requirements of each special area. Parents should look for this information and keep it for reference throughout the school year.

Appropriate athletic shoes are required for PE. The student's PE teacher will supply detailed information concerning this requirement.

## COMMUNICATION

### PTO

Lookout Mountain PTO is a support organization for Lookout Mountain students, parents and faculty. It provides services, materials, educational opportunities and is an outlet for communication among parents, students and school. Everyone is invited to attend the PTO board meetings as an observer or participant. Please contact the president, through the school office, if you wish to place an item on the meeting's agenda. PTO also offers support in almost every aspect of the arts, music, theater, art, puppetry and literature through the Cultural Arts Program. Ideas and suggestions are always welcome.

### PTO Liaisons

Each classroom has a volunteer parent to help coordinate PTO programs and to help the teacher coordinate parties, field trips, etc. When you are contacted by your PTO liaison, please volunteer your assistance.

### Web site

Parents are encouraged to visit our Web site for the calendar, updated school information and classroom Web sites at <http://lookoutmountain.wesdschools.org>.

### School Newsletter

The publication, *Roaring News*, will be sent home with the youngest student in the family.

Students will receive any communication or school news items from the office on Wednesdays. It is the student's responsibility to take the packets home. We hope parents will take the time to sort through and read the information.

## EVENTS/ACTIVITIES

### PROGRAMS

#### Student Government

Student Council gives children the opportunity to be involved in the school community. Representatives are chosen from each homeroom in the fourth, fifth and sixth grade.

Election of officers is held in the spring for the following school year.

#### Community of Caring

A Community of Caring School is one in which the values of **caring, respect, responsibility, trust** and **family** are taught and lived. The Community of Caring is a character education program that is built around three major elements: values, service learning and forums.

## School Parties/Birthdays

School parties are at the discretion of the homeroom teacher and are limited to Fall Celebration, Winter Break, Valentine's Day, and end-of-the-year celebrations.

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 to school must be from the approved school food list. Also, since learning is our primary goal, we will not accept balloons or special floral arrangements for individual students.

### Annual Events

- Grade Level Special Events
- Community of Caring Special Events
- PTO Fund-raisers
- Patriotic Assembly
- Student Council Fundraiser
- Book Fairs
- Field Week and Boosterthon
- Fall Festival
- Evening of the Arts

## HONORS/AWARDS

### Criteria for Academic Honors

#### Academic Excellence

1.0 grade point average - no Ds or Fs and no Ns, Is or Us.

#### Principal's List

1.1 - 1.5 grade point average - no Ds or Fs and no Ns, Is or Us.

#### Honor Roll

1.6 - 2.0 grade point average - no Ds or Fs and no Ns, Is or Us.

To determine G. P. A. - Add up total number of grades received and divide by the number of subjects in which a grade has been given.

### Dress Code

Student dress shall be appropriate at all times. Any student's dress or personal appearance 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 regarding the course of action to be taken shall be left to the reasonable discretion of the administrators.

- All WESD students are required to wear their student IDs while on the school campus and on buses. If a student doesn't comply with the school dress code in wearing his or her ID card, the student will be disciplined accordingly. The discipline is as follows:
  - A warning is given the first time a student isn't wearing his or her ID card.

- Lunch detention is given each time thereafter, up to and including a dress code violation referral. Repeated noncompliance may lead to further consequences.
- Bus passes **will not** be issued after 3 p.m. if a student doesn't have his or her ID/bus pass.
- Appropriate shoes are to be worn at all times. Flip-flops, slip-ons, open-toed shoes, etc., are not appropriate footwear for the playground or PE days. It is encouraged that sandals or open-toed shoes have a strap on the back. Tennis shoes with wheels are not allowed. This is for safety reasons.
- Hats, visors and sunglasses can be worn outside. They must be worn appropriately and removed when inside the buildings
- Baggy pants and pants worn below the waistline are not permitted.
- Pants/shorts with rips or holes in them are not permitted.
- Wallet chains or chains of any sort are not permitted.
- Any form of studded, spiked or chained jewelry or apparel that may include but is not limited to, necklaces, belts, bracelets, earrings, shirts, jeans, shoes, purses, backpacks, etc. is considered inappropriate for school wear.
- T-shirts or any other clothing should not advertise substances that are illegal for children to purchase. T-shirts with inappropriate language are not allowed.
- Attire such as muscle shirts, racer-back shirts, tube tops, backless dresses or shirts, halter tops, crop tops, or spaghetti straps are inappropriate for school and not allowed. **Straps are to be two inches wide.**
- A shirt is too short when a student raises her hand above her head and any part of her abdomen is visible.
- Shorts/skirts are too short when a student's fist, with the arm held straight down the side of the body, is longer than the length of the shorts/skirts.
- Modification to attire or to self – e.g., Tattoos, body piercing (other than pierced ears) will not be allowed. Students will be asked to shampoo out hair coloring or sparkles from their hair at school. **Spiked (or gelled) hair longer than two inches is not allowed.**

### Prohibited Items

- Students are not allowed to use cell phones on campus for any purpose, including receiving calls, taking pictures, videos, or text messaging. **This includes any electronic bracelets or watches.** If you desire that your child carry a cell phone for nonschool time emergency purposes, **the phone must be turned off and kept, at the student's risk, in his or her backpack.** All violations of this policy, including having the phone ring or emit any noise, will result in discipline. The first violation will result in a lunch detention with the phone given to a school administrator for student pick up after school. Subsequent violations will result in no less than two lunch detentions with the phone given to a school administrator for a parent/guardian to

pick up. Additional disciplinary action may be imposed depending upon the circumstances.

- There is a strict **"No Gum"** policy anywhere on campus.
- Toys (with the exception of those brought for teacher-directed activities), permanent markers, lasers/laser pens, musical devices, electronic games/devices, and trading cards are not allowed on campus.
- Personal sports equipment such as balls, bats and Frisbees are not to be brought to school. The school will provide sports equipment for student use on the playground.
- An individual student who, under the direction of a staff member or administrator, has been notified that he or she is wearing clothing that is not in good taste will be asked to call his or her parents, to obtain permission for a change of clothing.
- Electronic reading devices such as Kindles, iPads and Nooks are prohibited due to the risks of possible damage or loss.

Lookout Mountain does not accept responsibility for prohibited items. They are not to be brought to school.

## NOTES