

MOUNTAIN VIEW HANDBOOK

MISSION STATEMENT

The East Longmeadow School District has established Mountain View School as an intermediate elementary center for children in grades three through five. Our goal is to help prepare students to achieve academic excellence and to acquire the skills necessary to become lifelong learners as they meet the challenges of the 21st century.

We continue to build on the foundations established at Meadow Brook School. We strive to maintain a safe and nurturing educational environment, promoting positive interaction and collaboration within the school community. We recognize the right of individuals to grow, to develop a sense of responsibility, and to interact creatively with the world, as they journey on to meet the challenges of Birchland Park Middle School.

Attendance

Students have the responsibility to be in school and in class on time as well as to attend all classes and assigned activities.

Arrival 8:05

Dismissal 2:30

***Half-day dismissal is at 11:35**

If your child arrives later than **8:15**, he/she is considered tardy and must sign in at the office.

Family vacations are considered unexcused absences, however we know that families take them during the school year. We do ask that the school calendar is referenced prior to planned absences. For example, **MCAS takes place during the months of March, April and May, and make-up testing causes lost time in the classroom for those students absent during the testing windows.** Exact testing dates are sent home as soon as they are available.

If a student is absent on the day of an extra-curricular event, it is expected that the student will not be participating in the event. For example, on the day of the Talent Show, students who are performing should be in attendance at school or they will not be permitted to perform in the show.

See the District Code of Conduct for the complete attendance policy.

Cafeteria Services

School lunch menus are distributed monthly and posted on the school and district websites.

School breakfast and lunch are universally free. However, parents should still complete the federal free/reduced lunch form because there are other programs, such as free busing, that may be available to families who qualify.

Cancellations/Delays

If school needs to be canceled or delayed, you will receive a phone call from our automated phone service (PowerSchool) with a "No School" or "Delayed Opening" announcement. You may also tune in to the following television stations and their websites.

WGGB-TV Channel 40 www.WGGB.com

WWLP-TV Channel 22 www.WWLP.com

WSHM-TV Channel 3 <http://www.cbs3springfield.com>

Celebrations

Each class has celebrations for different events throughout the year. Mountain View celebrates with "Party-in-a-Bag." Students are allowed to bring their own party snacks in a bag no larger than a standard brown lunch bag, and are not allowed to share their snacks.

If you are celebrating your child's birthday with a party outside of school, please **mail** invitations to guests.

Code of Conduct

All students are expected to meet the requirements for behavior as set forth in the East Longmeadow Student Code of Conduct. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Plan (IEP). See the full copy of East Longmeadow Student Code of Conduct for further information.

Please encourage your child to follow these specific rules of conduct in order to maintain the proper learning environment for all students. Students...

- Are to stay away from parked cars and to use caution while exiting and boarding buses
- Are to remain on school grounds during the day
- Are to refrain from throwing snow, ice or other dangerous objects
- Are to refrain from using offensive language and gestures
- Are to refrain from fighting and threatening behavior, including bullying
- Will be held responsible for the willful destruction of school property or the personal property of others (Damaged and/or lost books are to be paid for by the student or parent; Damages to the building, equipment, and other school property become the responsibility of the offending student or parent)

Communication

IMPORTANT!!! The district has transitioned to a new Student Information System, PowerSchool. A PowerSchool account with an accurate phone number and email is a **MUST!!** You will not receive any information from the school or district regarding weather-related delays or cancellations, report cards, bus information, forms to complete or access to our calendar without a PowerSchool account. If you do not have access to PowerSchool, you must email helpdesk@eastlongmeadowma.gov.

If you and/or your child have any questions or concerns about anything going on at school, please follow the steps below:

Step 1	Step 2	Step 3	Step 4
Discuss the situation with your child, and see if it's something that can be worked out by them, with your guidance.	Next, talk with the staff directly involved with the situation.	If the problem continues, set up a meeting with the teacher(s), your child, and yourself.	If you feel the problem is still not resolved or continues, reach out to: <ul style="list-style-type: none">• the counseling staff if it is a friendship or social/emotional issue• the principal for other issues
If after all of these steps are followed, and you still feel as though there hasn't been a satisfactory resolution, the <u>final</u> step would be to contact the Superintendent of Schools.			

Communication Methods

- **Conferences:** Parent-teacher conferences are an integral part of the communication between home and school. Parents may request a conference with a teacher anytime during the school year; however we do have two scheduled, early-release days so that parents have the opportunity to meet with their child's teacher at least once during the school year. It is important that teachers be able to give you their full attention while discussing your child's progress, so please contact the teacher to arrange a convenient time to meet.
- **Email:** School staff can be contacted via email. All email addresses include the first name.last name of the staff member, and are followed by '@eastlongmeadowma.gov'. For example, the principal's address is elaine.santaniello@eastlongmeadowma.gov. Our policy is to return emails or phone messages within 24 business hours of receipt.
- **Open House:** Open House is an opportunity to see your child's learning environment and meet their teachers. **If you need to talk to your child's teacher about any issue, please schedule a conference to protect your child's confidentiality. Open House is not the appropriate venue for discussing individual concerns.**
- **Visits to School:** If you need to drop something off for your child, or dismiss them early, please ring the doorbell and we will meet you at the front door, which is on the Hampden Road side of the building. If you are attending a meeting, please ring the doorbell and you will be escorted to the office to sign in.
- **Communication with your child during the day:** Student electronic devices are required to be turned off and in their backpacks throughout the school day. **PLEASE do not attempt to communicate with your child through their device during the school day.** Whenever your child needs to speak to you they are allowed to come to the office to call you. If you need your child to receive a message during the day, call the school and we will make sure they receive the message.

Dress Code

Please see the District Code of Conduct for a complete policy description. At Mountain View we expect the following:

- Students should dress appropriately for the weather (coat/jacket and full length pants if temp is below 40 degrees) **Students will not go to recess without a coat or long pants when it's below 40.**
- Hats or head coverings for religious purposes only; school spirit days are an exception
- Clothing must have fabric in the front, back and sides, with no space between the top and the bottom.
- Sneakers for PE days **Students will not participate in PE without sneakers.**

Homework Policy

Homework assignments vary by teacher and by grade level, however students are expected to **read independently** for at least 20-30 minutes per night, as well as practice math facts.

Library Services

Books are circulated for a two-week loan period, however books can be returned early for a new book, and can be renewed, if necessary. **It is the responsibility of families to replace lost or damaged books.** Replacement information may be obtained from the library secretary.

Lost & Found

Articles that have been found in the school or on school grounds should be turned into the school office. The Lost & Found area, located in the cafeteria, should be checked periodically. Articles of clothing that are left behind will be sent to a charity after the last day of school.

Make-Up Work

When a student is absent, the following processes will be used in making up work:

- **Students out only one day will receive missed work when they return to school.** Parents may request missed work if the student has been or will be out for more than one day.
- **Students who are absent due to a vacation will receive their work when they return.**

- Students absent due to a suspension will receive work while on suspension in accordance with Massachusetts State law.

Medical Information

Health Policies and Emergency Cards

Every effort is made to care for your child's physical, mental and emotional well-being while he/she is in school. Sick and injured children are given emergency care, but the responsibility for treatment rests with the family.

We send home a student Health and Emergency form the first week of school. This form requests information as to the place and phone number of the parents' employer. We also need the address and telephone number of at least two relatives or close friends who would be willing to care for your child, if you are not available. Make sure that the person you indicate as an "emergency number" is a person who is able to get to school to pick up your child if you cannot be reached.

The form also requests your permission to secure medical attention for your child in case it is needed and you are not available. The information on this form is extremely important, and we request your cooperation in filling it out and returning it immediately. Parents should contact the school to update changes as they occur.

If your child has a particular health problem, please furnish us with any pertinent information, which will enable us to make your child's adjustment to school a happy one. ***We request that you call the school nurse throughout the year with any updates or changes.***

Illness and First Aid

Pupils should not come to school when they are genuinely ill, as they might be endangering others, and they will more than likely not be able to keep up with their schedule. If a child becomes sick while at school, attempts will be made to contact a parent or emergency contact to pick up the child. A sick child will remain in the health room until picked up. Pick-up for a sick student needs to occur within a reasonable amount of time, preferably no more than one hour. Parents must provide transportation; **no sick/injured child will be allowed to ride the bus or to walk home unaccompanied.** Injuries, skin irritations and so forth, which arise outside school, should be cared for at home or through the family doctor. Accidents and injuries that occur during the school day must be reported to the adult in charge of the class or activity, who will then report them or have the child report them to the school nurse.

Administration of Prescribed Medication

The policy for the East Longmeadow Public Schools and a copy of the forms which must be filled out by parents or legal guardians and the physician are available from the school nurse. **This applies to all medications, even those available over the counter, without a prescription.**

Physicians and parents should make every effort to adjust any scheduled medication for a pupil so that medication is given outside of the school day. The East Longmeadow Public Schools will cooperate in the administration of medication only when, in doing so, it will help in keeping the pupil in attendance and will protect the child. In the exceptional case, when a chronic or emergency condition exists and medication must be administered in school during school hours, the following conditions must be met:

There must be on file in the school of attendance a written order from the pupil's physician.

The pupil's guardians or parents must submit a completed pertinent data sheet asking that the pupil receive the medication during school hours.

The required medication must be kept in a locked cabinet in the school health room or office and be given by the school nurse or a person designated by the school nurse. ***Exceptions are Epipens, and certain other emergency medications, which are kept unlocked for easier accessibility.***

The medication shall be issued by a pharmacist whose label on the container shall indicate:

- a. The name of the child and the prescribing physician.
- b. The name and strength of the medication.

- c. The amount of each dose and schedule for administration of the medication.

Administration of Prescription Medications for Field Trips

The Commonwealth of Massachusetts, Executive Office of Health and Human Services, and the Department of Public Health, has granted registration to the East Longmeadow Public Schools solely for the delegation of prescription medication during field trips and short term school events.

The East Longmeadow Public Schools agree to comply with the Department of Public Health Regulations, 105 C.M.R. 210.005(E)(1)(o), to wit: Every effort shall be made to obtain a nurse or school staff member trained in prescription medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate prescription medication administration to another responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the prescription medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the prescription medication to the child. The responsible adult shall provide documentation of the administration of the prescription medication consistent with the Medication Administration Plan. Inhalers cannot be delegated to staff members. Students with asthma who have rescue inhalers at school may carry and administer their inhaler on field trips if this is agreed upon by both parent and school nurse.

Non-Prescribed Medication

Tylenol and other over-the-counter medications (for students in grades 3 - 12), as listed on the Health and Emergency Form, are available in the school nurse's office for students with a written parental permission. All other non-prescription medication must be accompanied by a written order *from the physician and written parental permission*.

Life Threatening Allergies

There are a number of students at Mountain View with life-threatening allergies. If your child is in a classroom with a student with a life threatening food allergy, you will receive a letter at the start of the year about which foods need to be avoided in that classroom **during snack time only**. This allows all students to feel safe and comfortable in their classrooms. **This does not apply to food that is consumed during lunch.**

If your child has a life-threatening food allergy, we need a form from the physician telling about the allergy and the treatment necessary in case of exposure. Call the school nurse for proper forms and further information. You are also welcome to contact the school nurse to learn of the school-specific procedures used to help keep students with food allergies safe.

If you are unsure if your child's allergy is life threatening, you should talk with his/her physician as soon as possible. Please keep the school nurse updated on all information about your child's allergies.

Please refer to the East Longmeadow Student Code of Conduct for more information on health policies.

PTO

The PTO meets once per month during the school year. Days/times are posted on the school calendar and the PTO Facebook page. The PTO is a registered non-profit organization and all donations are tax deductible. 100% of all money raised goes directly back to the students and the school through the PTO.

All of the officers are available by phone and email. Contact information can be found in the student directory or on the Mountain View School website.

Recess

Students go outside each day for a 30-minute recess after lunch. Unless it is raining/snowing, or is extremely cold (20° or less, including wind chill), we are outside. Please make sure your child is dressed appropriately for the weather. **Students not dressed appropriately will stay inside.**

Report Cards

Report cards are issued three times per year. Report cards are only available via PowerSchool.

School Council

The Education Reform Act of 1993 requires that each school establish a school council to promote shared decision making within the school community. The council is composed of the principal, parents, teachers and community members. Its members assist the principal in the identification of the educational needs of the students, review of the budget and the formulation of a school improvement plan.

Security

Fire Drills: Fire drills are practiced *four times per year* as required by law and are an important safety precaution.

Lockdown Drills: Whole school lockdown drills are practiced *at least twice per year*. These drills prepare students in the event of a weather-related or safety-related emergency.

Safe Schools Policy: All exterior doors are locked during the day. Doors used by students and visitors are monitored by video cameras. Other interior sections of the building are also monitored by video cameras.

Technology

Please make certain to read and sign the Acceptable Internet Use Policy located on PowerSchool. Appropriate behavior is expected while using school technology and the Internet. Inappropriate behavior will result in loss of computer privileges.

At Mountain View, **cell phones/mobile devices/smart watches/fit bits/Gizmos are to be turned off and stay in students' backpacks throughout the day.** This includes **anything** that can connect to the Internet. Kindles/Nooks or other readers can be used for reading only.

Transportation

Carline is located on the Somers Road side of the building. Buses use the Hampden Road side.

Any change to the ordinary dismissal for your child must be sent to the office in writing. If your child is going to be picked up in car line, please specify the time, date, and who is picking up the child.

Dismissal from the office between 2:15 - 2:30 PM is discouraged unless an emergency arises.

Early dismissal from school is granted upon written parental request. Ring the front door bell and we will call your child upon arrival. If your child is ill and should be sent home, the nurse or office will notify you.

Parents should provide written notice to the school for students to walk or ride a bike to and from school, if this is not an everyday occurrence. Students who ride bikes to school should lock them in the designated racks as soon as they arrive. The school will not be responsible for bicycles left on school property both during and after school hours. Skateboards, scooters and rollerblades are not allowed on school property.

Students who ride a bus cannot get off at a bus stop other than the one to which he/she is assigned, or ride a different bus than the one that has been assigned.