



# **MOUNTAIN VIEW ELEMENTARY SCHOOL**

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# MOUNTAIN VIEW ELEMENTARY SCHOOL

## MISSION STATEMENT

*It is the mission of the Mountain View staff and faculty to provide daily first best instruction and academic support for all students so that they can be prepared for college and career with twenty-first century skills leading to lifelong success.*

## MOUNTAIN VIEW SCHOOL COMPACT Title 1 Schools

Mountain View School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2017-2018.

### **School Responsibilities – Mountain View School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
2. Provide an integrated, balanced curricular program using the Riverside Unified School District Standards and Benchmarks and addressing the assessed needs of all students.
3. Allow students to experience success through the use of various instructional approaches, groupings and settings.
4. Recognize the various cultural diversities within the school community.
5. Provide supplementary instruction, when necessary, in reading and/or math.
6. Hold parent-teacher conferences November 30 and December 1, 2017, during which this compact will be discussed as it relates to the individual child's achievement.
7. Provide parents with frequent reports on their children's progress by communicating regularly with parents through report cards three times a year, periodic progress reports, parent contacts, and parent conferences.
8. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents before and after school, by phone, and by written communication.
9. Provide parents opportunities to volunteer and participate in their child's class; observe classroom activities; participate in classroom and school wide activities; facilitate observations, when possible, in the classrooms to enable parents to reinforce learning at home.

### **Parent Responsibilities - We, as parents, will support our children's learning in the following ways:**

1. Ensure on-time arrival and high rates of attendance.
2. Make sure that homework is completed.
3. Monitor amount of television our children watch.
4. Volunteer/observe, when possible, in the classroom to be able to reinforce learning at home.
5. Participate, as appropriate, in decisions relating to my children's education.
6. Promote positive use of my child's extracurricular time.
7. Direct all concerns regarding school to appropriate school personnel.
8. Stay informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
9. Serve, to the extent possible, on policy advisory groups, such as the Title I, Part A parent representative on the school's School Improvement Team; the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory/policy groups.
10. Attend Back to School events, parent-teacher student conferences, Open House and other school events.
11. Work closely with all teachers to help their child be successful in the regular program by supporting the school and district Homework Policies and Attendance Policies.
12. Acknowledge our responsibility for our child's education and making every effort to comply with this compact.

**Student Responsibilities - We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

1. Be active participants in our own learning.
2. Be responsible learners through development of good study habits.
3. Complete all class work and homework.
4. Attend school regularly and be on time.
5. Display appropriate behavior at school so all students can learn.
6. Show respect for others and self by displaying a positive attitude towards learning.

**Additional Required School Responsibilities:**

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

**Optional School Responsibilities:**

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of student and to appropriate private school officials or representatives.

**Riverside Unified School District  
Title I School Parent Involvement Policy**

**I. GENERAL EXPECTATIONS**

**Mountain View School** agrees to implement the following statutory requirements:

- The school will jointly develop with parents and distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format, and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.

- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
- The school will provide opportunities for participation by parents with limited English proficiency, parents with disabilities and migratory parents.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) That parents play an integral role in assisting their child's learning;*
- (B) That parents are encouraged to be actively involved in their child's education at school;*
- (C) That parents are full partners in their child's education and are included, as appropriate, in the decision-making and on advisory committees to assist in the education of their child;*
- (D) The carrying out of other activities, such as those described in section 1118 of the ESEA.*

## **II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

**Mountain View School** will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy in an organized, ongoing and timely way under section 1118 (b) of the ESEA:

Parents and staff will come together and jointly develop a School Parental Involvement Policy available in English and Spanish. School Site Council (**SSC**) and English Learner Advisory

Committee (**ELAC**) will participate in development of the policy. The two parent governance groups, SSC and ELAC, will provide feedback and revisions to the final draft. A summary of the

Parental Policy will be distributed at the beginning of the school year to all students. A full copy of the School Parental Involvement Policy will be available in the office by request. Training will be provided at those meetings regarding ESEA/ESSA (Elementary Secondary Education Act/Every Child Succeeds Act)

**Mountain View School** will take the following actions to distribute to parents of participating children and the local community, the School Parental Involvement Policy:

Mountain View's Parental Involvement Policy will be available in English and Spanish. The policy will be discussed and distributed to all members of SSC, ELAC, and to the attendees of the annual Title I Parent meeting. State Preschool parents will discuss the policy at their Preschool Parent Committee meetings. A full copy of the Parental Policy will be available to members of the community upon request in the office.

**Mountain View School** will update periodically its School Parental Involvement Policy to meet the changing needs of the parents and the school.

The School Parental Involvement Policy will be updated at the annual Title I Parent Meeting, SSC, and ELAC parent meetings within the first trimester of the school year. Mountain View's Leadership Team will annually review and discuss elements from the Parental Policy. Discussions shall be held and needed revisions and/or deletions will follow. School Site Council will vote on the adoption of the final policy.

**Mountain View School** will convene an annual meeting to inform parents that their child's school participates in Title I, about the requirements of Title I and of their rights to be involved.

The annual Title I meeting will be held within the first trimester of the new school year. Notices will be sent home with every preschool through sixth grade student in Spanish and English two weeks prior to the event. Child care will be provided. The Title I Parental Involvement Policy will be distributed to the parents in attendance.

**Mountain View School** will hold a flexible number of meetings at varying times, and may provide transportation, child care and/or home visits, paid for with Title I funding as long as these services relate to parental involvement. Topics for meetings will be decided upon by giving a "Needs Assessment" at the SSC/ELAC meetings. The School-Parent Compact and Mountain View's Parental Involvement Policy will be addressed/revise at SSC/ELAC meetings.

In addition, parents will have the opportunity to participate in workshops addressing topics such as reading, writing, mathematics, technology and homework. These workshops may be held in the afternoon, evening and during the school day. Child care will be provided if necessary.

Parents will receive information regarding workshops/meetings through a variety of means including: flyers, calendars, auto-dialers, school website, and newsletters sent home with the child. Notices are also posted on the front bulletin board and the school marquee.

**Mountain View School** will provide timely information about Title I programs to parents of participating children in a timely manner.

Parent representatives from Mt. View attend the Compensatory Education District Advisory Committee (CEDAC) and report back to SSC/ELAC meetings regarding important of Title I information.

**Mountain View School** will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

At SSC, ELAC, Back to School Night, Parent Conferences, and within grade level newsletters and/or trainings, parents will be provided with grade-level standards and assessment results. An explanation will be given of the achievement grading categories.

**Mountain View School** will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

The SCC and ELAC meetings are open to all community members. The meetings are posted on the marquee, listed in the school calendar, and posted on the Mt. View's school website. The agendas are displayed on the front office bulletin board. Each SSC and ELAC agenda provides an opportunity for the community members to comment or ask questions. Minutes are taken at the meetings. The principal responds in a timely manner to all questions or suggestions.

**Mountain View School** will submit to the district any parent comments if the School-wide plan under section (1114) (b) (2) is not satisfactory to parents of participating children.

The School-wide Plan is written by staff members with input from parents. At SSC/ELAC meetings, training is provided by the principal regarding the school plan. Approval of the school plan by the SCC /ELAC is required. Parents are informed about the importance of their comments and the names of district personnel that they may speak with regarding their concerns. Minutes are taken at the SCC/ELAC and the annual Title I Parent Meeting and are in file in the Mt. View Projects Office and RUSD Program Quality Office.

### **III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

**Mountain View School** will jointly develop with parents of participating children a school-parent compact that outlines:

- The shared responsibility of parents, students and the entire school staff to improve students' academic achievement
- The shared responsibility between the school and parents to help children achieve the statewide academic content standards
- The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that helps children served under Title I meet the statewide academic content standards
- The ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, use of electronics, video games, and time spent watching television; volunteering in their children's classroom; participating, as appropriate, in decisions related to the education of their children and the positive use of their children's extracurricular time

The importance of ongoing communication between teachers and parents through (at a minimum):

- Annual parent-teacher conferences in elementary schools, in which the compact shall be discussed in relation to the individual child's achievement
- Frequent reports to parents about their children's progress
- Reasonable access to staff
- Reasonable opportunities to volunteer at the school, participate in their children's class and observe classroom activities

The School Compact is a very important document at Mt. View School. It is reviewed and updated annually. The revision of the School Compact is always approved by the staff, SCC and ELAC groups. The School Compact is included in the Parent Handbook which is available online and distributed to all students upon request. A copy of the School Compact is available upon request in the office.

**Mountain View School** will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:

- The State's academic content standards
- The State's student academic achievement standards
- The State and local academic assessments, including alternate assessments
- The requirements of Title I
- How to monitor their child's progress
- How to work with educators

**Compensatory Education District Advisory Committee (CEDAC)** meets approximately five times a year. All state standards, academic achievement standards and assessments are discussed and reported back to SCC and ELAC meetings as are the requirements of Title I. The standards are communicated to the parents

through Back to School Night, Parent Conferences and classroom newsletters. Guest presenters encourage parents in how to monitor their child's progress and how to work with the teachers to ensure school success.

**Mountain View School** will, with the assistance of the district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.

Mountain View parents are encouraged to attend all parent meetings and workshops offered by the district or school site. The majority of the trainings are provided by Mountain View staff members, however, some RUSD personnel will present at selected sessions (ELAC). The topics for these meetings are selected as the result of a Needs Assessment.

**Mountain View School** will, with the assistance of its district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

Mountain View's Grade-Level Teacher **Professional Learning Community (PLC)** Meetings are held every Wednesday.

**Mountain View School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with State Preschool, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Parents from Mountain View's State Preschool are invited to help coordinate Pre-kindergarten parent meetings. This annual activity takes place in the January and February Preschool parent meetings.

**Mountain View School** will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.

School related information is sent home to the parents on an on-going basis. Monthly meetings and dates are displayed on the school's marquee, announced in the school's website, and noted in the classroom newsletters. Individual flyers are sent home to invite parents to participate in the parent trainings. All notices are sent in English and Spanish.

### **ADOPTION OF SCHOOL PARENT INVOLVEMENT POLICY**

This School Parent Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by Mountain View School on 10/11/16 and will be in effect for the period of 10/11/16 to 10/11/17. The school will distribute this policy to all parents of participating Title I, Part A students.

*Mrs. Kathy Doubravsky*  
10/11/17

## CLOSE CAMPUS

At Mountain View Elementary School, student safety is our first and foremost priority.

***Our campus will only be open to students before and after school.*** This means that parents and other adults will need to drop off or pick up their students at one of our entry gates;

1. At the gate in front of the school, beside the main office or
2. The gate at the end of the main driveway. Please do not park. Drive all the way to the end to let out your students.

We are asking that adults not enter the campus with students.

In the morning, ***TK/Kindergarten students only*** may enter through the gate at the kindergarten playground, which fronts Streeter Avenue at the bus lane. A supervisor will be present to greet and direct kindergarteners into the playground. At dismissal ALL TK/Kindergarten students will be release at the pick-up area at the end of the main driveway only.

*If you are volunteering or have a prearranged appointment in your child's classroom you must first sign in at the office, show ID, and be announced to the teacher. Once accepted, you will then be allowed to enter campus after the bell rings at 7:50 am or otherwise arranged.*

At dismissal, parents and all other adults are to remain outside of the school's gates until students exit after the bell rings at 2:40 pm, 1:25 pm on Early Release Days or at 11:50 am on Minimum Days.

## SCHOOL SCHEDULE

State Preschool	7:45-10:45 am	and	11:30 -2:30 pm	
SPED Preschool	7:30-11:15 am	and	11:30 -3:15 pm	
Kindergarten	(not before 7:50am)		<b>8:20-2:40</b>	Lunch 10:40 - 11:25 am
Grade 1	(not before 7:50am)		<b>8:20-2:40</b>	Lunch 11:15 - 12:00pm
Grade 2	(not before 7:50am)		<b>8:20-2:40</b>	Lunch 11:30 - 12:15 pm
Grade 3	(not before 7:50am)		<b>8:20-2:40</b>	Lunch 11:45 - 12:30 pm
Grade 4	(not before 7:50am)		<b>8:20-2:40</b>	Lunch 12:00 - 12:45 pm
Grade 5	(not before 7:50am)		<b>8:20-2:40</b>	Lunch 12:15 - 1:00 pm
Grade 6	(not before 7:50am)		<b>8:20-2:40</b>	Lunch 12:30 - 1:15 pm

**\*Early Dismissal Every Wednesday - All students are released at 1:25 pm on Wednesdays.**

\*Students should not be left at school prior to 7:50 am as there is no adult supervision on campus until 7:50 am. The first bell rings at 8:15am, the tardy bell rings at 8:20 am. **Instruction begins promptly at 8:20 am.** Children not in the classroom at the 8:20am bell must report to the office to sign in and receive an office tardy pass before going on to class. Excused absences and tardies are for the student's medical, dental or court appointments only. A statement from the provider is required. Excused absences and tardies will continue to be counted in each student's individual attendance record. Please provide a handwritten note for any absence or tardy due to personal or unavoidable reasons. **Note that RUSD records also indicate each time a student is picked up prior to the scheduled school dismissal time and records the incident as a tardy.**

\*Streeter Avenue is a very busy street. One hundred percent cooperation is needed to ensure that children and parents arrive and exit campus safely. Those driving to drop off or pick up students are to enter campus via the north side driveway, at the Mountain View Ave. stop light. The painted driveway crosswalks are to be kept clear at all times. **The right lane has been designated for the loading and unloading of students only, NO PARKING! The left lane of the entering driveway is to be kept open for those moving through to the driveway loop and exit.** Stay alert for vehicles pulling into and out of the loading/unloading zone and be mindful

to keep traffic flowing smoothly. **All traffic rules, posted signs and painted curbs are to be observed, along with the directions given by supervising school personnel.** Please be patient, courteous and cautious.

**It is not permissible to pull into the bus lane, jaywalk or pull over and stop along Streeter Ave.** These traffic violations that carry citations and fines. **Use designated crosswalks only!**

**\*Students, other than those in HEARTS, are to be picked up within 15 minutes of the daily dismissal bell.**

**Please be sure you and your student have a complete understanding of dismissal procedures.** Students experience a sense of security when rules are followed by all persons. Please re enforce with consistency.

**Mead Court and Sheridan Court gates will be *temporarily* opened for arrival and dismissal access. The Banner Court side gate will be locked and inaccessible indefinitely.**

Everyone who uses these streets for access to our school is urged to conduct themselves with the highest of personal integrity and grace. Please do your best to be considerate and respect the property and needs of others. In so doing, we may be permitted to continue to access our school via these side gates.

Please take a moment to review the critical reminders that follow.

**For a short time, we will be using the side gates on Sheridan Court or Mead Court;**

- Please consider accessing our campus via different streets on different days to lessen the burden to the residents of a single street.
- Please **do not at any time block or partially block any resident's driveway.** Even if you think you will only be "a minute", this is illegal. It is vital that everyone comply with this directive.
- Please **do not at any time pull into a private driveway** for the purpose of loading or unloading students or for any other purpose. To do so constitutes trespassing and is illegal. It is vital that everyone comply with this directive.

**\*Students walking south towards Dewey Avenue will be released through the front gates by the office. Please wait outside of the gates for students to open and exit through the gates when the bell rings.**

### **Visitors on campus**

The Board of Education encourages interested parents/guardians to visit the schools and participate in the educational program. As required by State Law (Penal Code 627.2, Education Code 32211) and RUSD Policy/Rules and Regulations (BP/RR 1250), ALL visitors are required to register in the office upon entering the school premises during school hours. This requirement includes parents, guardians, RUSD staff not assigned to the school, public employees, volunteers, media, public officials, and all other outsiders/visitors requesting to visit the school.

**\*Parents and visitors must check in at the front office.** All must provide a current photo ID to sign a student out or to be permitted on campus during school hours. **Adults other than parents must provide a written parental note stating student's name, date, reason and person's name picking up early. There are no exceptions.** Adult volunteers must complete a RUSD Volunteer form and receive a "Facts "About Workers' Compensation" brochure. **Volunteers on campus over a total of 4 hours weekly must complete a district volunteer form, provide a current TB assessment (within past 6 months) and provide fingerprint clearance through RUSD Human Resources (a \$45.00 charge).** All classroom visits and or birthday treats must be pre-arranged with the teacher before your arrival at school. Office staff will confirm your visit with the teacher that requires you to sign in & out of campus each day you attend. You are expected to wear an office provided Volunteer sticker while on campus.

**\*Persons under the age of 18 are not permitted to be in the classroom at any time during the school day.**

**THIS POLICY IS DESIGNED FOR SAFETY AND SECURITY AT ALL RUSD CAMPUSES.  
THANK YOU FOR YOUR COOPERATION IN THESE EXPECTATIONS.**

## **Protecting Instructional Time: Contacting Students During the School Day**

**PLEASE NOTE:** Instructional time is the most valuable resource available to students and teachers in our pursuit of academic excellence. **In order to protect both the quality and quantity of instructional time, we will not interrupt classrooms with phone calls for any reason short of a genuine emergency.** For example, we will not interrupt instruction to notify students a lunch, band instrument or homework has been dropped off nor called to give students after school instructions. Additionally, it is a violation of Board Policy for students to have electronic devices operational during the instructional day. In keeping with this policy, parents may not contact students via personal cell phone during the school day. Therefore, **it is the responsibility of students and parents to make all such arrangements before the school day begins.** If items have been forgotten, parents are free to bring them to the office understanding that the student holds the responsibility to come to the office to check for a lunch/homework/band instrument/glasses/ laptop etc. without being called. When such items are brought to the office, a note will be placed in the teacher's box. (Keep in mind that teachers cannot check their boxes after their lunch periods.)

**Again, arrangements must be made with the teacher in advance to drop off treats and or celebrate a student's birthday.**

Thank you for your cooperation as we pursue optimal learning for our students.

## **REPORT CARD INFORMATION**

Each student receives a report card three times during the school year. Informal communication between teachers and parents takes place throughout the school year.

**Report Cards:**            **November 30 and December 1, 2017** - at Parent Teacher Conferences  
   **March 16, 2018**  
   **June 14, 2018** - the last day of school.

**Parent Conferences:** **November 30 and December 1, 2017**

District "Notices of Progress" are sent home approximately six weeks before the end of each grading period. If your child is at risk of receiving minimal evidence of grade level standards on his or her report card, you will receive a District Notice of Progress report from the teacher. If you receive such a report, it is recommended that you immediately arrange an appointment with the teacher to develop a plan to help your child become more successful.

All Mountain View teachers send Interim Progress Reports for each student in his/her class every three weeks. These Interim Progress Reports are intended to inform all parents about the achievement of their students on current instruction in grade level standards. Once you receive your child's Interim Progress Report, please call your child's teacher if you have a question or concern.

## **SPECIAL SERVICES AND PROGRAMS**

### **State Preschool**

State Preschool is an educational program designed to prepare identified four-year old children for a successful school experience. It does this through classroom activities such as listening, storytelling, arts and crafts projects, field trips and physical development activities. Parents are heavily involved in the program through meetings, parent education, and volunteer time. Enrollment is limited to low income families. Contact RUSD Early Childhood Education Office at 352-8290 for information. Mountain View's State Preschool program is in session from September to June.

### **School-Business Partnership**

The Kiwanis Club and Mountain View began a partnership in 1985 to improve the school attendance of students. The partnership has grown to include recognition of student achievement, beautification of the school campus, donations of library books, and other much needed equipment. Lunch Buddies, which recognizes student successes, a shoe fund for needy students and monthly attendance awards are but a few of the ways the Kiwanians make a positive impact on Mt. View students. In 2011, the Arlington Kiwanis Club merged with the Uptown Riverside Kiwanis Club. The Uptown Riverside Kiwanis Club has graciously continued our outstanding partnership. Mountain View enjoys several other community and business partnerships.

### **School-wide Title I**

Mt. View School receives funds under Every Child Succeeds Act to help all students meet challenging academic standards. Mt. View's Title I program is designated "Schoolwide." Being a School-wide Title I program allows us to more effectively combine programs and resources to meet the needs of all children at our school. Some of the components are:

- Early Literacy groups
- Staff Development
- Full Implementation of all adopted curricular materials.
- Parent Education Opportunities
- Intervention programs and opportunities
- Student and instructional technology

### **HEARTS Afterschool Program**

Helping Elementary Achievers Reach The Stars (HEARTS) is a state funded after-school program. The program was established with the intent of serving students who would otherwise have no other structured activities in the afternoons until parents arrived home from work, but is open to all students in grades 1-6, when space is available. Priority is given to students who have academic needs and who will attend full-time, 5 days a week. It is a balanced program of academic support (common core standards and homework help) **and** enrichment activities (sports, the arts, cooking, computer, and theme-based activities). HEARTS is not a homework completion program, because it encompasses so many varied learning opportunities, both from the Boys and Girls Club staff and from our partners throughout the city. By participating in the HEARTS program students are receiving the equivalent of 90 extra days of school. Enrollment is limited to 84 students.

### **Instructional Technology**

At Mountain View Elementary School, each student in grades three through six is provided with a mini laptop computer for the purposes of augmenting school-related learning opportunities during school hours. Student computers are considered an essential learning tool just like a textbook. Each student is required to use his/her computer responsibly and to safeguard it from preventable damage or loss. Teachers at each grade level provide instruction in the use of technology and digital citizenship.

### **Dual Language Immersion**

Mountain View offers parents of incoming Kindergarten students the opportunity to request the Dual Language Immersion program for their child. Dual Language Immersion (DLI) at Mountain View is an instructional program for both native Spanish speakers as well as students whose first language is not Spanish. Students in DLI learn and become fluent in both English and Spanish while simultaneously mastering grade-level academic standards. Because of the high demand for inclusion in Dual Language Immersion, spaces in the Kindergarten DLI program are generally granted based on a lottery system.

## BEHAVIOR GUIDELINES

At Mt. View Elementary, we are committed to providing positive and productive learning experiences in a safe environment for all students. Research and experience have proven that children learn best in orderly environments that reinforce mutual respect, cooperation, and courtesy. We expect all Mt. View students to follow school expectations and rules. In order for this to occur, the staff, parents, and students must work together to ensure positive and productive learning experiences in a safe environment.

At Mt. View we are a community where Character Counts. All students have the responsibility of demonstrating character that will ensure academic and social success. These are the six pillars of character expected from all students:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

Behavior assemblies are held at the beginning of each school year (and at other times) outlining the guidelines for student behavior.

In addition to the guidelines for suspension/expulsion, the following rules are made for the safety and security of all children. While these are general school rules, the specifics of each will be discussed in your child's classroom and at school-wide assemblies.

1. Students must stay within prescribed areas at specific times.
2. Students may not bring personal items such as toys, gadgets, or balls to school.
3. Electronic games or electronic entertainment devices may **not** be brought from home to school.
4. Laser pointers are not allowed on campus.
5. *Skateboards, scooters, hardballs & baseball bats* are not permitted on campus.
6. Cell phones may be used to and from school only. Cell phones are to remain off and put away at all times while a student is on campus. Any cell phone that interferes with learning will be kept in the office and must be picked up by the parent.
7. The school/district is not responsible for lost or damaged personal property.
8. Running in the corridors, chase and tag are not safe and are not permitted.
9. Roughhousing and play fighting often lead to injury and are not permitted. Children who engage in such activity will be disciplined.
10. All playground equipment needs to be used in a safe manner and in accordance with the specific instructions given by teachers or supervisors.
11. All playground games will be played using "school rules."
12. Students are to leave school promptly after dismissal unless enrolled in an after school program.
13. Physical contact: fighting, hitting, kicking, pushing or verbal abuse are **never** acceptable.
14. Buying and selling anything on campus is against State law.
15. Gum is not allowed at school.
16. All children are expected to take proper care of school property and equipment.
17. Students and their parents shall be responsible for all damage by students to school property or equipment. This responsibility applies to all manner of books, including damaged or lost library books, technology, school issued supplies, equipment, buildings and grounds (RUSD Policy 5131.5). Parents and/or guardians of a minor who commits an act of vandalism may be held liable for damages up to the amount established by law (\$10,000) which may also be adjusted for inflation.
18. **Students and staff will treat one another with respect and dignity.** Students are expected to follow directions of all school personnel without delay, argument, or defiance

## **After School Discipline**

Under state law, pupils may be detained at school for disciplinary or other reasons for up to **one hour** per day at the end of the school day. It is Mt. View's policy to give students a minimum of 24 hour notice of such detention, so those parents may be informed.

## **Principal's Plan for Discipline**

What does the principal/assistant principal do when a child comes to the office for inappropriate behavior? We adhere to a progressive discipline system for each child. The particular interventions are applied as appropriate to each situation. The following alternatives may be used:

- Counseling with the child (this always occurs)
- Calling the parents or having the child call the parents
- Sending written notification home (Student Discipline Referral)
- Conference with the child, parent, teacher, and administrator
- Behavior contract written between student/teacher/parent/administrator
- Recess detention
- After school detention
- Short "time out" to another classroom
- Removing child from class to another classroom for the day
- Suspending the child (used after other alternatives fail, except for severe infractions)
- Referring the student to Mt. View's Student Study Team
- Referring the student to the district Attendance Review Board or School Behavior Review Team
- Recommending the student for expulsion

## **HEALTH AND SAFETY**

### **Disaster Preparedness**

Schools in the Riverside Unified School District are required to have a current disaster plan ready in the event of emergency such as an earthquake, flood, fire, chemical spill, etc. Each classroom is equipped with a disaster kit outlining steps to be taken in the event of an emergency situation. The entire staff has been well-trained in the necessary procedures. In the event of a significant emergency, students would remain at school and would be released only to a parent or other persons listed on the emergency card who provide a current photo ID. Our cafeteria is prepared to provide meals for up to 24 hours, and many staff members have current first aid and CPR certificates. The district has also provided each school with two-way radios for communication. If you would like to review our Disaster Plan, please contact the principal.

### **Smog/High Heat Procedures**

The Board of Education recognizes its responsibility to protect the health of students from risks posed by unhealthful air during smog episodes and high heat level periods. At such times schools will be notified, and all strenuous physical activities that can cause heavy breathing will be curtailed. This includes physical exercises, running, and jumping during either physical education periods or recess.

## **GENERAL INFORMATION**

### **Insurance**

The medical costs of pupil accidents are the responsibility of the parent/guardian. Pupil accident insurance solves many problems in advance. Every year the Riverside Unified School District provides parents/guardians with

applications for school accident insurance during the school day. The contract is made between the parent/guardian and the insurance company. The Riverside Unified School District informational letter is included in the first day packet to parents. Application forms are available in the school office. This low cost accident insurance helps parents pay the medical costs if a child is injured while under the jurisdiction of the school. Parents are encouraged to consider this option to protect their family in case of accident.

### **Change of Address, Phone Numbers or Emergency Contacts**

Parents **must** notify the school office immediately of changes to their address, phone number and or names and numbers of their emergency contacts. The parent's current photo ID is required to update any portion of their student's emergency card. A new address **must** be verified by providing two acceptable district required documents. This is not only the law, but necessary for your child's safety daily as well as in the case of an emergency. **Students will not be released to anyone not listed on the emergency card or anyone under 18 years of age. All persons signing a student out, early or late, MUST provide a current photo ID, parents included.**



### **Cafeteria Services**

Mountain View is part of Breakfast in the Classroom. Every student at Mountain View is offered a free breakfast meal in the morning in their classroom. Individual meals may also be purchased at the cafeteria each day. A well-balanced lunch cost is \$2.75, including milk. Prepayment for lunch is encouraged. Students may purchase an 8oz milk for .50 each. Subsidized meals are available for those who qualify. **A meal application is available and may be submitted online at the RUSD Website, Nutrition Services.** A few hard copy applications are available in the school office and once completed will to be mailed to and approved by Nutrition Services. Applicants are notified of eligibility by mail within 10 working days. Monthly menu calendars are available online at the RUSD website/departments/Nutrition Services. **Students are required to memorize and enter their individual RUSD Student Identification Number on an automated keypad tracking system before obtaining their meal.** Proper conduct is expected and required of all students while in the lunch line. When a child forgets his/her lunch the cafeteria will allow the child to "borrow" for that meal. Prompt payment is expected for the "borrowed" meal. Should a second "borrow" be necessary, prior to paying for the first borrowed meal, the student is given a "mini meal" consisting of fruit or vegetable and milk only. Please note that children are not permitted to come to the office to call home for a forgotten lunch and or items.

### **Cafeteria Rules:**

1. Walk to cafeteria or lunch tables with your class in an orderly manner.
2. Talk quietly while in the cafeteria and at the lunch tables.
3. Use good table manners.
4. Wait for the noon supervisor to dismiss to the playground.
5. Walk directly and quietly to the playground. Be careful not to disturb any classes that are in session.
6. Wash hands after recess.

### **Lunch Tables:**

1. Take your sack lunch to the tables, following the cafeteria rules.
2. When you are finished, raise your hand and wait to be excused by the supervisor.
3. Leave your area clean. Throw all trash, on or under your table, into the trash cans.

## Bicycles

Only students in grades, 4, 5 or 6 may ride bicycles to school. Scooters and skateboards are not permitted on campus at any time. It is the child's responsibility to learn and observe traffic rules for bicycles. **State law requires that children wear a bicycle helmet!**

1. A helmet must be worn while riding a bicycle.
2. Bicycles are to be locked **IN** the bicycle rack.
3. Bicycle locks may not be shared.
4. Bicycles are not to be ridden on the playground.
5. Children may not ride double on bicycles.
6. Children are not to ride or coast bikes while on campus or crossing the street.
7. Scooters, skateboards, roller skates, or roller blades may not be ridden to or from school.
8. **The school is not responsible for lost or stolen bicycles.**
9. **Any student not following safety rules will lose his/her bicycle riding privileges.**

## Dress and Grooming

The Board of Trustees for the Riverside Unified School District has established dress and grooming standards based on the California Education Code. Mountain View dress and grooming standards are based on Board policy.

1. All students shall be required to dress and groom for school with attention and emphasis on the following:
  - Safety
  - Neatness
  - Cleanliness
  - Personal & Public Health
  - Appropriate Modesty
  - Alignment with the purposes of school
2. Clothing which is disruptive of school operations and the education process in general is prohibited. Parents or guardians will be notified whenever a pupil appears in violation of the dress and grooming policy. Students may not wear the following:
  - Articles of apparel, including hats or bandanas, or the display of symbols, or signs related to gangs or gang affiliation.
  - Clothing imprinted with offensive or suggestive statements and symbols including references to violence, alcohol and drugs.
  - Dangling earrings.
  - Make-up.
  - Short shorts or skirts
  - Spikes, studs or chains
  - Hats may not be worn indoors.
  - Flip flop sandals. All sandals must have a back strap.
  - Strapless blouses, tops with spaghetti straps, half shirts or any top that expose the midriff or under garments.
  - Excessively baggy clothes, pants or tops.
  - Belts or chains hanging from pants.
  - Pants sagging and or exposing undergarments.
  - Other items as deemed inappropriate by administration or disruptive to school activities.
  - "Wheelies" or shoes with wheels may be worn to school only if the wheels are removed while on campus.

As part of the school curriculum, children need to dress in a manner that will allow them to run, jump, skip and participate in group sports. School clothing should be chosen with all school purposes in mind including an appropriate and scholarly mind set. If inappropriate clothing is worn, parents may be called and asked to bring the child a change of clothing.



## **PARENT ORGANIZATIONS**

### **School Site Council - SSC**

The School Site Council is made up of equal numbers of parents and teachers who work together to help make decisions regarding planning and evaluation of the school plan. This group makes recommendations concerning goals for the school and curriculum. Members of this group are elected to serve a two year term. The council meets at least seven times a year. We look forward to an exciting year and would like to welcome all parents to attend our meetings. Please call the school if you would like to participate on SSC.

### **English Learner's Advisory Committee - ELAC**

The members of the English Learner's Advisory Committee advise staff in respect to Mountain View's educational program for English Language (EL) students. This committee meets at least four times a year. We encourage parents of Limited English Proficient students to participate in this important committee and give your ideas and opinion.

### **Parent Teacher Association - PTA**

#### **Mission Statement**

- \*To support and speak on behalf of children and youth in schools, in the community and before governmental bodies and other organizations that make decisions for children;
- \*To assist parents in developing the skills they need to raise and protect their children;
- \* To encourage parents and public involvement in the public schools of this nation.

Mountain View PTA welcomes all parents to take an active role in their student's education by joining and attending informative PTA meetings held on campus monthly (generally on the fourth Tuesday on the month). The meetings are conducted under the guidelines of the Local, State and National PTA organization. PTA family membership and participation is encouraged to show support of and help in furthering a positive and productive educational experience to each student at Mountain View Elementary School!