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.

It's Always a Great Day to be a Dragon!

Lindsey Larson, Principal

General Information

School Address: 3040 W. Yucca Street
Phoenix, AZ 85029
School Web Site: http://lakeview.wesdschools.org
Important Telephone Numbers:
Attendance: 602-896-5811
Office: 602-896-5800
Health Office: 602-896-5810
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

Vision

To provide a school climate that allows every student the opportunity to grow and thrive.

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 an Attendance Unit (AU). The AU 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 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 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 Department of Child Safety.

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

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

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. 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.

Intervention

At Lakeview, each grade level has its own intervention block where teachers focus on Tier 2 instruction. Teachers will utilize assessment results to make data based instructional decisions to provide interventions in the areas of reading, math, social/emotional well-being and behavior. Intervention groups are fluid and will change based upon assessment results.

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.

Site Council

The Lakeview Site Council consists of parents, 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 will be communicated appropriately. Site Council meets the last Monday of each month.

School Communication

All school communication will be shared via ParentSquare, Peachjar, social media, and the school website.

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 must 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. Students who get perfect attendance for the quarter will receive an award at our quarterly awards assembly.

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 3rd, 4th, 5th and 6th grade students who have all A's on their report card.. The **Honor Roll** recognizes 3rd, 4th, 5th and 6th grade students who have all A's and B's on their report card. To earn either recognition, a student may not receive Ns on his or her report card.

Certificates are awarded to the students. Students are recognized during our quarterly awards assembly.

Improvement Certificate

Students in 3rd to 6th 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 will receive a certificate and are recognized during the morning announcements and quarterly awards assembly

Lakeview Dragon Code of Conduct "ROARS"

Students will be honored weekly and quarterly for following the ROARS expectations listed below:

I will be:

- Respectful
- On Task
- Always Be Nice
- Responsible
- Safe

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 (tablets, phones, video games, etc.).
- Perfume, cologne.
- Items that may disrupt the educational environment.

- Other articles determined by the principal.

If a student unknowingly brings any of these items to school and immediately turns them into a staff member, administration will work with the student in regards to consequences.

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 31st 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.

Please follow these rules so we may keep all of our children safe on a daily basis.