

Welcome to Mountain View School

School Address: 801 West Peoria Avenue
Phoenix, Arizona 85029

School Web Site: mountainview.wedschools.org

Important Telephone Numbers:

Office 602-347-4100
Health Office 602-347-4110
Attendance 602-347-4111
Special Needs Preschool 602-347-4850

Office Hours

The office is open from 7:15 a.m. until 3:15 p.m.

School Schedule

Below is the schedule for the 2013-2014 school year.

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday

K-8 7:30 a.m. – 2:30 p.m.

Wednesday PLC Early Release

K-8 7:30 a.m. – 1:00 p.m.

Students are not to be on campus before 7:15 a.m.

Child Drop Off and Pick Up

When dropping off or picking up your child, you must use the car bay located on 9th Ave. on the west side of the school. No students may be dropped off or picked up in any parking lot. **DO NOT GET OUT OF YOUR VEHICLE WHILE YOU ARE IN THE CAR BAY.** Please remember that handicapped parking spaces are only for vehicles with a handicapped plate.

Student safety will determine the exact dismissal area for students who walk home. All students and parents who live west of 9th Ave. and north of Mountain View must cross at 9th Ave. and Cheryl, 9th Ave. and North Lane, or 9th Ave. and Peoria crosswalks.

Bicycles

Bicycles must be locked and parked in the racks provided. Mountain View cannot assume financial responsibility for bicycles that are lost or stolen. Bicycles are to be walked across major streets. Bicycles are not permitted on the sidewalks or in the building area of Mountain View. Riders who violate school bicycle rules will lose the privilege of riding their bike to school.

School Attendance

Mountain View School pays strict attention to the attendance of our students. State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it is necessary for the parent to call the school (602-347-4111) on or before the day of absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns. **All absences not verified by parental or administrative authorization will remain unexcused.** If a parent does not have access to a phone, either at home or at work, a note will be accepted for

verification purposes. For absences greater than one day in length, the school should be notified each day of the absence.

Truancy

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has implemented a Truancy Prevention Unit (TPU). The TPU will work in conjunction with the Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified truanancies, 10 total absences, or 10 unexcused tardies, the school may make a referral to the TPU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

A letter will be sent by the school to the families of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

Tardies

All campus gates are locked at 7:30 a.m. Students arriving to school after 7:30 a.m. are considered tardy and must report to the front office to get a tardy slip. Tardiness will not be a problem for students who use their time wisely, have a positive attitude toward being on time, and make being on time a habit.

Breakfast and Lunch

Breakfast and lunch are free for all Mountain View students. Students coming in more than 10 minutes late will not get breakfast at school.

Parents will be asked to fill out appropriate applications for qualification of free or reduced lunch. We encourage parents to join their children for lunch during the school day; however, you must sign in at the office and receive a visitor's pass.

Kindergarten students will be escorted to the cafeteria for breakfast when teachers pick them up at 7:25 a.m. Authorized parent volunteers may enter the cafeteria if they are assisting teachers with breakfast. All other grade levels will be served breakfast in the classroom.

Lunch begins at 10:25 a.m. and continues until 12:30 p.m. Each grade level has a specific lunchtime. Students are required to stay in the cafeteria until dismissed for recess.

Students may bring their own lunch to school but may not bring items to share with other students.

No food or drink may leave the cafeteria..

Lost and Damaged Textbook/Equipment Charges

It is important that our students take proper care of all books and equipment assigned to them during the school year. If books or equipment are lost or damaged, the cost of that item will be billed to the parent.

Dress Code (Uniforms)

Uniforms continue to be supported by parents, staff and administration.

Description of Uniform Requirements

The uniform, for all Mountain View students, shall consist of the following:

White, light-blue or navy-blue tops not containing a logo with a collar and sleeves (polo shirt, oxford-style shirt, blouse) are to be worn and may be purchased at any store. Only a solid white undershirt (short sleeve or long sleeve) may be worn under the uniform shirt and must be an appropriate length. Tops must be long enough so when arms are raised, no skin can be visible. In addition, no cleavage may be exposed. Jackets may not contain inappropriate symbols, pictures, or language.

Navy-blue or khaki bottoms (pants, shorts, skirts or skorts) without labels are to be worn and may be purchased at any store. Sweatpants and athletic pants are not permitted. Shorts, skorts and skirts must be long enough to meet the student's fingertips when his or her hand is by his or her side. Bottoms must fit appropriately at the waist (not too tight or too loose) and should not have holes or rips. "Sagging" is not permitted. "Sagging" is defined as bottoms worn low enough where undergarments are visible, having to hold up the pants with at least one hand while walking, or "waddling" when walking to keep bottoms on or up. Belts of appropriate length must be solid black or brown with a solid/plain buckle. Jeans (no "skinny jeans") may only be worn on Spirit Days (see below).

Clothing cannot interfere with the normal learning process, create disorder or disrupt the educational process. Whether the condition exists shall be left to the reasonable discretion of the administration.

Shoes must be closed toed and closed heel. Sandals, flip-flops, slippers, high heels are not permitted. Students are expected to wear properly tied athletic shoes for physical education.

Pierced jewelry is only acceptable in the ear. Covering of unacceptable piercings will not be permitted. Spikes or studs on bracelets, belts, rings or necklaces are not permitted. Jewelry/accessories must be appropriate in content. Students will remove large hoop earrings or other jewelry that may interfere or pose a safety issue with physical education activities. Hats, caps, and bandanas are not permitted on campus. Hair color must be of natural tones.

Spirit Days: Fridays will be considered spirit days. Spirit days are days during which students may wear either their red Mountain View Spirit T-shirts or uniform shirt with uniform bottoms or jeans (no "skinny jeans"). Red Mountain View Spirit T-shirts are available for purchase on Wednesdays from 7:15 – 9:00 a.m. in the school office.

Free Dress Days: The principal may allow a "free dress" day during the school year when a class is going on a field trip where a school uniform may not be appropriate.

CONSEQUENCES: Parents of kindergarten through second grade students, not in uniform, will be notified by the classroom teacher, and letters will be sent home reminding them of the uniform policy. On the fifth uniform infraction, the classroom teacher will notify the parent and send a referral

to the student center. Each infraction thereafter will result in a referral to the student center. Third through eighth grade students, not in uniform, will NOT be permitted in their classroom until they meet uniform requirements. These students will be referred to the student center by the classroom teacher where they will be given an opportunity to comply with uniform requirements, and parents will be contacted. If they are unable to do so, they will be placed in In-school Suspension until they are in compliance with Mountain View's uniform policy.

Economic Hardship: A uniform will be provided without cost to any student whose family demonstrates that the acquisition of the mandated clothing creates an economic hardship. This arrangement must be made with our school social worker.

COMMUNICATION

Communication among parents, school and student is a shared responsibility. The "Mountain View Newsletter" is sent home with every student twice a month highlighting school and District news and activities. In addition, there are regularly scheduled "Family Nights" and "Coffee with the Principal" where important information is shared with those in attendance.

Mountain View staff will make contact with parents regarding positive behavior and achievement, as well as concerns in these areas.

Midterms and report cards will be sent home eight times during the school year. Parent/Teacher Conferences will be held at the end of the first and midterm of the third grading periods.

For parent and teacher convenience, all teachers can be reached by phone and e-mail. Please visit our Web site, <http://mountainview.wedschools.org> for more information.

SCHOOL SPONSORED EVENTS/ ACTIVITIES/PROGRAMS

Mountain View offers the following programs for students: Student Council, National Junior Honor Society, after-school academic and enrichment classes, as well as sports for students in grades 5-8.

Athletic Eligibility

Students must be eligible to participate in after-school athletics. Please refer to the WESD Student/Parent/Coach Contract. These requirements are minimum requirements. Additional eligibility requirements may be added, as deemed appropriate by Mountain View administration.

School Parties/Birthdays

ANY ITEMS BROUGHT TO SCHOOL FOR A SCHOOL PARTY MUST BE BOUGHT AND WRAPPED. NO HOMEMADE BAKED GOODS ARE ALLOWED AT SCHOOL EVENTS. Please check with your child's teacher before sending any party items with your child for a list of acceptable food items that can be brought to school.

HONORS/AWARDS

Academic Excellence

Grading Criteria: 4.00 grade point average in academic subjects; no "U" for behavior. These students are working at or above grade level.

Principal's List

Grading Criteria: 3.71-3.99 grade point average in academic subjects; no "U" for behavior. These students are working at or above grade level.

Honor Hawks

Grading Criteria: 3.00-3.70 grade point average in academic subjects at student's working level; no "U" for behavior.

Grade Point Average (GPA) is calculated based on following scale: A=4 pts, B=3 pts, C=2 pts, D=1 pt, F=0 pts

Promotion Requirements

A student in the eighth grade must earn a D (1.0) average in each of the academic classes (math, reading, language arts, science and social studies) in order to be promoted. In addition, students may not have earned more than 15 cumulative days of off-campus suspension during the school year. Promotion requirements must be met by May 16, 2014. Eighth graders not meeting the above requirements will not participate in promotion activities. Seventh graders who do not meet these standards may be required to attend summer school.

MOUNTAIN VIEW DISCIPLINE POLICY

The essence of effective discipline is a respect for authority, respect for self and respect for rules. It is a self-attitude and control of behavior that begins at home, is maintained and reinforced at school, and is applied throughout life.

Mountain View School uses Make Your Day© as a school-wide discipline plan. Make Your Day© requires a student to be responsible for his or her own actions. The plan is designed to provide a consistent campus management system for all classes. It demonstrates that teachers hold high expectations for all students and is a cooperative management system, not merely a discipline plan. Make Your Day© centers on one rule: NO ONE HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY, OR WELL-BEING OF OTHERS.

The system encourages students to take responsibility for their own actions, including attendance and academic performance. Emphasis is placed on the importance of each student working to his or her own ability level. The program allows all students to make mistakes without cumulative punitive action. It provides time for thought and direction. Effort is expected and it is rewarded, and there is frequent positive feedback. The foundation of Make Your Day© is that all students are capable of success and that making appropriate choices at school will generate student success.

Inappropriate behaviors are dealt with on a five-step program.

Kindergarten - Sixth Grade

Step 1 A student will be given a seat away from the academic setting. The student will spend two to five minutes thinking about what happened. If he or she is successful in doing this he or she may return to his or her seat.

Step 2 A student fails to take advantage of Step 1 to think about a more appropriate behavior. He or she then stands facing the wall for two to five minutes before successfully returning to Step 1.

Step 3 If a student continues to have a problem on Step 2, the school rule is placed on the wall to help the student direct his or her attention toward a single place to assist concentration on appropriate behaviors. After two to five minutes he or she returns to Step 2 and then to Step 1.

Step 4 If a child cannot handle Step 3 appropriately he or she is moved to Step 4. This is removal from the classroom with a call to a parent, and the child is not allowed to return to class until there is a successful conference among child, parent and teacher. For the conference to be successful the child must state his or her problems, explain how it was his or her responsibility to manage his or her behavior. The student must verbalize alternative methods of managing his or her behavior and show a positive attitude toward accepting responsibility. The student needs to express a desire to return to class. If the teacher is satisfied that this is a successful conference among themselves, parent and child – the teacher accepts the child back to class.

Step 5 This is only used when a child is out of control and not functioning appropriately in the school setting. At this point the principal or student services specialist will contact the parent and indicate that the child is to be removed from school immediately.

Seventh and Eighth Grade

Step 1 A student will be given a seat away from the academic setting. The student will spend two to five minutes thinking about what happened. If he or she is successful in doing this, he or she may return to his or her seat.

Step 2/3 Isolation A student who fails to take advantage of Step 1 will be removed from class and placed in another classroom with an individualized assignment to complete. The incident is documented on a form that is kept in the classroom. The teacher will then follow up with a telephone call home as soon as possible.

Step 4 A student who cannot handle Step 2/3 isolation appropriately will be placed on Step 4 for that class period until a parent/teacher conference can be held. The student will not be allowed to return to that class period until a conference is held with the parent and the teacher.

Step 5 This is only used when a student is out of control and not functioning appropriately in the school setting. At this point the principal or student services specialist will contact the parent and indicate that the student is to be removed from school immediately.

Repeat Step 2/3 Isolation Offenses:

4th Step 2/3 isolation in one class = In-school Suspension for two (2) days with assignments provided.

5th Step 2/3 isolation in one class = In-school Suspension for three (3) days with assignments provided.

6th Step 2/3 isolation in one class = Out-of-school Suspension.

BEHAVIORS CONSTITUTING IMMEDIATE STEP 4:

There are some behaviors that do not require the student to go through the complete step process. These may include inappropriate or abusive language, horseplay, physical aggression, defiance/disrespect of authority, or any other behavior deemed inappropriate by Mountain View administration.

BEHAVIORS CONSTITUTING IMMEDIATE STEP 5:

There are behaviors that escalate immediately to Step 5 and usually involve suspension. These behaviors are possession or use of tobacco, matches or lighters; possession or use of alcohol and illegal drugs or related paraphernalia; possession of weapons or dangerous objects; theft or vandalism; fighting, or leaving campus without permission.

Consequences

Mountain View believes that students have the freedom to make whatever choice they desire. This comes with the understanding that they are not free to choose their consequence. Consequences at Mountain View can include, but are not limited to: detention during school hours (including recess and lunch), after school detention, following the Make Your Day Program, community service, in-school suspension, and off campus suspension.

Mountain View Progressive Discipline Plan for In-school and Off-campus Suspension

1 st Referral	Parent Notification
2 nd Referral	Parent Notification
3 rd Referral	Parent Notification – 1 st Counselor Referral
4 th Referral	Parent Notification
5 th Referral	Parent Notification – 2 nd Counselor Referral Parent/Teacher Conference; student placed on Prevention/Intervention Contract
6 th Referral	Parent Notification
7 th Referral	Mandatory TAP meeting with teachers, school psychologist and parent
8 th Referral	Parent Notification
9 th Referral	Mandatory parent conference with assistant principal before student is allowed to return to Mountain View.
10 th Referral	Parent Contact – Home Suspension; Recommendation for Long-term Suspension

Note: If a student maintains appropriate behavior for 15 consecutive school days (excluding time served in ISS, OSS or absences), he or she will be rewarded by moving back one step.

Bullying

Within the Olweus Bullying Prevention Program, classrooms meet weekly to discuss topics related to bullying. Students at Mountain View also have the opportunity to report bullying incidents anonymously through the following process:

- Students may fill out “Bullying Incident Slips” and place them in a “Bully Box” located in various locations on campus.
- The “Bully Boxes” are checked weekly and reviewed by a member of the Bully Prevention Committee.
- The issue is either dealt with by the committee or forwarded to the Student Center to be dealt with.
- Classroom teachers may, at any time, refer specific student behavior related to bullying directly to the student center.
- In order to effectively deal with bullying, all individuals (victims, witnesses, parents and school staff) MUST be involved in addressing this serious issue.
- Mountain View is a BULLY FREE SCHOOL. Administration seriously deals with all bullying reports (according to WESD Parent/Student Handbook).

Prohibited Items and Activities

- Electronic devices, handheld video games, laser pens, balloons and toys are not permitted on school grounds.
- Use of cell phones is prohibited on campus during the school day. If seen or heard, they will be confiscated.
- Permanent markers (i.e. Sharpies) are not to be in a student’s possession. Markers being issued by a teacher and used for classroom projects are permitted in the classroom only.
- Gum is not permitted on campus.
- Backpacks, mini-backpacks, sports bags, and book bags or any kind are not allowed on campus by 7TH or 8TH graders. Lockers (with set locker room hours) will be provided for those students participating in after school athletic programs.
- Any other item, as deemed inappropriate by Mountain View administration, is not permitted.
- Public display of affection is not permitted on campus and will result in following the Mountain View discipline policy (Make Your Day).
- Profanity towards staff or students in any language is considered disrespectful and is not acceptable at Mountain View. Consequences for use of profanity can include, but are not limited to: lunch detention, after school detention, step 4, in-school suspension, or off campus suspension.

Any prohibited item confiscated by Mountain View staff must be claimed by a parent/guardian or adult member of the student’s family.