

Mountain View Elementary School Schedule 2017-18

Breakfast Served: 7:45-8:20

School Start Time: 8:25

AM Recesses (every 10 mins): 9:45-10:45

1st Lunch (4th & 5th): 11:15-11:45

(All Day Kindergarten: 11:10)

2nd Lunch (3rd): 11:30-12:00

3rd Lunch (1st & 2nd): 11:45-12:15

PM Recesses (every 10 mins): 1:30-2:00

Dismissal: 2:50

Kindergarten Schedule:

(Monday, Tuesday, Thursday, Friday)

AM Kindergarten: 8:25-11:10

PM Kindergarten: 12:10-2:50

Early Out Wednesday Schedule:

AM & All Day Kindergarten: 8:25-10:40

PM Kindergarten: 11:40-1:50

All Students Dismissal Time: 1:50

Mountain View Elementary Student Mission Statement

Mountain View Mustangs are leaders. We learn today, so we can lead tomorrow.

Mountain View Elementary Faculty/Staff Mission Statement

The mission of Mountain View Elementary Faculty and Staff is to foster a love of learning in a positive, safe, and cooperative climate—empowering all students to be competent productive, caring, and responsible leaders.

Belief Statements:

1. Every student can learn at high levels.
2. Students learn and comprehend in a variety of ways; student should be provided with different instructional methods to support those differences
3. A respectful, safe, and physically comfortable environment is vital to promote student learning
4. School staff, parents, student, and the community share the responsibility for advancing the mission of Mountain View Elementary

Vision Statement:

Mountain View Elementary will be a leader in the education of students in Box Elder School District. The faculty, staff, and students at Mountain View Elementary will accomplish this by:

1. Using the schools purpose to align our efforts and strategies to teach student important metacognitive and problem-solving life skills.

2. Teaching students using guaranteed and viable curricula (GVC) that follows the Utah State Core Curriculum.
3. Formatively assessing students regularly to evaluate student learning and to adjust instruction as necessary.
4. Setting grade-level goals in high leverage skill areas to increase the achievement of all students.

Mountain View Elementary School-wide rules:

- Mountain View Mustangs are:
 - Respectful
 - Responsible &
 - Safe

Mountain View School Rules of Conduct

Hallway

Respectful

- Be aware of learning environments
- Be quiet

Responsible

- Walk in a straight line
- Be a good role model

Safe

- Keep hands and feet to self
- Keep to the right

Restroom

Respectful

- Be quiet
- Wait patiently for your turn

Responsible

- Report problems to a teacher
- Keep walls and floor clean
- Be quick

Safe

- Keep hands & feet to self
- Be clean
- Keep feet on the floor

Cafeteria

Respectful

- Use inside voice
- Be polite

Responsible

- Clean up your area
- Eat what you take

Safe

- Get what you need
- Wait your turn
- Walk
- Stay in your seat
- Keep hands and feet to self

Arrival/Dismissal

Respectful

- Use inside voice or silent
- Listen
- Obey any and all adults

Responsible

- Take care of your belongings
- Have everything you need

Safe

- Remain seated in appropriate spot
- Keep hands and feet to self

Teachers and students will discuss and establish these standards and rules during the first few days of school. Each class will have their own set of rules, consequences and rewards that support the school plan. Our goals as a staff are:

- Teach students expectations for responsible behavior through modeling and relating actions to the school plan.
- Provide positive feedback to students when they meet our expectations and follow the guidelines for success.
- Respond to minor misbehaviors with calm, consistent, natural consequences.
- Work with parents when problems are chronic or severe in nature.

Mountain View Elementary School Wide Discipline

It is our expectation that Mountain View Mustangs will follow the rules. Those students making good choices will be positively rewarded and recognized. They will feel more confident and happy. There are times, however, when students make poor choices and do not follow the rules. Therefore, the following plan has been established. Every month every child's slate is wiped clean.

If a student chooses not to follow the rules, he/she will be given a pink slip. A copy of the pink slip will be given to the principal and the student's teacher. It is expected that the child take the pink slip home and have his/her parent sign the slip. This will provide the family with an opportunity to discuss appropriate school behavior. The signed slip must then be returned to the principal. If the slip is not returned, the principal will contact the parents by phone to discuss the behavior.

First Offense: (Warning)

- Student conference with the principal
- Parents notified

Second Offense: (One Day In-School Suspension)

- Student conference with the principal
- Parent/Principal conference by phone

Third Offense: (Three Days In-School Suspension & Miss the End-of-Month Activity)

- Student/Parent conference with the principal

Severe Clause: In the event that a child violates the district's Safe Schools Policy, a parent contact will happen immediately. Consequences could include those listed in the policy. In addition, the student will be moved right to the consequences of the third offense.

Important Information Every Mustang Should Know

1. Attendance and Tardies:

Daily attendance is crucial. Mountain View Mustangs should be here every day and on time! Please help your child arrive to school each day and teach them the importance of being punctual. Students will be recognized for their efforts in being punctual and attendance. Any child arriving after the tardy bell must check in at the office before going to class. Box Elder School District procedures are included in this handbook.

2. Arrival/Dismissal:

Please remember that we ask that students arrive no earlier than 8:00 AM and be picked up no later than 3:00 PM. We aren't able to provide proper supervision before and after the times listed. Your cooperation with this is greatly appreciated.

3. Safe School Policy:

Mountain View Elementary School adheres to the Box Elder School District Safe Schools Policy. This policy is included in the handbook. Please take time to review this policy with your child.

4. School Visitors:

We welcome visitors at Mountain View, however, we do require all visitors to check in with the office to receive a visitor's badge. This badge will let students and staff know that you have checked in. You are encouraged to come and volunteer as often as possible, but we do please ask you to prearrange your visit with the teacher. We request that no "friends" come to school with students.

5. Skateboards, Scooters, Rollerblades and Bicycles:

Skateboards, scooters, rollerblades and bicycles may be ridden to and from school. Once students are on school property, please walk. Bikes and scooters should be parked in the bike rack that is provided.

6. PTA:

Mountain View's PTA is an excellent and supportive organization. We strongly encourage you to contact the PTA to join and help serve in any way possible. PTA is a critical part of our school and the more volunteers, the more opportunities we give our Mustangs!

7. Read 20 Minutes a Day:

Reading is the key to successful educational experiences and to a successful life. Please use our take-home library, our school library and the bookmobile! Please make reading a priority. We hope you'll also choose to participate in this year's Road to Success Program.

8. Medications:

Medications that are required to be taken during the school day must be administered according to Board Policy 5065. Parents/Guardians are required to fill out a Request for Administration of Medication form in the office. Please do not send medications with your child to school.

9. School Breakfast and Lunch:

Breakfast is served daily. We encourage those who wish to take part to do so. Lunch service offers two different entrée choices. (*Note: Applications for free/reduced lunch need to be completed by Amy Woolsey [734-4800] at the district office. Any outstanding food accounts that are not promptly resolved will be sent to a collection agency.*)

10. Lost and Found:

Lost and found articles are kept for one trimester. Any remaining items will be donated to good will. Please label all coats, gloves, hats and backpacks with your child's name.

11. Address/Telephone/Email Changes:

Please notify the school of address, email or phone changes as they occur. This helps the school in the event of an emergency and ensures that your child will always be able to contact home.

12. Phone Calls:

Children may use the phone in emergencies. Calling home to see if he/she may go play at a friend's house is not an emergency. Please take care of after-school plans before school starts.

13. Checking Students Out of School:

In order to ensure the safety of our Mustangs, we are requiring all students to be checked out through the office. Our teachers will not release any child directly, even to a parent, without office notice. Anyone other than the child's custodial parent(s) must have their name on the child's ID card (to be completed at the beginning of the year) in order to check the child out of school. In the event of an emergency, the adult picking up the child must know the family password (listed on the ID card) and/or the parent will be contacted by phone. Thanks for your support in this matter!

14. Homework:

Parents and students should not interrupt teaching time to pick up homework. Please call or come to the office and we will send a request for homework to the classroom teacher. The homework will be available at the office for pick up later that day.

15. Student Progress Reporting:

An official progress report will be sent home every six weeks. However, parents may monitor student progress as often as desired by accessing the parent information viewer (PIV) located under the "Parent" menu on the district's website.

16. Bus Arrangements:

Please make bus arrangements with your child before they come to school. Children need a permission note from a parent to ride a different bus or get off at a different stop. It is appreciated when you write a permission note for your child. This saves our secretary valuable time when you take care of this at home. We appreciate your helpfulness.

Mountain View Emergency and Safety Information

Emergency Plan:

- If a critical or dangerous situation occurs here at school, the staff at Mountain View has been trained in lockdown procedures.
- The students and staff at Mountain View will practice safety drills regularly.
- Each classroom will have an “emergency backpack” containing basic first aid materials and student ID cards.
- All parents will provide reliable emergency contact information to the school at the beginning of the school year and will update the information as needed.
- If it becomes necessary to evacuate the school, we will generally evacuate to the back playground. Our second evacuation site is the LDS church located at 319 E. 700 S. The building is within walking distance of our school. Mountain View staff members will be trained in evacuation procedures.

Mountain View Safe Routes to School 2017-18

Mountain View Elementary works with Brigham City and the Box Elder County Sheriff Department to provide notice to students, parents and other patrons regarding traffic safety around the school and pedestrian safety between home and school.

We strongly encourage use of the ***recommended student walking routes*** to and from school.

- Students living ***north of 700 S. and east of 600 E.***, travel down to 700 S. on the east sidewalk and walk east until able to use the east crosswalk located directly in front of the main entrance.
- Students living ***between 600 S. and 700 S. and east of 600 E.***, travel down to 700 S. and walk heading west to the crosswalk between 600 E. and 700 E. Use the sidewalk to go east and arrive at Mountain View Elementary.
- Students living ***north of 700 S. and west of 600 E.***, travel down to 700 S. using a north and south street with a sidewalk on either side. Walk to the crosswalk at 500 E. Then use the sidewalk to go east. This will lead you right to the school.
- Students living ***east of main street and south of 700 S.***, walk up 200 E. or 400 E. until you get to 700 S. Walk on the south sidewalk heading east and arrive at school.
- Students living ***north of 200 S.***, bus transportation will be provided.
- Students living ***in Mantua***, bus transportation will be provided.

Our school has two crosswalk locations. One is located between 600 E. and 700 E. and the other is at 500 E. It is mandatory that students use one of the crosswalks. Please help students decide upon (and practice) a safe route to and from school. We strongly encourage students to take the same route every day. We also recommend parents knowing the route their children take to and from school.

Mountain View Educational Learning Environment Policy & Dress Code

The staff at Mountain View is committed to providing the best potential learning environment for our students. Classrooms and other areas must be as free from distractions as possible. Students will be placed in the best possible atmosphere, and will be strongly encouraged to learn. Attitude and behavior are strongly correlated with the language and dress of children. Situations in which students are uncomfortable, distracted, or embarrassed by language, action, or dress of another student must be avoided. With these goals in mind, the following positive guidelines have been established to protect all students and to provide the proper learning environment.

1. No student will use abusive or obscene language or make obscene gestures.
2. Students will not engage in fighting, intimidating behavior, sexual harassment or racial comments.
3. Students will treat other children and adults with respect, courtesy and kindness.
4. Students will follow the school rules of conduct.
5. Radios, CD players, ipods, mp3 players, lasers, video games, electronic toys or large amounts of money are not allowed at school. If these items are brought to school, they will be held by the teacher, or in the office, until a parent picks them up. Items such as these are easily lost, broken or stolen. *E-readers are allowed at school (for reading purposes only), but please know that Mountain View will not be held responsible for theft, loss or damage.*
6. Students will dress in such a manner as to avoid being embarrassed and distracted. Hairstyles and personal cleanliness are left to the good judgment of parents. Items of apparel which must be avoided include:
 - A. Clothing, symbols, decals, tattoos or facsimiles of these items that are used or perceived by others to be identified with gang membership or territorial ownership.
 - B. Extreme or bizarre styles, fads or painted hair causing a distraction in the classroom or learning situation.
 - C. Any clothing or item which may cause injury to students or to the school building or grounds, including shoes with wheels in them.
 - D. Clothing or property which advertises drugs, alcohol, tobacco, pornography, or profane or obscene language.
 - E. Tank tops, sleeveless blouses, see-through clothing, bare midriffs, short shorts, low riding pants or any other clothing item which can cause embarrassment or disruption.
 - F. Hats, caps, sunglasses, visors, bandanas or any other head coverings may not be worn in the building.
 - G. Appropriate shoes for PE and weather are required. (Flip flops and high heels are not appropriate for PE.)

Students who violate the above policy will be asked to correct the situation. The request for compliance will be courteous and as private as possible. Violators of a serious nature or repeat offenses will involve discipline, parent notification, due process and action in accordance with Utah State Law (House Bill 209, Learning Environments for Public School Students - July 1, 1994).

Mountain View Elementary Student Cell Phone Policy

We recognize that cell phones have become a common tool for communication. However, any electronic device in school is a major distraction to the teaching and learning environment and are vulnerable to theft and damage. We ask that you allow your child to carry a cell phone *only* if absolutely necessary and cell phones (and other electronic devices) must be *turned off* and *left inside backpacks* during school hours. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. In accordance with board policy (#5305), cell phones are not allowed to be used during the day at Mountain View unless they are given permission by their teacher and only in the main office. Students may always use the office phone in the case of an emergency with permission from their teacher. If a student violates the cell phone policy, then the following steps will be taken:

First Infraction-The classroom teacher will take possession of the phone and return it at the end of the day.

Second Infraction-The office will take possession of the phone. The student will conference with the principal and parent contact will be made. The phone will be returned at the end of the day to the student.

Third Infraction-The office will take possession of the phone, until a parent can conference with the school principal and retrieve it in person.

We discourage bringing any electronic devices to school. Mountain View Elementary School and Box Elder School District are not responsible for lost, damaged or stolen phones, CD players, iPods, electronic gaming or other devices. CD players, iPods or electronic gaming devices are not permitted at school.

Box Elder School District Attendance Procedures

In an attempt to improve student performance and achievement, as well make the educational experience enjoyable and helpful, the teachers, administrators, and school board will be implementing several important changes regarding attendance during the 2017-18 school year. These changes will unify practices between schools and help students and families make the most of their time in school. These changes also bring our school practices in line with existing Utah State Code 53A-11-101 (Compulsory Education).

Absences (Valid/Not Valid)

Box Elder School District will now be using the terms Valid and not Valid rather than excused and not excused.

- Valid excuse - *an illness* (medical and dental appointments), *a death in the family*, *an approved school activity*, *absences associated with 504 or IEP plans*, and *pre-arranged absences*.
- Not valid excuse - Any reason (other than valid reasons) a student does not attend a class period (secondary) or a complete school day (elementary).

Tardies and Check-ins

Box Elder School District will now define tardies and check-ins differently than before.

- Elementary Schools
 - *Tardies*: Students arriving up to 15 minutes after the bell rings will be sent directly to class and marked tardy by the teacher.
 - *Check-ins*: Students arriving more than 16 minutes after the bell will be checked-in at the office and proceed to class with a call slip.
- Secondary Schools
 - *Tardies*: Students arriving to an individual class period up to 10 minutes after the tardy bell rings, or arriving late to school without a valid excuse.
 - *Check-ins*: Students arriving to school late with a valid excuse.

Excessive Absences

Box Elder School District will identify students who are missing school without a valid excuse, and work with these students and families to improve attendance. Schools will use the following protocol to improve attendance:

- 5 Absences (no valid excuse)

Schools will send a standard district letter regarding student absences.
Schools may make additional phone calls or meetings with parents and students.
- 10 Absences (no valid excuse)

Schools will send a standard district letter regarding student absences.
Schools will schedule a meeting with an administrator, parent/guardian, and students.
Schools will develop an attendance contract with students and/or parent/guardian.
- 10+ Absences (with or without valid excuse)

Schools will send a standard district letter regarding student absences.
Schools may schedule a meeting with an administrator, parent/guardian, and students.

Breach of Contract/Failure to Meet with School Administrators

In the event that an attendance contract is breached, or parent/guardians and student fail to attend a scheduled meeting with School Administrators; district consequences may be imposed, as well as a referral to the Division of Family and Child Services for educational neglect. It is our wish to work with ALL families and students in order to improve students' educational experience.

Box Elder School District Safe Schools Policy

Box Elder School District is committed to fostering an environment in the public school for students, staff, community, neighbors and visitors which is safe, conducive to the learning process and free from unnecessary disruption. A safe school environment includes the school and grounds during school hours, district-provided transportation and school sponsored activities. The following policy and guidelines have been created for this purpose in accordance with Utah State Law.

A. Students shall:

1. Be given notice of applicable rules of conduct.
2. Comply with applicable rules of conduct as well as all federal, state and local laws and ordinances.
3. Show respect for other people and obey persons in authority.

B. Students shall not, at any school or school sponsored activity:

1. Possess, use, sell or attempt to possess, use or sell any firearm, weapon, knife, explosive, fireworks, chemical weapon, flammable material, martial arts weapon or other instrument including those which eject anything, or other material, including: illegal drugs, alcohol and other controlled substances, dangerous to persons or property, or any replica or facsimile of any of the above, regardless of intent whether functional or nonfunctional.
2. Cause, attempt, threaten or conspire to cause damage to personal or real property, or cause, attempt, threaten to conspire to cause harm i.e., create a situation of imminent danger, to a person or persons, individual or in groups, through: arson, burglary, larceny or stealing, criminal mischief, battery assault, harassment, vandalism, hazing, participation in any activity which violates an applicable school rule or federal, state or local law or ordinance, or disrupts normal school proceedings or through threats of participation in any plan or conspiracy relating to the foregoing.
3. Continually and willfully disobey and persistently defy proper authority.
4. Use language that is profane, vulgar, obscene, inflammatory or fraught with sexual connotations or overtones.

Students found violating this policy involving weapons:

1. Following parent notification, the student will be immediately suspended until the parent is able to conference with administrators.
2. In extreme or dangerous situations, the student may be released to law enforcement personnel.
3. Due process procedures under Policy #5005 will be followed.

Students found violating this policy not involving weapons:

1. The administrator will conference with the student.
2. Parents will be notified and invited to a conference.

Appropriate action will be taken consistent with school and district policies, and state and federal laws, including laws specific to students with disabilities.

Box Elder School District Wellness Policy

(Policy #5052)

Box Elder School District is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity.

School personnel will not use physical activity or withhold on a regular basis opportunities for physical activity as punishment.

As scheduling and weather permits, all students in grades 1 - 5 will be provided a minimum of 90 minutes of structured physical education per week outside of recess or free time.

Schools are encouraged to participate in local, state and national fitness programs.

Measures will be taken to ensure that foods and beverages sold or served at school will meet federal and state nutrition recommendations and guidelines.

Food will not be used on an ongoing or regular basis as a reward for academics or behavior. In special situations where food rewards are appropriate, the food used will be "healthy food."

Parents and/or others who provide "treats" to students on special occasions will be asked to provide only "healthy foods" as treats. This policy does not apply to activities held outside the regular school day.

Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs and with related community services. (Entire policy can be viewed on the BESD website.)

Internet Safety

In addition to keeping our children healthy and strong physically, we want to keep them safe in today's technological world. As adults, we must do all we can to educate ourselves and our families about the dangers in our world around us.

We strongly encourage families to take time to register with the Utah Child Protection Registry at www.kidsregistry.utah.gov. This free Utah.gov service offers protection for email addresses, mobile phone numbers, instant messenger usernames and fax numbers. Under Utah law, marketers of adult-oriented products must remove registered addresses from their sending lists at least every thirty days. Registrations last two years and may be renewed at any time.

Mountain View Parking Lot Safety

- Parking will only be permitted in designated parking stalls. Please do not leave your car in a driving area to come into the building.
- Please try to move through the carpool drop off and pick up area as quickly as possible.
- Please remember that you should not pull up in the crosswalk zone to pick up or drop off your child. Law enforcement patrolling our school zone will ticket if a vehicle is found in the crossing zone.

- Remember that parking in the bus zone is not allowed.
- Students will use the concrete sidewalks bordering the blacktop. Walking through the blacktopped area of the parking lot is not safe.
- While waiting for students, please do not park in red zones or in crosswalks.
- Our school's parking lot fills up quickly after school. If choosing to park to pick your child up after school, please do so in the surrounding areas by the park or on a nearby street; then have your child walk to you.

Mountain View Elementary School Anti-Bullying Policy

Everyone at Mountain View is committed to making our school (including school bus and all school-sponsored activities) a safe and caring place for all students. We will treat each other with respect, and we will not tolerate bullying in any form.

Our school defines bullying as follows:

Bullying is unfair and one-sided. In general, bullying is aggressive behavior that is intended to cause distress and harm, exists in a relationship where there is an imbalance of power and strength, and is repeated over time.

Examples of bullying include:

- Hurting someone physically
- Taking or damaging another person's belongings
- Ganging up on someone
- Teasing someone
- Using put-downs, such as insulting someone's race or gender
- Touching or showing private parts
- Spreading rumors or gossiping about someone
- Excluding someone or trying to get other kids not to play with him/her

Staff at Mountain View will do the following things to prevent bullying:

- Supervise students in the school and playground
- Watch for signs of bullying and stop it when it happens
- Educate our children about violence prevention, anti-bullying practices and teach appropriate social/emotional skills (Prevention Dimensions, DARE)
- Respond quickly and sensitively to bullying reports
- Take seriously parents' concerns about bullying
- Look into all reported bullying incidents
- Document all bullying incidents
- Assign consequences for bullying based on school discipline guidelines
- Provide immediate consequences for retaliation against students who report bullying

Students at Mountain View will do the following things to prevent bullying:

- Treat everyone respectfully
- Refuse to bully others
- Refuse to let others be bullied

- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult immediately!