

# Mountain View Elementary Student Handbook 2018-2019



**MOUNTAIN VIEW  
ELEMENTARY  
BENGALS**

3500 N. Cabarton Ln.

Boise, Idaho 83704

Phone: 854-5700 Fax: 854-5701

Website: <https://mountainview.boiseschools.org/>

# Mountain View Elementary



Dear Mountain View Families and Friends,

Welcome back! We are looking forward to an awesome year of learning together. It is my honor and privilege to join you as the new principal of this great school. I look forward to getting to know each of you as we go throughout this school year.

At Mountain View we take PRIDE in our high academic and behavior standards. Our Living the Bengal Way program encourages students to demonstrate the positive characteristics that will enable them to be lifelong learners and contributors to our society. These characteristics are taught and recognized among our students on a regular basis; *RESPONSIBILITY, INTEGRITY, RESPECT, KINDNESS, CREATIVITY, INITIATIVE, and PERSEVERANCE!* It is our belief that by focusing significant energy on the behaviors and mindsets that we want students to demonstrate will make a positive difference in our students as individuals and our school culture as a whole. Look for detailed information on each trait and how you can encourage these traits at home with your student in the monthly newsletter!

Our PTO makes a positive difference at Mountain View by supporting community events like our Back to School Carnival and Breakfast with Santa. In addition, they provide financial resources to supplement our student's school experiences in and outside of the classroom. We encourage you to be an active member of our school community.

Student safety is of the highest importance to us. Please review the attached Success Compact with your child that highlights the student, parent and teacher responsibilities to learning and our school culture. Once you have reviewed this document please sign, date, and return to your child's classroom teacher.

Our Mountain View teachers and staff are committed to working together with our families and community members to achieve our shared mission *to love and lead our students to understand their place in the world and to become strong, thoughtful, and contributing members of our community.* We invite you to join with us in making Mountain View the best it can be for our incredible students.

Sincerely,  
Abram Lines  
Principal



## GENERAL INFORMATION AND POLICIES

### ARRIVING AND DEPARTING

Please observe these guidelines and help your child(ren) understand them.

#### **Before School:**

For safety reasons, please **do not have students arrive on school grounds earlier than 8:15 am**, unless they are participating in a supervised activity as there is no adult supervision. Permission for students to enter the school building must be granted by a staff member. The playground is open at 8:15 am.

#### **After School:**

Students not riding buses home need to leave the school grounds as soon as they are dismissed. If your child's after school plans deviate from normal, the student will need to deliver a note from a parent or guardian to the school office. Students who desire to exit at an alternate bus stop will need to communicate in advance with the bus drivers. Extra room is not always available on buses and students may have to ride their regular bus home. **Bus drivers only allow students to board buses in the school loading zone and exit the bus at their regular stop except as noted above.**

**Bus Transportation:** State law provides bus transportation for students living 1.5 miles or more from school or who would otherwise have to cross major intersections. Bus applications must be completed for any student eligible for busing. Information concerning bus routes is available at the school office or by calling the bus company (First Student Transportation) at 854-5230 or the Mountain View office at 854-5700. For the safety of all children, good conduct is required for students riding school buses. **Failure to comply with bus safety guidelines may result in suspension of a student's bus riding privilege.** The principal, after consultation with parents and the bus driver, will decide when and for how long a student's bus privilege may be suspended.

### ATTENDANCE

Regular student attendance is a key to successful school performance. Uninterrupted attendance provides the child the continuity necessary to grasp important academic concepts at each grade level. Completing make-up work due to an absence, while helpful, does not take the place of classroom instruction. At Mountain View, we recognize that student absences will occur. If a child is ill, we appreciate parents keeping him/her home until the recuperation is complete. If a child is well enough to attend school, he/she will be expected to participate in outdoor recess periods. **Please contact the school office (854-5700) prior to 9:15 am if your child will be absent.** This will assist us in keeping accurate attendance records. If a child arrives 90 minutes after the tardy bell, or leaves school 90 minutes before the end of the day, the student will be considered absent for ½ day. In following Board approved attendance procedures, attendance letters will be sent home when a student misses five, eight, and ten days.

If you know in advance that your child will miss school, please inform the office and your child's teacher as early as possible. With adequate prior notice the teacher can prepare (if possible) make-up assignments for the time missed.

Students will be counted tardy if they have not arrived in their classroom by the 8:45 am bell. Tardies will not be recorded for reasons such as bus delays, severe weather conditions, or documented appointments. Any student arriving late must report to the office and receive an admit slip to class. This procedure ensures accurate attendance record keeping.

### **BIKES, SCOOTERS, RAZORS, SKATEBOARDS, HEELIES, ETC.**

For safety reasons, students must walk their bike, scooter, razor and all other transportation with wheels while on school campus. Failure to comply with this rule will result in the student having to pick up their equipment from the school office. If a second occurrence takes place, a parent will be asked to come in and meet with an administrator in order to retrieve the item(s). We strongly encourage all students to wear a helmet when riding.

### **DISMISSAL POLICY**

If you wish to pick up your child at a time other than at the regular dismissal time, please send a note to your child's teacher. You may pick up your child at the office at the designated time. Students will not be released directly from their classrooms or be allowed to wait outside. Parents will be required to sign their child out at the kiosk outside the office. We appreciate your cooperation.

### **DRESS CODE**

At Mountain View Elementary, we believe that students perform better when they feel good about themselves. Part of a student's self image is expressed through his/her appearance. We encourage students to dress in a way that reflects the importance of their education. Appropriate dress is requested for field trips, music performances and special occasions. The following guidelines for clothing are required.

- No short shorts—shorts should go down to a student's fingertips with arms hanging naturally
- No spaghetti strap tank tops ( 2" straps – minimum)
- No shirts that show the belly button or midriff
- No boxer shorts, pajamas or slippers
- No clothing that depicts alcohol, tobacco, gangs, drugs or violence
- No chains
- No head covering is allowed during school hours except for religious headgear or as authorized by the principal or designee (no hats, bandanas, sweatshirt hoods)

Failure to comply with the dress code may result in parents/guardians being required to bring appropriate clothing or disciplinary action for the student.

## **EMERGENCIES**

It is the responsibility of the parent to provide the office with an accurate list of emergency contacts for each student. Please make sure that this information is kept current.

## **EMERGENCY DRILLS**

During the school year we will prepare our students for and practice several different emergency drills:

- Fire Drill
- Lockdown Drill
- Shelter in Place
- Hall Check Drill
- Earthquake Drill
- Severe Weather Drill

## **FIELD TRIPS**

You will be asked to give written permission for field trips scheduled during the year at the beginning of each school year. You will be notified at the time of each field trip as to where it will be and the mode of transportation used. The permission slip you sign will be for all trips during that year. Field trips are a school- sponsored event, so behavior and attire must adhere to the school policies.

## **GRADES**

Students receive progress reports at the end of each quarter. Parent-teacher conferences are held only at the end of the first grading period. We strongly encourage parents to attend the parent-teacher conferences scheduled for your child(ren). In addition, the Boise School District has implemented a program called *Infinite Campus (IC)* that allows all parents access to student grades, attendance and class assignments. If you have an account please go to [www.boiseschools.org](http://www.boiseschools.org) then link to Student/Parent services, Infinite Campus Portal Login. Please contact office for user codes if needed. This year we are continuing to work towards the district wide implementation of new grading practices. You will receive more information about this throughout the year and during parent teacher conferences.

## **ILLNESS**

If your child is ill and unable to attend school, please notify the school office at 854-5700. A student's absence will be noted by messages left on the school's answering machine. If a student becomes ill or injured at school, parents or emergency contacts will be notified.

## **INCLEMENT WEATHER AND RECESS**

When weather is inappropriate for students to be outdoors, we allow them to remain inside. As a school staff we recognize the difference between "uncomfortable" temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that

helps them feel renewed when they return. Please prepare your child for the weather by dressing him/her properly for the day. We expect that any student attending school will be able to participate in outside recess.

## **LIBRARY**

All students have access to the Mountain View library. The librarian will explain book checkout procedures to students during one of their first visits to the library. Students are expected to respect library materials and treat them with appropriate care. Students will be responsible for any library materials lost or damaged while under their use.

In the spring our librarian organizes a Book Fair where families are invited into the Mountain View library to purchase new books for their child or their child's classroom teacher.

## **LOST AND FOUND**

Personal items such as coats, sweatshirts, gloves, etc. which are found and have no identification will be placed in one of the Lost and Found racks located either in the hallway near the cafeteria entrance or in the first grade wing near the exit to the playground. Students who are missing items are encouraged to check these areas. Every nine weeks, any items remaining in the Lost and Found will be donated to charity. Individuals finding items such as watches, keys, or money are encouraged to turn them into the office. They will be returned to the owner after proper identification has been made.

## **MEALS**

Mountain View Elementary food program provides a breakfast and lunch which is available to all students. The Mountain View program is free to all students.

## **MEDICATION**

Students who receive medication during the school day must have the medications brought to the office by a parent, who will then complete a form indicating the medication, dosage, and duration of time the medication will be administered.

Please note- ***all medication must be provided in the original prescription container with proper labeling.***

## **MUSIC**

All Mountain View students in grades 4-6 will have the opportunity to participate in vocal music. Fifth and sixth grade students may participate in either the band or orchestra program if they choose.

## **NEWSLETTER**

A copy of our school newsletter, will be sent home electronically every month. You can access archived newsletters on the school's webpage: <https://mountainview.boiseschools.org/> Please

make sure you look at it, as it will have reminders of special dates and school news. For regular updates, please “Follow” Mountain View on Twitter. Also, be sure to update your e-mail address with the office to receive e-mail through Infinite Campus. \*Please note that any important documents, will be sent home in Monday folders or emailed to you by the classroom teachers.

### **PARENT TEACHER ORGANIZATION (PTO)**

Mountain View has an active PTO which coordinates and sponsors many fine activities benefiting our students. Please contact the school office for information on how to become involved in our PTO. We appreciate all of the hard work our parent volunteers put into making our school an even better place for students to learn.

### **PARKING LOT**

There are few parking spots available at Mountain View. Please do not park your car along the designated fire lane/drop off lane in front of the school at any time throughout the school day.

Students riding the bus will continue to be picked up in front of the building. **Parents picking up their students will do so at the Kingston Circle (access off Cole Road).** Please pick your students up in the back rather than the front of the school to relieve congestion. We will have supervision at the Kingston Circle until 3:30 pm. If your child has not been picked up by 3:30, we will take them to the office to call home

### **PERSONAL PROPERTY—CELL PHONES, IPODS, GAMES, WALL BALLS, ETC.**

Students are discouraged from bringing personal property to school, such as soccer balls, iPods, cell phones, handheld games, wall balls, toys, etc. The school is not responsible for loss or damage of any of these items.

All personal property must stay in a backpack at all times during the school day. If an item is taken by a staff member, students will be able to pick it up in the office. If there is a second occurrence, a parent/guardian will be asked to come in and pick up the device. Pokemon trading cards should be left at home and are not allowed at Mountain View Elementary. Individual classrooms may vary the policy for electronic devices. Please be sure to check with your child’s teacher if you have any questions.

### **PHONE CALLS**

Children will not be permitted to leave the classroom to answer the phone except in an emergency. Please leave messages with the building secretary, who will see that they are delivered to the classroom. The building phones are business phones. Students may use them for emergencies only after obtaining a written pass from their teacher and/or office approval. Children will not be allowed to call home to ask permission to stay for previously scheduled after school activities or to go home with a friend. Your child must assume responsibility for making these arrangements with you before coming to school.





## **PROHIBITION OF GANGS AND HATE GROUPS**

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or handicap are inconsistent with the fundamental values of the educational environment of the Independent School District of Boise City. The activities of such groups and their members are prohibited on school district property and at all school sponsored functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and other behavior, such as the wearing of gang colors or insignia and the use of language, codes, and/or gestures that provoke or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

### **Administrative Procedure**

All reports of hate groups and gang activities are to be handled by the elementary building principals in an expedient and timely manner. When necessary appropriate disciplinary actions are to be taken and reports are to be written on the activities and actions taken. Parents or guardians are to be contacted by phone, letter, or in-person and also by the school resource officer, when necessary. All incidents are to be written and copies of said incidents are to be forwarded to the appropriate area director and to the Gang and Violence Specialist for the Boise School District.

## **PROHIBITION OF WEAPONS**

The Independent School District of Boise City has "zero tolerance" for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process. Toy weapons, models of weapons or other objects/substances which are a threat to health or safety are also prohibited. Possession and/or use of these objects/substances at the elementary school or at any elementary school sponsored activity without prior permission of school officials will result in the following course of action:

### **Administrative Procedure**

Any or all personnel employed by the Boise School District at the elementary level having knowledge of students with weapons or other objects/substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process shall notify the building principal immediately. The building principal shall conduct an investigation immediately and make the determination as to whether a school resource officer is to be contacted and a complaint filed and/or if an immediate suspension is in order. This suspension can be in-school or out-of-school as determined by the building principal with the understanding that the weapons, objects, and/or substances have been confiscated and when necessary turned over to the proper authorities for disposition. The elementary building principal in cooperation with the appropriate area director shall determine if sufficient cause exists for referral to the Board of Trustees for permanent expulsion. Parents or guardians are to be

contacted by phone, letter, or in-person in an expedient and timely manner with detailed information regarding the incident(s).

All reports of weapons, objects, and/or substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process shall be written by the building principal and copies sent to the appropriate area director(s) and a copy to the Gang and Violence Prevention Specialist for the Boise School District.

### **SPECTATORS AT SPORTS & EXTRACURRICULAR ACTIVITIES**

There is limited seating space in our gym and supervision is limited to the basketball coach who also is the referee. Therefore, only parents, grandparents and siblings with a parent or grandparent will be allowed to be spectators at games. Students without a sibling on the team will be allowed to watch games only if their parent or grandparent is at the game to supervise.

Please keep all children who are watching the games inside the gymnasium and out of the hallways, as there is no supervision and custodians are cleaning the building. Always remember good sportsmanship is a requirement for the players and the spectators at sports or extracurricular activities.

### **STUDENT SEXUAL HARASSMENT POLICY**

#### **Boise School District Policy #3232**

It is the policy of the Boise School District to maintain a learning environment free from sexual harassment. Each student has the right to work in an atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Sexual harassment refers to sexual overtures or conduct that are not welcome, that are personally offensive, and that affect morale, and therefore, interfere with a student's ability to study or participate in school activities. Any student, who believes she/he is being sexually harassed, should immediately report the situation to any of the following persons: counselor, teacher, nurse, principal, or assistant principal. A thorough, objective investigation will then take place. This policy includes prohibitions of sexual harassment from a staff person to a student, or a student to another student.

### **BULLYING, HAZING AND HARASSMENT POLICY**

#### **Boise School District Policy #3231**

The board is committed to maintain an educational environment that protects and promotes dignity, individual worth, and mutual respect for each individual and is free from harassment. Each District student, employee, or visitor deserves the opportunity to participate or work in a safe, supportive atmosphere...free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

## **STUDENT CONDUCT POLICY**

### **Boise School District Policy #3220**

Students on any school premises or at any school sponsored activity, regardless of location, are expected to obey District officials, protect property, maintain order and decorum, avoid excessive physical contact, fighting, and public displays of affection and conduct themselves in a positive manner.

## **STUDENT TECHNOLOGY USE**

### **Boise School District Policy # 3239, #3241**

Students will be taught Digital Citizenship annually. We know that technology (PCs, wireless devices, etc.) is very much a part of our everyday lives. Technology will be integrated into the learning process. We ask that students follow directions from their teacher about the use of personal technology at school. School rules about personal property apply.

## **VISITORS**

Any person visiting Mountain View for any reason must first report to the office to sign in and receive a visitor's badge. Visitors are asked to sign out prior to leaving. This is done to ensure the safety of our students. Please turn off cell phones when visiting our school.

Students are not permitted to bring friends or visiting company to school with them. The school faculty and staff are unable to be responsible for students not enrolled at Mountain View.

## **VOLUNTEERS**

Mountain View welcomes and encourages parent volunteers. Parents can enhance their child's education in numerous ways both at home and at school. For more information on how parents can become involved, please contact the school office so that we may put you in touch with our school volunteer coordinator. All volunteers are required to sign in at the office and receive a volunteer identification badge. Volunteers are asked to sign out prior to leaving. This also assists in keeping records of volunteer hours.

# **School Wide Expectations and Procedures**

## **The Bengal Way**

1. I will believe in myself and others.
2. I will be a friend to all.
3. I will make safe and kind choices.
4. I will learn everyday by working hard and following directions.
5. I will use my choices to make Mountain View a positive place for learning

## **School-Wide Expectations and Procedures**

- Hallway and Transition Expectations
  - 3 S's Line (silent, straight, and still)
- Lunchroom and Playground Expectations
  - I will treat others how I want to be treated.
  - I will include others.
  - I will use good manners.
  - I will use appropriate language with students and adults.
  - I will follow the rules of using the equipment.
  - I will keep my hands and feet to myself
  - I will follow the playground supervisor directions the first time.
  - I will follow our school dress code and be responsible for my belongings.
  - I will not bring toys, phones, or electronic devices.
- **Consequences and Redirection**
  - Think Time: used to redirect students that are off task and give them a chance to 1) identify their inappropriate behavior 2) identify which of their needs were not being met
  - School Level Consequences: loss of recess, conference, behavior contract
- **Positive Reinforcement**
  - Bengal of the Month - students are provided specific lessons on a character trait each month and those students that exemplify the Character Trait are recognized for the month.
    - Responsibility
    - Integrity
    - Respect
    - Kindness
    - Creativity
    - Initiative
    - Perseverance
  - PAWsitive PAWS - students are recognized for portraying the Bengal Way Character Trait

# Success Compact

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## *Bengal Way School Pledge*

We believe that when students, parents, and teachers all pledge to meet the following expectations we are able to predict that students will be successful and responsible citizens. Please review and make a commitment with your student for a productive and exciting school year!

**As a Student I will:**

- Believe in my ability to learn.
- Attend school every day and be prepared to learn.
- Complete all assignments and homework and turn them in on time.
- Be responsible for my own behavior and follow the rules at Mountain View.
- Be a cooperative, respectful member of our school.

**As a Parent/Guardian/Family Member I will:**

- Believe in my child's ability to learn.
- Respect and support my child, the teacher, and the school.
- Make sure my child attends school every day, is on time, and has assignments and homework completed.
- Recognize and reward my child's school success.
- Make sure my child's physical and emotional needs are met: adequate sleep, regular medical attention, proper nutrition, support and praise.
- Attend school events whenever possible.
- Provide a time and place for my child to do homework and read.

**As a Teacher I will:**

- Believe in each student's ability to learn
  - Respect that each child and family is unique.
  - Teach grade level performance standards.
  - Strive to address the individual needs of every student.
  - Provide a safe, positive, and healthy learning environment.
  - Create a welcoming environment for parents and students.
  - Communicate regularly with families about their child's progress in school.
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The student handbook is available online <https://mountainview.boiseschools.org> If you are not able to access the handbook online and would like a paper copy of the handbook, please indicate below before returning this form to school.

- I am not able to access the handbook online and I would like a paper copy.
- I have read the Student Handbook and Compact with my child.

*Return ONLY this bottom portion to your child's classroom teacher and keep the compact for your records.*

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Teacher's Signature \_\_\_\_\_