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 our PBIS Motto: "Be Safe, Be Respectful, Be Responsible." 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,

Kamren Bowker

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 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
Kindergarten through 6th Grade – 8:15 a.m. – 3:15 p.m.

Breakfast/Lunch Times
Breakfast in the classroom – 8:15 a.m.
Lunch – 10:50 a.m. – 12:45 p.m.

Early Release Wednesdays
Kindergarten through 6th Grade – 8:15 a.m. – 1:45 p.m.

Office Hours
Lookout Mountain School's office is open daily from 7:45 a.m. – 4:15 p.m. On Wednesdays, the office is open until 3:15 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 and present their IDs at the front office during the school hours of 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 7:55 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.

Due to transitioning and dismissal procedures, students cannot be called out of class after 3:00 p.m. or 1:30 p.m. on Wednesdays. Please plan appointments accordingly.

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.
- Follow the directions and guidance from school employees.
- **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 1st 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, bikes, 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 1st Avenue and Coral Gables OR Central and Coral Gables.

Tardy Policy

Students are tardy if they arrive at 8:15 a.m. or later or signed out early before the end of school. Students are allowed three unexcused tardies per semester. We encourage all parents to schedule appointments later in the day or on non-school days, if possible. For Open Enrollment students, excessive tardies .are a reason for denying a continuation of Open Enrollment.

Attendance/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 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 total absences (excused, unexcused and/or unverified), 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 late or 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.

Breakfast and Lunch Information

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

In order to promote cafeteria procedures and friendships with new classmates, students in all grades will sit at tables with their homeroom classmates.

Closed Campus

In order to maintain and ensure a safe and secure campus, Lookout Mountain is a closed campus. Students will be dining with their classes in the cafeteria. Students may not leave the school grounds during school hours, including lunchtime. The principal or designee must approve exceptions.

Lost and Found

Lost and found items may be taken to the front office. 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.

Website

Parents are encouraged to visit our school website for the calendar, updated school information and links to teacher Websites at http://lookoutmountain.wesdschools.org.

School Newsletter

The publication, *Roaring News*, will be sent home electronically once per month. Please take the time to read this important information each month.

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.

Positive Behavioral Interventions and Supports (PBIS)

As a PBIS school, we value a proactive approach to establishing the behavioral supports and social/culture needs for all students in school to achieve social, emotional, and academic success. At Lookout Mountain, our school-wide expectations focus on being Safe, Respectful, and Responsible.

A part of PBIS is that our school uses a Multi-Tiered System of Support (MTSS) to make sure all students have what they need to learn and grow. MTSS helps us support students in their academics as well as their social-emotional well-being. All students receive strong, school-wide support, but some may benefit from more targeted help. This might include additional instruction, small group time to practice skills, or more individualized plans. Teachers and staff regularly check how students are doing and adjust supports as needed. Our goal is to work as a team with families to help all students do their best by using data to provide the right kind of support for both academic success and social-emotional growth.

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 linked here: https://www.wesdschools.org/Page/2139

Also, since learning is our primary goal, we will not accept balloons, floral arrangements or gifts for individual students.

Annual Events

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

HONORS/AWARDS

Criteria for Academic Honors

Principal's List

Students in grades 4 – 6 who earn all A's in all subjects for all four quarters will earn Principal's List.

Dress Code

Please see the District portion of the handbook for Dress Code information.

Student IDs and Z-Passes

ID Cards: All Lookout Mountain students are required to wear IDs while on the Lookout Mountain campus and on buses. These IDs must be on a breakaway lanyard around their neck and visible. Students will be provided a picture ID at the beginning of the school year at no cost. Students will be checked for compliance throughout the school day. Students may not be allowed on the bus if an ID is not present. Students require an ID daily to scan for lunch.

If students deface, destroy, render their ID unreadable or lose their ID, they will be required to purchase a replacement.

ID, lanyard and pouch - $2.00

Lanyard only - $1.00

Pouch only - $1.00

Z-Pass - $1.00

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 non-school 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.
- Fanny Packs, purses, and other small bags are not permitted to be carried by students at any time.
- 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.
- Electronic reading devices such as Kindles, iPads and Nooks are prohibited due to the risks of possible damage or loss.
- The sale of homemade crafts or items is prohibited on school property.

Lookout Mountain does not accept responsibility for prohibited items; they are not to be brought to school. Prohibited items must be picked up in the front office by the student's parent or guardian. We require a signature and a photo ID for pick up.

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