

STUDENT HANDBOOK

2010-2011

<http://www.catawbaschools.net/schools/MountainView/default.aspx>

www.catawbaschools.net

Homeroom Teacher _____
Reading Teacher _____
Math Teacher _____
Other _____

School Phone Ext # _____
School Phone Ext# _____
School Phone Ext # _____
School Phone Ext # _____

QUALIFIED STUDENTS MAY ENROLL IN ANY COURSE REGARDLESS OF RACE, COLOR, RELIGION, SEX, MARITAL STATUS, PREGNANCY, PARENTHOOD, OR HANDICAPPING CONDITIONS.

Student Planner/Folders are purchased for each student at Mountain View Elementary by the PTO.

CATAWBA COUNTY SCHOOL'S MISSION STATEMENT

Teach, Learn and Lead for the Future

PURPOSE OF THE Planner/Folder

The purpose of the planner/folder is to acquaint the students and parents of **Mountain View Elementary** with the school's programs, services, and policies. If everyone understands the rules that keep the school functioning efficiently, has an awareness of the opportunities offered for growth and development, and keeps open communication between school and home, "Learning at Mountain View will be a Mountain Top Experience." It is also designed to teach all children how to organize and keep up with class and home assignments.

ATTENDANCE

General Compulsory Attendance Law:

In accordance with G.S. 115C-378...every parent, guardian or other person in North Carolina having charge or control of a child between the ages of seven and 16 years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. Every parent, guardian or other person in North Carolina having charge or control of a child under age seven who is enrolled in a public school in grades Kindergarten through two shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice, or counsel any such child to be unlawfully absent from school. The term 'school' is defined to embrace all public schools and such non-public schools as have teachers and curricula that are approved by the State Board of Education. (G.S. 115C-378)

Attendance in school is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching-learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life, both personal and business. While there are times when students must be absent from school, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

Teachers will maintain accurate attendance records, both daily and by class where appropriate. The principal or his/her designee must notify the parent, guardian, or custodian of his/her child's excessive absences

- When a child has accumulated 3 unlawful absences in a school year.
- When a child's absences reach 6 unexcused in a school year, the principal or his or her designee will notify parents or guardians of the absences in writing and may request a meeting to discuss the absences. The notice to parents or guardians will include a warning of the possible consequences of additional absences and/or a copy of this policy.
- The law requires that after 10 accumulated unexcused absences in the school year, the school shall review and confer with the student and his/her parent/guardian if possible to see if he/she has received notification and made a good faith effort to comply with the law. The school social worker will then be notified of the student's attendance record so that appropriate interventions may be taken with the student/and or family.

If the child continues to have attendance issues, one of the following actions may happen:

- Meet with the School's Attendance Committee.
- A Petition of Truancy may be filed against the parent/guardian.
- Child will be retained in current grade due to not meeting the local requirements of attendance.

Penalty for Law Violation:

Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a Class 3 misdemeanor, and upon conviction, shall be fined not more than \$50 or imprisoned not more than 30 days, or both, at the discretion of the court. (G.S. 115C-380)

The state recognizes the following as valid reasons for lawful absences: (1) Illness, (2) Death in the family, (3) Educational Experience. All other absences require special permission from the principal, or they are counted as unlawful absences. **If you feel a trip is educational, please ask the front office for a Prior Approval of Absences Request permission form at least 5 days before the absence occurs. Due to the changes in the calendar law stating school can not start until after August 25th, in order for families to have vacations, request for excused absences for vacation purposes will not be**

approved. Please specify the number of days. Request for prior approval after a trip will be denied. When there is no absence request form, or no note from the parent, absences will be coded as unlawful. (BOE Policy 4.200)

ABSENCES

When a child is absent from school, the parent must send the school a written note stating why the child was absent within **three schools days** of their return. Even if you call the school when your child is absent, he/she must bring a written excuse, signed by the parent, stating the reason for the absence. When a note is not received after three school days, the school records the absence as *unexcused*. In some instances, the school may require a doctor's statement.

MAKE-UP WORK DUE TO ABSENCE

A student is expected to make up the work missed in a reasonable amount of time designated by the teacher. However, TEACHERS CANNOT STOP DURING THE SCHOOL DAY TO PREPARE MAKE-UP ASSIGNMENTS. Parents can arrange for make-up assignments by calling the school office by 9:00 a.m. The secretary will then have this work in the office after school hours. When a student is out only 1 or 2 days, it is often best to let him/her get the work AFTER he/she returns to school. In all fairness, do not ask teachers to prepare make-up assignments unless you are committed to picking-up and assuring that the assignments are completed.

TARDIES AND EARLY DISMISSAL

School begins at 8:05 a.m. and lasts until 2:50 p.m. Each student is expected to be in his/her seat by 8:05 am in order to be ready for the school day to begin. Roll is taken at 8:05. **Students who arrive after 8:05 a.m. must sign in at the office.** When children are tardy, they are missing precious instructional time. These students are taking away instructional time from other students who report to school on time. Parents are expected to set a good example for their child by showing him/her the value of being on time. Too many tardies could cause a truancy report.

Try to avoid picking up your child before 2:50 p.m. Learning occurs until the dismissal bell. The last few minutes are used for children to review assignments and pack up. Repeated early dismissals will affect a child's success.

PERFECT ATTENDANCE INCENTIVES AND RECOGNITIONS (Quarterly And Yearly)

Our Building Leadership Team has established the following criteria to recognize and reward students who have exemplary attendance throughout the year:

- Students will be recognized and rewarded each nine weeks if he/she has perfect attendance and has 4 or fewer tardies and or early dismissals (excused or unexcused).
- A student will be recognized for perfect attendance for the year if he/she has not missed any school days and has accumulated less than 16 tardies.

DAILY SCHEDULES

7:25.....	Buses begin arriving, breakfast begins.
7:40.....	Doors open for students.
7:40 – 7:55	Early morning duty teachers supervise students in hallways.
7:50.....	All teachers report to their rooms.
7:55.....	First bell, students go to their rooms.
8:05.....	Tardy bell rings. School begins. It is very important that all children are in class at this time. Making up missed instruction is very difficult.
8:10.....	Breakfast ends.
2:50.....	First load bus riders and all day care vans
2:53.....	2 nd load bus riders, car riders, walkers, after school students, and any students staying for extra-curricular activities
3:10-3:30....	Second load of buses leaves. Teacher planning time
3:20.....	Teachers are off duty.

BEFORE AND AFTER SCHOOL CARE

This service is provided by Community Schools from 6:00 to 7:40 a.m. and from 2:50 to 6:00 p.m. Please call **464-9355** to make arrangements. **The phone number for the program at Mountain View is 294-4755.**

REMINDER: Children are not allowed in the building or to be left unattended on the school grounds before 7:40 a.m. Only cafeteria workers are on duty at that time, and they have other duties. **The school can accept no responsibility for these children.** Please consider this as you make plans.

STUDENTS' INSTRUCTIONAL DAY

The students' instructional day begins at 8:05 am and ends at 2:50 pm. To be counted present for the day, students must be present for 49% of the instructional day, for a total of 3 hours and 20 minutes. If the student arrives at 8:05, they must remain until 11:25 in order to be counted present for the day. A student must check in by 11:25 and remain until 2:50 in order to be counted present. Should a student come to school, check out and then check back in he/she must be present for a total of 3 hours and 20 minutes in order to be counted present for the day.

ARRIVING AND DEPARTING

Loading and unloading children safely is very important to all of us. To do this, bus traffic must be kept separate from car traffic. Therefore, the **back bus parking lot** has been designated for buses only from 7:25 - 3:20. This means cars will load and unload children at the front door.

It is extremely important that each child understands how he/she will travel home from school. Will he/she be a bus rider, car rider, ride a day care van or stay in the after school program? We strongly advise that you discuss "after school plans" with your child.

Please write your child's name and the mode of transportation on a piece of paper to be presented to your child's teacher on the first day of school. We suggest that you do not change your child's mode of transportation for the first two weeks of school. Routine transportation modes need to be established early. Continuous changes interfere with your child's ability to adjust to school.

Route for Car Traffic

1. **For Safety Purposes, please do not use your Cell Phone while in the car rider line entering or exiting the school grounds.**
2. Cars will be able to use both lanes when entering the school. By the time the cars get to the front of the school, the cars will merge back to one lane for student drop off.
3. The parking lot will be **blocked off** at the main entrance.
4. All south bound traffic should use the Gordon Rd/Ion Baker Rd route to gain entrance to the school.
5. All North bound traffic should use the Dwayne Starnes Rd to gain entrance to the school.
6. All cars dropping off students in the morning or picking students up in the afternoon are to enter the school at the main school entrance on Dwayne Starnes Drive
7. Travel to the first available spot and come to a full stop either to unload or load a child.
8. All children are to be loaded or unloaded on the passenger side of the vehicle only.
9. If you have an appointment for a conference, or otherwise need to park, you must enter the front school parking lot through the lower entrance (bus entrance road).
10. Parents are not allowed to stop in the parking lot and let children out to walk across traffic.
11. Drivers must follow all NC traffic regulations while on Dwayne Starnes Road. Drivers are not allowed to pass other cars that are waiting to gain entrance into the school. This is against the law and is very dangerous!

Morning Car Rider Procedures

1. Students are to remain in their cars until the 7:40 bell rings.
2. For everyone's safety, parents remain in the car rider line when dropping off their child at school.
3. When the bell rings, students are allowed to start unloading and enter the building. When stopping to unload your child, pull all the way up to the last space so that we can unload at least 8 cars at a time. **Please do not creep up into the center stopping place.**
4. If you have an appointment for a conference, or need to speak with someone in the front office and need to walk your child inside the building, park in a designated parking spot.
5. Parents/Drivers are not allowed to pull into the parking lot and drop their child off in order to avoid the car rider line.
6. Parents/Drivers are not allowed to drop their child(ren) off at the road and then instruct them to walk to the school in order to avoid the car rider line.
7. Wait until the staff member on duty motions for you to walk across the traffic line. It is too dangerous for students or adults to cross while cars are passing.
8. When leaving the parking area, wait for the staff member on duty to motion for you to merge into the car rider traffic.
9. If you are concerned about the long car rider line, please consider putting your child on the bus. This is the quickest, easiest and safest mode of transportation for your child in the morning and afternoon.
10. If your child arrives after 8:05am, parents need to park their car and escort their child into the office to be signed in.

Afternoon Car Rider Procedures

Students:

1. Each student is to enter the lobby area, sit where directed, and remain seated until his/her name is called.
2. Students are not allowed to talk. They may have a book out to read. No drinks or candy are allowed.

Parents/Guardians/Grandparents:

1. Parents are asked to wait patiently in the car rider line.
2. The bell for car riders rings at 2:53.
3. Parents need to create a name placard with the names of your children and display it in the window of your car.
4. We will start calling names at 2:55 or as soon as the students in the lobby are seated and quiet.
5. **Parents are not allowed to enter the building, wait in the lobby, or wait under the front awning area to pick up a child in the car rider line.**
6. If you have an appointment with a teacher, please sign in at the office, get a visitor's pass, and then your child will be released to you in the lobby.
7. All these procedures are in place to ensure the safe release of all of our children.
8. If someone other than the parent will be picking up a car rider, please be sure to convey these procedures to that person.

In the afternoon, if you will be later than 3:15, you need to make arrangements for after-school care. At 3:15 your child will be sent to After-School and charged the appropriate cost.

Walker Procedures To and From School

1. If you choose for your child to be a walker, you, the parent, determine how you want your child to walk home.
2. For students to be considered walkers, they must walk from their home to the school and from the school to the home.
3. All afternoon walkers will be released from class on the second bell at 2:53.
4. When we release a child as a walker, s/he is to be walking from the school to their home or the home of a friend or caregiver.

5. In the morning, a parent/driver is not allowed to drive the child to Dwayne Starnes Road, drop him/her off and direct the child to walk up to the school to avoid the car rider line.
6. In the afternoon parent/driver is not allowed to park on Dwayne Starnes or Ion Baker Drive and tell their child to walk to the car and load just to avoid the car rider line.

Change of Transportation Notification

If your child needs to change the way of P.M. transportation occasionally, please follow these instructions:

1. Notify your child's teacher **by written note**.
2. Telephone the school and leave a message for your child. The school must receive telephoned messages by **2:30 p.m.** in order to guarantee your child will receive it. The front office will not accept change of transportation phone calls any later than 2:30 pm.

SCHOOL BOARD POLICY ON BUSES

The safety of all students is vital during the transportation to and from school. To ensure the safety of all passengers, we ask that students follow the rules indicated below and that parents share the responsibility with their support.

Students are asked to comply with the following rules:

1. Obey the driver at all times.
2. Remain seated at all times unless boarding or departing bus.
3. Respect others and their property.
4. Talk in a quiet voice.
5. Keep all items/belongings in your book bag.
6. Keep hands, feet and other objects inside the school bus while riding.
7. Be at the **bus stop** at the time of bus arrival, **even if it is raining**.
8. Board and depart walking politely and respectfully.
9. Glass containers, flowers or balloons are not allowed on a school bus at any time.
10. Follow all other procedures and rules as outlined in the Student Code of Conduct located in the Catawba County Schools Parent Handbook.

CONSEQUENCES:

For fighting, opening the emergency doors, or other serious infractions, the student will be returned promptly to school where the administration will determine the consequence based on school board policy.

The driver will have spoken to and warned the student prior to an office referral.

- 1st Referral Offense: Written bus referral sent home as a warning and conference with student.
- 2nd Referral Offense: Written bus referral sent home. The student may have bus privileges suspended from one to three days.
- 3rd Referral Offense: Written bus referral sent home. The student may have bus privileges suspended from three to five days.
- 4th Referral Offense: Written bus referral sent home. The student may have bus privileges suspended from five to ten days.
- 5th Referral Offense: Written bus referral sent home. The student may have bus privileges suspended for an extended period of time up to the remainder of the year.

Bus riding is considered a privilege. We want the bus ride to be a positive and safe experience for all our students and appreciate your support in seeing that the above guidelines are followed. We are extremely fortunate to have skillful, caring bus drivers. Our drivers use their many years of experience to make the bus ride as safe, pleasant and comfortable as possible for all students.

MEDICINE AT SCHOOL

According to North Carolina General Statute, no medication may be administered by a school employee except under the conditions listed below. Children are not allowed to take medication on their own.

1. A current written authorization signed by the parent and physician with specific directions for giving the medication (form #3); **AND**
2. A current bottle/container with pharmacist's label designating patient's name, instructions, name of drug, prescribed dosage/frequency and physician's name.
3. A record must be kept of all children receiving any medication.

The school cannot keep any non-prescription drugs or medicines such as aspirin, upset stomach medicine, cough syrup, inhaler, etc. for use during school hours unless rule #1 above is followed.

IMMUNIZATION REQUIREMENTS

- DPT (Diphtheria, Pertussis, Tetanus): 5 doses
The booster dose (whether 4th or 5th dose) must be given on or after the 4th birthday. Therefore, if your child's 4th dose was given on or after the 4th birthday, a 5th dose is not required.
- OPV (Oral Polio Vaccine): 4 doses
If the 3rd dose was given after the 4th birthday, a 4th dose is not required.
- MMR (Measles, Mumps, and Rubella): 2 doses required.
The first dose must be given on or after the 1st birthday.
*The booster dose (2nd dose) is required before entering kindergarten.

HIB (Haemophilis Influenza Type B)	3-4 doses If the child has not had any doses and will not be 5 until after 30 days upon entering, 1 dose is required.
Hepatitis B	3 doses for all children <u>born on/after 7/1/94</u>
Varicella:	1 dose Dose must be given after 1st birthday. Required for all children born on or after April 1, 2001.
Tdap:	1 dose Dose required before entry into 6th grade. Dose to be given after 10 years old and can be given during 5th grade year. Required for all children entering 6th grade in 2008 or after.

As specified in North Carolina General Statute 130-89, to remain in school, children must show proof of immunizations by 30 days after school begins. After 30 days, the principal shall not allow the child to attend school until proof of immunizations is presented. If your child needs one or more of the vaccines listed above, please visit your doctor or clinic as soon as possible. When the required doses have been given, bring a documented shot record to the school office. Additional information regarding immunization may be obtained from the school office.

CATAWBA COUNTY SCHOOLS' TRANSFER POLICY

Students who do not live in the Mountain View district but wish to attend this school must fill out a Request For Transfer form. These forms are available from the Catawba County Schools Administration Office. Transfers are granted free of charge to Catawba County residents on a space-available basis. Out-of-county residents must pay a fee. If a transfer is granted bus transportation is not provided. If granted a remain or transfer, the student must be, and remain, in good standing (academics, attendance and behavior). For further information, call 464-8333.

BAD WEATHER INFORMATION

DURING EXTREMELY BAD WEATHER, IT MAY BECOME NECESSARY TO CLOSE SCHOOL.

Follow these suggestions:

1. Watch T.V., listen to the radio and/or check the Catawba County web page (www. catawbасhools.net)
2. Announcements will be made in late evening or early morning.
3. Delayed openings are used when warmer weather is predicted.
4. No announcement means school as usual.
5. The school will follow the instructions provided by parents on the **inclement weather sheet** for your child's transportation.

THERE WILL BE NO AFTER-SCHOOL CARE ON DAYS WHEN SCHOOL IS DISMISSED FOR BAD WEATHER. We have provided a place on the Student/Family Information Sheets for parents to make plans for childcare in the event that school is dismissed early for bad weather. If the school has not received special instructions from you, the child will be dismissed as usual (car or bus). We do not have phone lines to support individual calls so parents must make plans other than to be called. If your plans change during the year, please let the homeroom teacher know as soon as possible.

PARENT/TEACHER CONFERENCES

Teachers welcome the opportunity to meet with you about the progress of your child. If you desire a conference at any time during the year, please call the school office, 294-2020, or write a note to/email the teacher. We do ask that you respect the instructional time when teachers are in the classroom from 8:05 a.m. to 2:50 p.m. Phone calls to teachers during instructional time will be sent to voice mail. The teacher will return your call at his/her earliest convenience. Expect 2 conferences every year if your child is at-risk and has a PEP(Personal Education Plan). Conferences are important for student success. Some conferences, such as PEP, IEP, etc. are required for the teacher. Please make all efforts to be present when conferences are scheduled, realizing it is difficult to reschedule when multiple teachers are involved. Teachers and administrators do have regular meetings, duties and responsibilities before, during and after school each day.

VISITORS

Parents are invited to visit the school to volunteer or to eat lunch as their schedules permit. However, all visitors and parents are required to come by the office **PRIOR** to visiting any area of the building. All visitors must sign in and get a visitor's sticker. It is very important to preserve our instruction time so that we can provide the highest quality education for your child. Phone calls from parents will be put through to the teachers' voice mail during instructional periods. Parents entering the building during the morning or right after the bell rings in the afternoon will be asked to check in at the office.

CLASSROOM COMMUNICATION

Teachers will send home reports/newsletters periodically throughout each month. They will notify parents at the beginning of the year what day of the week these will be sent home. Teachers will communicate to parents about student progress, behavior, work expectations and upcoming classroom activities. Please notify your child's teacher if you do not receive regular communications from the school, unless it is an abbreviated week. Teachers in grades 2-6 use planners for daily communication when needed.

PARENT NEWSLETTERS

Every effort is made to communicate regularly with parents concerning the happenings at school throughout the year. Printed informational letters will be sent home with student(s) from time to time. Please urge your children to bring home this informative information. The most updated information about school events and news will be posted regularly on the school's web site.

GUIDANCE

Mountain View has a full-time, professional school counselor who provides a comprehensive school-wide program that is available for all students and parents. The counselor supports the school's academic mission and provides services to ALL students through classroom guidance classes, small group, and individual counseling to help students achieve academic, career and personal/social success. Our counselor is also available to address parent concerns and provide referral to outside resources. You may contact the counselor at anytime to request an appointment.

MOUNTAIN VIEW P.T.O.

Our school has a very active supportive group of parents. We invite you to join and take an active part. ORIENTATION will be set early in August. Other meetings are held in December, March and June. The PTO By-Laws can be found the on the school's web site. New officers for the school year will be elected at the final meeting each year. We encourage all parents to be active members of the PTO.

VOLUNTEERS

Our volunteers are a vital part of the total instructional program at Mtn. View Elementary School. They provide services to our staff members, as well as, our students. Catawba County School Board Policy 5.0150 states that the schools are to establish a procedure for screening all school volunteers. The screening used will be based upon the specific task(s) assigned, the relationship of the volunteer to the school system (i.e., employee, parent, non-parent) and the risks associated with the performance of those tasks. We use volunteers in many ways. Volunteers can do secretarial work for the classroom, office or media center, help monitor the lunchroom or playground areas, tutor students, and decorate the classrooms, kitchens, workrooms or halls. The possibilities are endless. Any person wishing to volunteer at Mtn. View Elementary School will be given the appropriate forms to complete when requested. The volunteer levels and descriptions are listed below. Volunteers who were screened during the previous school year will not be required to go through the process each school year. If a volunteer wishes to increase the volunteer level, additional screening will be needed. All volunteers will be asked to attend a volunteer training at the beginning of the year. Several of these training sessions will be scheduled during the first few weeks of school, as well as at the beginning of 2nd semester.

Level 1

Job takes place in highly public settings under supervision and involves little or no student contact

Level 2

Job takes place in classroom under staff supervision

Level 3

Job involves direct contact with students under limited supervision by school staff with extended isolated access to students

SCHOOL FIELD TRIPS

Field trips are considered an extension of the classroom and a tool that we use to help teach the NC Standard Course of Study. Field trips are scheduled by grade levels each year, and we bear in mind the cost and burden these might have on the family.

Accommodations will be made for students who may need financial assistances

Field Trip Guidelines:

- Many of the field trips call for parent chaperones.
- **No parent, guardian, aunt, uncle, grandmother, grandfather or family friend may go on a field trip or meet a group of students at a field trip destination unless they have been cleared through the school or have been selected by the classroom teacher to serve as a chaperone.**
- If selected to chaperone a trip, you are not allowed to bring younger children that will need care. Your total time and attention should be focused on the group of students while on the trip.
- Other siblings in the school are not allowed to participate in a field trip that is not their grade level.
- Children who are prohibited from attending a field trip due to behavior issues will not receive a refund for the cost of the trip.

AWARDS

PRESIDENT'S ACADEMIC EXCELLENCE AWARD - Catawba County Schools participate in this program that recognizes academic achievement. The awards are presented at the end of the 6th grade and are based on the following criteria:

1. 85% or higher on 6th grade end-of-grade test in mathematics and reading
2. 93% attendance for grades 4-6
3. 3.7 grade point average for grades 4-6
4. Satisfactory conduct grades for grades 4-6

PRESIDENTIAL PHYSICAL FITNESS AWARDS, PRESIDENTIAL AWARD, AND NATIONAL AWARD:

Students in grades K-6 are eligible for these awards if they meet certain standards set by the Federal Government.

CHARACTER RECOGNITION - Each year, the faculty, staff and Character Council will design a recognition program to honor those that have demonstrated good character. We will focus on the eleven pillars of character: Self-Discipline, Respect, Responsibility, Perseverance, Caring, Courage, Honesty, Fairness, Integrity, Good Judgment, and Citizenship. Information about the recognition program will go home after the start of the year.

A/A-B HONOR ROLL - Students in grades 3-6 are recognized each nine weeks if their grade average is an "A" (all A's), or at least a "B", (A's & B's), and they receive all "S's" on the conduct skills and in all specialty subjects.

Perfect Attendance-Students who have perfect attendance with 4 or less tardies in a nine weeks will be recognized for Perfect Attendance. Any student who has perfect attendance with 16 or less tardies for the year will be recognized at the end-of-year award program.

READING RENAISSANCE

Reading Renaissance is a set of teaching techniques that, when combined with Accelerated Reader, results in maximum reading growth for every student. The Reading Renaissance program promotes a comprehensive approach to incorporating large amounts of

literature-based reading practice into the reading program. Based on the principle of "practice makes perfect", Reading Renaissance combines the power of computer technology with sound teaching strategies. It enables teachers to give their students large amounts of reading practice, and helps them monitor and guide that practice. The result is continuous growth of students' reading skills and, ultimately, the development of a community of active, fully functioning, and highly motivated readers. Students' reading gains increase as implementation of the program develops. Our quiz list can be found on the Media Center web page- "Destiny."

READING AWARDS AND INCENTIVES

Each nine weeks the student and the teacher will set a reading goal. Students who meet 50% of their goal by the midway point in the nine weeks will get a special prize. All students who reach 100% of their reading goal by the end of the nine weeks will attend a school celebration.

Students will receive a certificate and colored dog tag the first time they reach a certification level (excluding Ready Reader).

Certification levels are: **Ready Reader, Independent Reader, Rising Reader, Super Reader, Advanced Reader, Star Reader, Dynamic Reader, Classic Reader and Honors Reader.**

BOOKBAGS

Due to storage and floor space considerations, students in grades K-2 are **not** allowed to use roll-around book bags.

STUDENT INVITATIONS

No birthday party invitations may be handed out at school unless the whole class is invited. We do not allow students to exchange birthday or Christmas gifts at school. Teachers will not hand out invitations to selected students. To avoid hurt feelings, please mail birthday invitations. The front office will not supply addresses and phone numbers.

STUDENT PROGRESS

Evaluations are made periodically through teacher-made tests and observations, basic reading and mathematics tests, and end-of-grade testing in mathematics, writing and reading for grades K-6. Teachers keep parents informed of student progress through parent notes and Report Cards. Our Exceptional Children's teachers send specific progress reports based on each child's Individual Education Plan. These are sent home each nine weeks, with interim reports at the halfway mark. Kindergarten students do not receive a report card after the first nine weeks.

NORTH CAROLINA/CATAWBA COUNTY/MOUNTAIN VIEW PROMOTION/RETENTION POLICY

Grade K-1 Local Standard Kindergarten through second grade academic proficiency is based on current research and the expectations established in the *North Carolina Standard Course of Study*. K-1 teachers shall use established performance criteria including the K-1 Assessment documents when making recommendations to the principal regarding promotion decisions. *

Grade 2 Local Standard In addition to meeting local promotion requirements, students in Grade 2 shall demonstrate proficiency by having test scores at Level III or above on both the Grade 2 Reading and Math Assessments Scales. Students scoring at Level III or above and meeting all local promotion requirements shall be promoted to Grade 3 unless determined otherwise by the school principal, in consultation with teachers. *

Grade 3 State Gateway In addition to meeting local promotion requirements, students in Grade 3 shall demonstrate proficiency by having test scores at Level III or above on End-of-Grade tests in both reading and mathematics. Students scoring at Level III or above and meeting all local promotion requirements shall be promoted to Grade 4 unless determined otherwise by the school principal, in consultation with teachers.

Grade 4 Local Standard In addition to meeting local promotion requirements, students in Grade 4 shall demonstrate proficiency by having test scores at Level III or above on End-of-Grade tests in both reading and mathematics. The Grade 4 Writing Assessment will be used as a screen to determine adequate progression developing writing skills. Students scoring at Level III or above and meeting all local promotion requirements shall be promoted to Grade 5 unless determined otherwise by the school principal, in consultation with teachers. *

Grade 5 State Gateway In addition to meeting local promotion requirements, students in Grade 5 shall demonstrate proficiency by having test scores at Level III or above on End-of-Grade tests in reading, mathematics, and science. Students scoring at Level III or above on reading, mathematics, and science and meeting all local promotion standards shall be promoted to Grade 6, unless determined otherwise by the school principal, in consultation with teachers.

Grade 6 Local Standard In addition to meeting local promotion requirements, students in Grade 6 shall demonstrate proficiency by having test scores at Level III or above on End-of-Grade tests in both reading and mathematics. The principal and teacher(s) shall use locally developed and scored writing samples and portfolios during Grade 6 to determine if students have made adequate progress in order to be promoted to Grade 7. Students scoring at Level III or above on reading and mathematics, meeting all local promotion standards, shall be promoted to Grade 7, unless determined otherwise by the school principal, in consultation with teachers.

Local Promotion Standards* at all grade levels may include, but are not limited to:

- Completion of homework and class assignments
- Grades on individual subjects
- Class participation
- Preparation for class
- Local assessments
- Attendance
- Students scoring Level I or II on reading and/or mathematics will be required to attend summer school, if available.

GRADING SCALE

A+ = 99-100 A- = 93-95 B = 88-90 C+ = 83-84 C- = 77-79 D = 73-74 F = 69-0
A = 96-98 B+ = 91-92 B- = 85-87 C = 80-82 D+ = 75-76 D- = 70-72 NGG=No grade given

SPECIALIZED CURRICULUM AREAS

Computer Laboratory: Children in grades K-6 have the use of two Computer Laboratories and a mini lab in the media center. We have up to 4 computers per classroom. This enables children to continue their language development through the use of a word processor, as well as to enhance academic skills.

Physical Education: Each student participates in physical education where basic physical skills are taught and reinforced. **Tennis shoes are required.** The student must have a note if he/she cannot participate in PE. Specialists need to be notified in writing if there are any health issues that may prevent a student's participation in an activity.

Cultural Arts: Students will have music year round. They will take both drama and art for one semester each. Special music offerings are available for grades 4 - 6.

Media Center: The Media center is equipped with an automated circulation system and 19 computers for student use. The book collection consists of over 15,000 fiction and non-fiction titles. The Professional Library consists of over 1,000 DVD's & videos. Students are allowed to visit the library as often as their schedule permits. Classes are taught by a full-time professional Media Specialist on a modified flexible schedule.

Library Checkout System: K-6 grade students are given the opportunity to check out library books on a daily basis. However, since there is no overdue charge for not returning books on time, students often "forget" to return their books. To help students remember to return books on time, notices are sent home, and another book may not be checked out until the present one is returned. Books to be renewed need to be brought back to the library on the day they are due, to be checked out again. Damage fees are assessed on library books based on the extent of the damage.

Character Education: Pillars of Character: Self-Discipline, Respect, Responsibility, Perseverance, Caring, Courage, Honesty, Fairness, Integrity, Good Judgment, Citizenship are taught and modeled daily. Children are eligible to receive a Character Award at the end of the year.

Bullying Curriculum: Special emphasis is placed on teaching students what bullying is, how to confront bullies, when to report bullying, and most importantly, how to prevent students from bullying or intimidating others.

HALL TRAFFIC PROCEDURES

These procedures are to be followed from Day 1 to Day 180. These procedures apply for all movement in the halls.

1. Children line up in rooms.
2. Students are silent while traveling through the hallways so as not to disturb other classes that are in session.
3. Students walk on the right in single file with two exceptions.
 - When going to their homerooms in the AM or to the buses, etc., in the PM children should walk on the same side of the hall as their room is located. At these times all traffic should be going one way.
 - PM dismissal: students will leave from designated areas and walk in straight single file lines on the right side of the hall to the bus or car loading areas.
4. Students enter room, music, etc. following the host teacher's rules.
5. Students who cannot succeed need to practice or perhaps be assigned a line placement close to the adult in charge.
6. Adults must always accompany classes in the hall.

General Guidelines: *The media center is not a short cut to anywhere.

SCHOOL DISCIPLINE PLAN

- We follow the board approved Catawba County Student Code of Conduct. Complete listings of these policies are found in the Catawba County Parent Handbook and on the Catawba County Web page.
- When a student shows inappropriate behavior the teacher will issue the first warning. Students will be given two warnings
- On the third incident of inappropriate behavior the teacher will send home a Discipline #1 Notice to parents.
- The same procedure will continue, two warnings then the Discipline #2 (conference with the student and phone call to parent)
- Two warnings then Discipline #3 (conference with student, contact parent to set up a conference and time out)
- Two warnings and Discipline #4 (office referral) is issued. The student will be sent to the office and an administrator will address the issue with the child and apply appropriate consequences.
- Inappropriate behavior displayed by a child that could possibly endanger the safety of himself or others and severe violation of the Catawba County Code of Conduct will be addressed immediately by the administration. On these occasions the use of Discipline #1, #2 and #3 may be bypassed.
- Shape-up Tickets are given by Specialists for inappropriate behavior. Shape-up tickets are sent home to parents to inform them of behavior issues in Specials.

DRESS CODE

While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption or obstruction of any lawful function, mission or process of a school, illustrate the kinds of offenses prohibited by this policy.

Dress

- Appearance, or clothing that is provocative, obscene, vulgar, suggestive, lewd, transparent, profane or suggests acts of violence
- Hats, toboggans, bandannas, headgear of any kind within a building
- Bare midriffs, halter tops, bare backs, or spaghetti straps

- Shorts should cover the posterior area and are expected to be the length that would reach your knuckles
- Pants worn in such a manner that undergarments or shorts are exposed, they drag on the floor or are excessively baggy
- Advertising, naming, or referencing any alcoholic product, tobacco product, controlled substance, firearms, weapons on any jewelry, clothing or book bags
- Chains or jewelry, including those that hang from wallets, studded collars or bracelets that may be used as a weapon, cause injury or hinder movement
- Dark glasses worn within the building (medical exceptions honored)
- Due to safety and health concerns, safe soft-sole shoes must be worn throughout the school day to accommodate the ability for students to participate in physical activity.
- Any dress, book bags, materials that reflect association with or promoting of a “gang” (determination is made by the administration or the resource officer)
- Appearance or clothing that is reasonably foreseeable to cause a material or substance disruption or endanger the health or safety of the student or others

While Section A of the school board policy attempts to address inappropriate student dress, the Board of Education recognizes that all inappropriate dress cannot be defined within the context of this section. Therefore, the Board of Education delegates to the school administrators the authority to determine the appropriateness or inappropriateness of dress not specifically addressed in this section. NOTE: The school administrator may make exceptions as deemed appropriate for medical, religious or special school observances.

Discipline:

First Offense - Warning and change of clothing - confiscation of any inappropriate items. Isolation if necessary

Second Offense - Call parents (guardian) - request change of clothing be brought to school. Conference conducted. Isolation if necessary

Third Offense - In School Discipline---conference conducted.

NOTE: Violations of this section are not deemed as OSS offenses unless a serious safety issue exists. In lieu of sending a student home to change clothing the student should be isolated (ISS) at a school unless a parent specifies they are to be sent home.

(Approved by the Catawba County Board of Education, effective July 1, 2000)

NOTICE

The Catawba County Board of Education provides a grievance procedure (Policy 10.3500) and an appeal process (Policy 10.3501) as an avenue for students and parents to resolve problems that may occasionally arise in the operation of the schools. Copies of each policy are available in each school office or at the central administrative personnel office.

Notification of parents' rights according to the Family Educational Rights and Privacy Act (FERPA) of 1974 is also available by request. Additional information or questions should be addressed to your school counselor.

MOUNTAIN VIEW HOMEWORK POLICY

Homework is meant to be a natural extension of the learning that begins in the classroom. Sometimes it is assigned to reinforce, through drill, a new concept that might otherwise be forgotten overnight, or it is meant to enrich or add to the basic knowledge gained from classroom work, and may actually be preparation work, as when studying for a test. Other times, it may be a reading assignment---given to enhance reading skills or as a foundation for later discussion and understanding. All students are expected to read at least 15 minutes every day in addition to their regular homework. **Parents are responsible for providing a time and place for students to develop appropriate study skills.**

Below are Mountain View Elementary School’s homework recommendations per grade level:

K-1: 10 minutes of homework + 15 minutes of reading

2nd grade: 20 minutes of homework + 15 minutes of reading

3rd grade: 30 minutes of homework + 15 minutes of reading

reading

4th grade: 40 minutes of homework + 15 minutes of reading

5th grade: 50 minutes of homework + 15 minutes of reading

6th grade: 60 minutes of homework + 15 minutes of reading

LOST AND FOUND

Please label your child's lunchbox, notebooks, jackets, etc. Lost and found items are stored on the coat racks in the hallway by the music/art rooms. If items are lost at school, please check at the office or in the hallway by the music/art rooms. Lost items that have not been claimed will be taken monthly to local charities.

SCHOOL LUNCHES

- Children are given a choice of two entrees and several fruits and vegetables every day. There are also many attractive optional items to choose from every day. We welcome parents and approved visitors to come and eat with their student(s). Visitors must come to the office, sign in and then meet your child at the cafeteria. When you visit, you will be directed to sit in the booths that are by the windows. VISITORS MAY ONLY EAT WITH THE CHILD THEY ARE VISITING. ADDITIONAL FRIENDS ARE NOT ALLOWED. **If you bring in fast food, you and your child will be directed to eat in the 4-6 kitchen.**

These procedures have been put in place to ensure that our school lunch program runs smoothly.

Pre-Payment Online-procedures how

- Our cafeteria manager uses a computer to keep track of lunch accounts.
- Parents may send a check or money to pay for their child(ren)s lunch. Lunch money should be in a separate check. Do not combine with other school purchases like field trips, etc.
- The money/check should be in an envelope with the amount, child's name, lunchroom number, and teacher's name on the front.

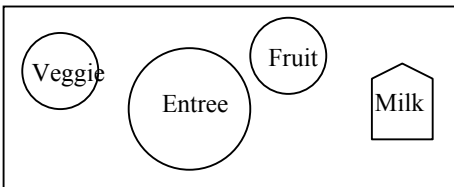
- If your child has a negative balance, money may be sent to the cafeteria any morning of the week.
- The cost of a Grade A lunch will be subtracted from the account at the time of purchase.
- A full meal consists of 3 out of 5 of the foods groups (Grains, Protein, Veggie & Fruits, Dairy, Fats & Sweets)
- In order for a child to get extras, the parent must complete a special permission form.
- Students can only go through the line one time.
- Children who forget their money will have their lunch charged.
- Parents are encouraged to keep a positive balance in their child's lunch account.
- Charge notices will be sent home with students each week except for Thanksgiving and Christmas week.
- **Any student who owes money will not be allowed to purchase extras.**
- We work very hard to educate the children on the process of selecting the meal. A full lunch consists of one entrée and two different side items. If a child touches a plate he must purchase it, therefore his/her account will be charged.
- Fast food and carbonated drinks are not recommended as part of a nutritious diet and are not allowed in our cafeteria.
- Prices are subject to change prior to the opening of each school year.

Full Breakfast Price \$1.00
 Reduced Breakfast Price \$0.30

Full Lunch Price \$2.00
 Reduced Lunch Price \$0.40

A la carte various
 Extras various

Full Meal: 3 out of 5 components (All Different)



(Example of lunch \$\$\$ envelope)

Student's Name
Student's ID Lunch #
Amount of \$ enclosed
Homeroom Teacher
Date

LUNCH BOXES

1. The microwave is for staff use only.
2. **No glass containers** are allowed on school property. Do not pack any food item or drink in a glass container.
3. Parents are also reminded to pack only healthy and nutritious foods for their children. Try to eliminate all high sugar drinks, candy and deep fried chips.

LUNCH ROOM RULES

1. Silently enter and exit single file.
2. Students and visitors are asked to choose quickly in line. If an item is touched, then you must take it.
3. Sit and remain in assigned seat. Ask permission if you must get up.
4. Use appropriate manners.
5. Eat only the food from your lunch box or tray.
6. Show respect for others and their property.
7. If a student purchases a snack and does not open it, it may be taken out of the lunchroom. Water bottles are allowed to be taken back to the classroom.
8. Parents/Visitors are only permitted to eat with their child at a booth/table by themselves. Parents/Visitors are not permitted to eat at class tables or with other students.

SENDING MONEY TO SCHOOL

Please write separate checks for field trips, pictures, snacks, lunch money, etc. These go to different accounts. Please send in separate checks for multiple children in a family.

PBIS

Our school is participating in an important state initiative called Positive Behavioral Interventions and Supports (PBIS).

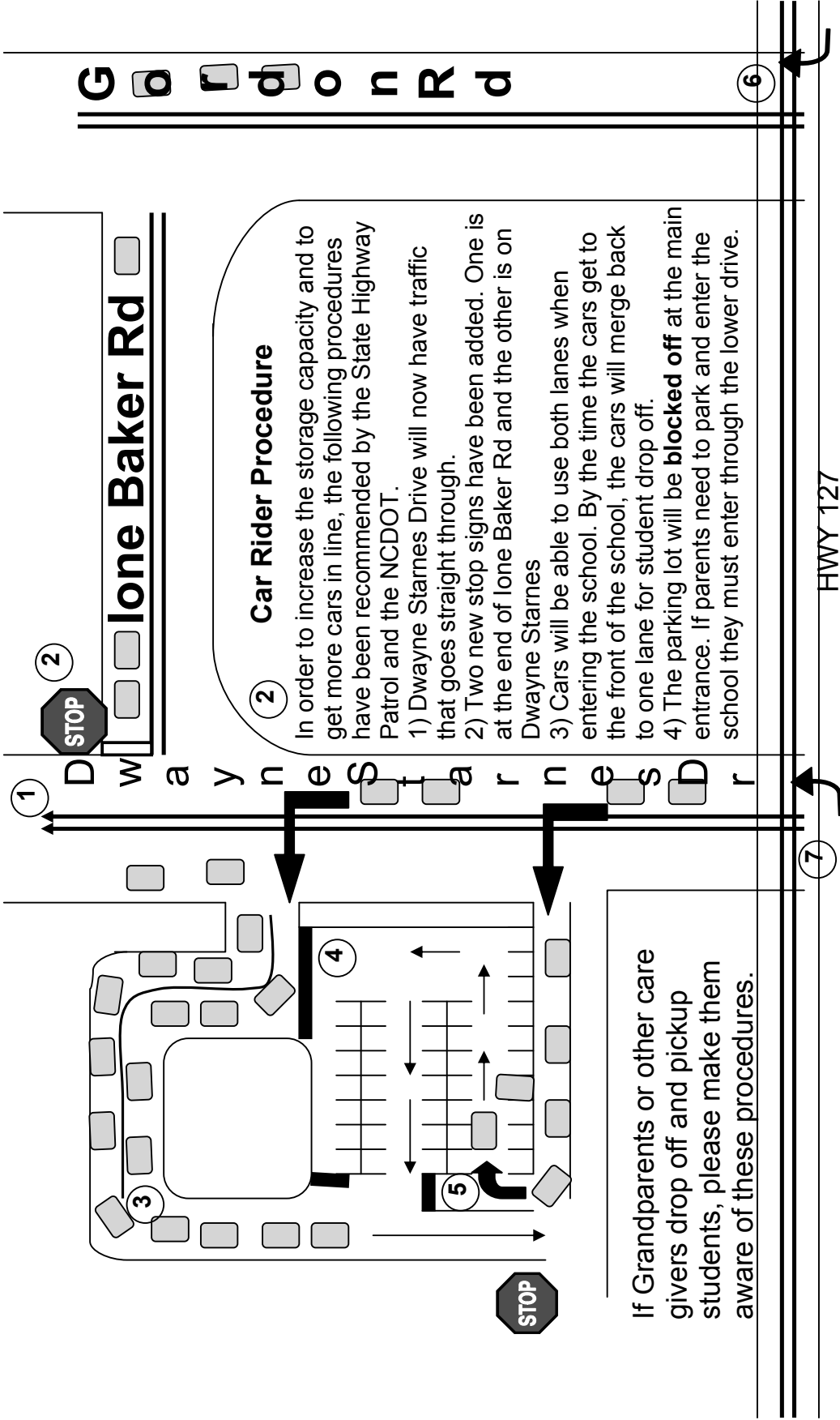
PBIS is a process for creating safer and more effective schools. The process focuses on improving our school's ability to teach and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have adopted a unified set of school-wide expectations. Similar to the CCS Code of Student Conduct, these expectations define positive behaviors in our school. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school and throughout the year. Our unified classroom expectations, found in every classroom and non-classroom setting in the school, are listed on the following matrix:



Mountain View Elementary School

	Cafeteria	Hallway	Playground	Restroom	Bus
C Carry Out Kindness	<ul style="list-style-type: none"> • Raise hand for help • Use polite words 	<ul style="list-style-type: none"> • Report harmful behavior quickly • Pick up litter • Be patient when waiting 	<ul style="list-style-type: none"> • Include all who want to play • Play fairly • Accept everyone's ability 	<ul style="list-style-type: none"> • Wait your turn • Use supplies wisely 	<ul style="list-style-type: none"> • Use kind words • Use good manners • Help others
A Always Be Safe	<ul style="list-style-type: none"> • Walk on blue line • Keep hands and feet to self • Eat your own food 	<ul style="list-style-type: none"> • Keep hands, feet & objects to self • Walk • Give others proper space 	<ul style="list-style-type: none"> • Use equipment properly • Stay in designated area • Leave sticks, mulch and rocks on the ground 	<ul style="list-style-type: none"> • Report problems • Wash hands with soap • Keep surfaces dry 	<ul style="list-style-type: none"> • Seat to seat/ Back to back • Stand back from the street • Follow bus rules
T Take Responsibility	<ul style="list-style-type: none"> • Observe timers and color codes • Clean up after yourself • Speak only to those at your table 	<ul style="list-style-type: none"> • Walk on the right side • Go only where directed • Carry a hall pass 	<ul style="list-style-type: none"> • Keep playground clean • Report broken equipment • Line up quickly 	<ul style="list-style-type: none"> • Flush the toilet • Clean up after yourself • Return to class promptly 	<ul style="list-style-type: none"> • Load & unload quickly • Be at your stop 5 minutes early • Sit in assigned seat
S Show Respect	<ul style="list-style-type: none"> • Use quiet voice • Use good manners at all times • Follow adult directions 	<ul style="list-style-type: none"> • Hold door for others • Follow zone color • Follow adult directions 	<ul style="list-style-type: none"> • Use kind words • Treat others the way you want to be treated • Follow adult directions 	<ul style="list-style-type: none"> • Respect others' privacy 	<ul style="list-style-type: none"> • Keep hands, feet & objects to yourself • Follow adult directions • Keep bus clean



- 5) Only staff members, More @ Four parents and parents with appointments are allowed to enter the parking lot at the lower end. Parents will not be allowed to pull in, park and walk students into the building in order to avoid the wait in line.
- 6) South bound traffic should enter via Gordon Rd.
- 7) North bound traffic should enter via Dwayne Starnes Dr. This should lessen the tie up on Hwy 127. After School Car Rider procedures will be the same as listed above. Parents are reminded that they are to drive up to pick up a child. We do not allow parents/guardians/grandparents to walk up to the door or stand under the front entrance to get children in order to avoid the wait in line.