



272 E. Sagebrush St., Litchfield Park, AZ 85340  
623-535-6100 ~ 623-935-3779 ~ Fax

July 2019

Dear LES Family,

It's hard to believe it is back to school time already! I hope you and your family were able to make some memories, share some laughs, rest and rejuvenate this summer. I know the Litchfield teachers and staff are working hard and preparing for an exciting year of learning and growth! In this letter you will find some important information about the upcoming school year at Litchfield Elementary School and ways to start the year off right!

### **Class Lists and Open House**

Open house will be Friday, August 2nd from 4:00 – 6:00 p.m. Class lists will be posted in the gym at this time. Lists are not posted until this time due to possible last minute staff and student additions. At open house you and your child(ren) will meet their teacher, explore the campus, find bus routes, deposit money on lunch accounts, find out about our fantastic PTSA, and have the opportunity to purchase some Owl spirit wear. We want all students and parents to have a chance to introduce themselves to their teacher. *If you feel you need to speak extensively with your child's teacher, please ask to schedule an appointment.*

### **First Day of School**

Our first day of school this year is August 5, 2019 ~ Parents may walk their students to their classroom on the first day. On the second day of school, students will meet their teachers at the playground.

### **School Family Breakfast**

Please join our PTSA at 7:40am on the first day of school for a light breakfast in the cafe. Meet other parents and find out more about the great things going on here at Litchfield Elementary School.

### **Email Blasts/Text Notifications**

**Receive Updates from Principal Hopper:** A safety measure we have in place is our school-wide text/email notification. I encourage you to sign-up to receive important information from me via text message. **To receive messages by text, text the number 81010 with the message @lesowls** *(If you are already on my text message blast, you do not need to sign up again.)* We also send out school wide email blasts to keep our families and community aware of all of the wonderful things going on at our school. You will have an opportunity to get signed up for the weekly blasts during open house.

### **Bell Times**

Litchfield Elementary begins school at 7:40 a.m. and ends at 2:25 p.m.

**Students may arrive on campus at 7:15 am**

**FOR STUDENT SAFETY, PLEASE DO NOT DROP OFF YOUR CHILD BEFORE 7:15 AS THERE IS NO SUPERVISION.**

First Bell - 7:33 - Students line up and teachers will meet them at their designated area.

**7:33 - All gates close except for the main gate near the gym.**

Warning Bell - 7:39 - Students should be in class

Tardy Bell - 7:40 - Students who are not in their classrooms at this time will be marked tardy.

*“every opportunity, every day”*

## **STUDENT DROP OFF**

Beginning the second day of school our **Kinder** students will be dropped off at the gate by their playground off of Wigwam Blvd. (*Be mindful of the parking restrictions on WigWam Blvd. Kinder parents should park in our parking lot and walk their students to the gate*). **1st thru 5th grade** students will enter campus through one of 3 gates; the **front gate** (between the gym and preschool building,) the **back gate** (by the baseball fields off of Sagebrush Street - **NO PARKING ALONG SAGEBRUSH**. *Students should be dropped off on the north side of the road near the gate.*) and the **bus lane gate** (near the 1st and 2nd grade playground). We will have supervision by each of these entry ways. Adults will not be allowed to enter through the gates.

- To keep all children safe, only students are allowed beyond the gates before school, during school or after school.
- Visitors may sign in and eat breakfast or lunch in the cafeteria with their student at a designated parent table and only with their own child(ren). The playground and classrooms are off limits to visitors in the morning and during recess. This is for the safety of all students.
- Anyone on campus during this time who has not properly checked in through the office, will be asked to report back to the office to check in. A visitor badge must be visible.

## **STUDENT PICK UP**

ALL kinder students will be picked up behind the main gate by the gym. Gates will open for kinder parents and preschool parents at 2:20. Students in 1st thru 5th will be picked up near the gazebo. They will be released at 2:25. Be sure to make eye contact with the teacher, allowing your child to high five their teacher before they leave with you. If you are driving through to pick up your child curbside, please see the enclosed map to see where your child will be standing. You will be asked to pull as far forward as possible and your child will come to your car.

## **Friday Enrichment Electives**

We will be offering Enrichment Electives again this year! They will take place on Fridays during the students' specials time. Each quarter students will have an opportunity to try something different. Students in grades 1 thru 5 will have an opportunity to sign up for their top choices each quarter. We will make every effort to place them into their top choice depending on numbers in each class.

## **Attire & Supplies**

There are no required supplies or uniforms but there is a suggested supply list on our LES web page. You can find it under LES Quick Links at the top right of our webpage. When shopping for school clothes and planning for that perfect first day outfit, please keep our school dress code in mind. Spaghetti straps, short skirts/shorts are not permitted (even when worn with tights or leggings). Lasagna straps are fine. Shirts with sayings that do not promote respect, a positive attitude or a positive learning environment are not permitted.

## **Celebrating Student Birthdays at LES**

Room Parents/Teachers will coordinate and observe birthdays once a month, usually at the end of the month. We will recognize students on their individual birthdays but **limit class celebrations to one per month**. In August we will celebrate July & August birthdays and in May we will celebrate May & June birthdays. **We try to limit the amount of sugary sweet treats brought into the classroom in order to promote health/wellness, protect instructional time, be sensitive to food allergies, limit expense to parents, and promote equity.** Birthday parties are not allowed during lunchtime.

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**Lunch & Recess Times for 2019-2020**

Grade	Lunch	Recess	Grade	Lunch	Recess
Kinder	10:20-10:45	10:45-11:05	3rd	10:00-10:20	10:20-10:40
1st	11:30-11:50	11:50-12:10	4th	11:10-11:30	11:30-11:50
2nd	11:55-12:15	12:15-12:35	5th	10:45-11:05	11:05-11:25

*Parents are encouraged to come to school and eat lunch with their children.*

**Please remember to present your I.D. to the LES Office Staff,  
Sign-In and put on a Visitor Badge.**

You may meet your child in the school cafeteria and then utilize the parent table to eat lunch with only your child, not their friends. This is for the safety and security of all of our students. *In addition, there are peanut free tables for those with specific food allergies. We request that only those with food allergies sit at these tables.*

**IMPORTANT DATES FOR THE SCHOOL YEAR**

<p><b><u>Early Dismissal at 12:25pm</u></b>            August 16, 2019            September 13, 2019            September 27, 2019            October 2, 2019 - Parent Teacher Conf.            October 3, 2019 - Parent Teacher Conf.            October 4, 2019 - Parent Teacher Conf.            October 25, 2019            November 8, 2019            December 13, 2019            January 31, 2020            February 28, 2020            March 27, 2020            April 17, 2020            May 1, 2020            May 22, 2020 - 10:55 Dismissal Last Day</p>	<p><b><u>No School on the following dates:</u></b>            August 30, 2019 - Teacher In-Service            September 2, 2019 - Labor Day            Fall Break-October 7 -11, 2019            November 11, 2019 - Veterans Day            November 27, 28, 29, 2019 - Thanksgiving Break            December 23, 2019 - January 3, 2020 - Winter Break            January 17, 2020 - Teacher In-Service            January 20, 2020 - Dr. Martin Luther King Jr. Day            February 14, 2020 - Teacher In-Service            February 17, 2020 - Presidents Day            March 9-13, 2020 - Spring Break</p>
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**First Two Weeks of School - No parents on campus**

Beginning the week of August 19th, parents are welcome to come to breakfast or lunch with their children and begin volunteering in classrooms. This will allow teachers to create strong routines in their classrooms and around campus.

**Parent Teacher Student Association (PTSA)**

Litchfield’s PTSA is one of the key components that make this a tremendous school! Our family and community involvement makes us unique and sets us apart from other schools. Be sure to stop by their table at our open house. You can also contact them at LESPTSA@gmail.com

I’m excited to see what this year will bring. It will certainly be a great year of learning, growing, and empowering our students to be the best they can be!

Yours in Education,

Mrs. Sabine Hopper  
Principal

Litchfield Elementary School *A+ School of Excellence*

*“every opportunity, every day”*