Revised 10/26

Mountain View Elementary

Student Handbook

Dear Mountain View Parents,

The policies listed below are specific to Mountain View Elementary. These are not exhaustive rules/expectations but are designed to ensure all stakeholders understand the expectations for students enrolled in our school. Mountain View Elementary's policies follow the Kenai Peninsula Borough School District Board Policies, which can be found at https://kpbsd.org/board/board-policies/

MOUNTAIN VIEW VISION

At Mountain View, we strive to ensure that every student becomes a lifelong learner by fostering a welcoming community that supports all learners and inspires growth, resilience, and integrity.

MOUNTAIN VIEW MISSION

To provide all learners with a well-rounded foundation for lifelong success.

SCHOOL HOURS 8:45 AM-3:25 PM

Supervision is not provided before 8:20 am and students should not arrive at school before that time. Upon arrival, students will either go to recess or to breakfast. If a student finishes his or her breakfast before the 8:45 bell, he or she will go outside for recess. It is important that students come to school prepared for morning recess.

Students arriving after 8:20 should leave books, lunches, and backpacks outside of their classroom and go outside to play or to breakfast until the first bell at 8:45 AM. Students are tardy after 8:45 AM and are required to check in at the office.

School ends at 3:25 PM, at which time those students who are riding the bus home will be dismissed to the bus loading area. There will be a "last call for buses" announcement a few minutes after the bell rings. Parent Pick Up will begin in the parking lot at 3:15 PM. If it is necessary for your child to leave early, follow normal check out procedures at the office. Please be prompt if you are picking up your child. No supervision is provided after 3:40 PM. Buses generally depart at around 3:40 PM.

ATTENDANCE, TARDIES AND ABSENCES

The importance of good attendance cannot be stressed enough! It is crucial to student success. Please ensure that your child arrives at school every day, on time, except in cases of illness, family emergencies, and other excused absences as listed in the KPBSD Policy Manual.

Students who are late miss important academic time and disrupt classrooms and other students. Students returning after an absence must present a satisfactory explanation verifying the reason for the absence. Students are responsible for making up missed

work as directed by their teacher.

Board Policy 5113 states the importance of attendance in the Kenai Peninsula Borough School District. Students who have been absent for 10 consecutive days without contacting the school, will be unenrolled.

RELEASE OF STUDENTS

All students must remain on school grounds during school hours. Students may leave school only with permission from their parents and teacher, and approval by the office. Students must be checked in and out of school at the office. For student safety, teachers have been instructed not to release children without authorization from the office.

Students will be released only to parents and those authorized by parents as listed on their registration form. It is very important that this information remains current and updated. Please notify the school office if your information changes.

If your child has special custody or other legal arrangements of which the school should be aware, please ensure that we have a copy of such documents on file in the school office.

MESSAGES FOR STUDENTS

Routine arrangements should be made with your child prior to coming to school. All changes to your child's end-of-day routine must be made through a phone call to the office at (907)283-8600. To ensure student safety, please call the office because emails and direct messages may not be seen prior to dismissal. End of day messages for students should be limited to urgent messages resulting from an unexpected change in plans. **Please call the school prior to 2:00 p.m.** After 2:00 p.m., we are busy preparing students to go home and there may not be anyone available to answer your call or time to relay your message.

END OF DAY DISMISSAL

Mountain View has a staggered schedule for dismissal of busses, walkers, and pick-ups. Pick-up students are dismissed at 3:15 PM. For the safety of students, parents will remain in their car during pick up time and display the pick-up sign provided by the school. Students will not be released to parents who leave their car and enter the building during school-wide dismissal. In the event of an appointment or other obligation after school, it is advised that parents sign their student out at the office before dismissal procedures begin at 3:15 PM.

- Parent Pick Up begins 3:15 PM
- Bus Riders Dismissed 3:25 PM
- Buses Depart ~ 3:40 PM
- Walkers/Bikers Dismissed ~ 3:40 PM

BICYCLES/WALKERS

Bicycles can be ridden to school and parked in the bicycle racks provided. Bicycles may not be moved until the end of the school day. A lock is highly recommended. All students are expected to wear a bicycle helmet. Students will not be allowed to ride home without a helmet. For safety reasons, bike riders will be dismissed from school once car pick up has concluded for the day. Students who are in kindergarten, first, or second grade may not bike or walk alone without a parent, guardian, or older sibling.

BUILDING SECURITY

If you are visiting, please park in the front parking lot and use the front entrance, even if your child's classroom is in a portable. All parents and other community members entering the building during the school day are required to sign in and out at the office and will be issued a pass. All doors of our building will remain locked during school hours. Please use the buzz-in system to be let in to the building.

CLASSROOM VISITATION AND VISITORS

Parents are invited to visit and volunteer in classrooms; however, to create the least interruption of the learning process, such visits must be scheduled in advance with the teacher and principal.

If your child arrives late and you walk your child into school, please say your goodbyes in our lobby Hug Zone to avoid disruptions to the learning environment.

Students may not bring visitors to school unless prior arrangements have been made with the teacher and principal. All volunteers and visitors to the school must check in at the office and have an approved volunteer background check for the current school year. Volunteer background checks can be completed through the KPBSD website at kpbsd.org/volunteer.

VOLUNTEERS

Mountain View has an active volunteer program, and all parents are invited to become involved. No experience is necessary. The KPBSD requires all volunteers to register and complete a background check. This is required to volunteer in the classroom, as well as to eat lunch with your student. You can access the KPBSD's "Volunteer Screening Process" on its home page at http://www.kpbsd.k12.ak.us

STUDENT INFORMATION

It is very important that we have an up-to-date address, parent home and work phone numbers, and emergency contact information. Please provide any updates to the office.

CLOTHING, COLD WEATHER, AND OUTDOOR RECESS

Students should come to school dressed for the weather and prepared to go outside. All children go outside for recess until the chill factor temperature is negative 10 degrees Fahrenheit. Generally, any child well enough to come to school is well enough to go outside for recess. Even shortened recesses give the children a much-needed break in routine and fresh air. A child too ill to go outside should be recuperating at home. When special circumstances exist, students may be allowed to remain indoors for recess with a doctor's note. Please contact the school nurse to make arrangements.

Boots are essential for outdoor recess. A pair of shoes should be kept at school to wear inside the building, these can be your child's P.E. shoes, or another set of shoes. Sitting with boots on all day is not healthy for feet. Students should have a heavy, winter weight coat, snow pants or a snowsuit, warm hat or hood, and gloves or mittens. Contact the school nurse if you need help securing these items for your child.

SCHOOL NURSE, STUDENT HEALTH, AND MEDICATIONS

Our school is served by a nurse five days a week, from 8:45 AM to 3:25 PM. A health record for each child is kept on file in the nurse's office. All students must present proof of an up-to-date immunization record in accordance with Alaska state law. Various required health screenings are conducted throughout the school year.

Prescribed or over the counter medication you wish your child to take during school hours must be in the original container and a medication request form, available in the nurse's office, must be filled out by the parent or guardian.

To protect your child's health as well as the health of other children, keep your child at home for at least 24 hours AFTER any of the following symptoms have subsided: a temperature of 100 degrees or higher, diarrhea, vomiting, or a persistent cough.

Students should report any injury or illness immediately to the school nurse, the teacher, or the office.

EMERGENCIES

In the event of a natural disaster or emergency, Mountain View Elementary will implement its Emergency Action Plan. Please do NOT call the school as this ties up emergency lines and critical personnel. Keep your phone line open so that we can contact you. Tune to local radio stations for emergency information. Do not proceed to school to pick up your child until it is safe, and you are instructed to do so.

Be assured that a complete care plan and emergency supplies are in place at school and the staff is trained to care for students until they can be safely released to their parents. IMPORTANT! Please maintain up-to-date contact information for your child, specifically telephone/text numbers, and email addresses. The KPBSD website will post additional pertinent information if an emergency exists. Please go to

http://www.kpbsd.k12.ak.us/.

SCHOOL CLOSURES OR DELAYS

Should severe weather conditions exist, an announcement of either school closure or a two-hour delay in school opening will be made over local radio stations prior to regular bus service. Please tune to a local radio station and wait for instructions. This information will also be posted on the on the KPBSD website http://www.kpbsd.k12.ak.us/. The school district will also send out an automated call letting families know about a closure or delay. Please make sure that your contact information is up to date with the office.

INFORMATION ABOUT STUDENTS

Information about students may be released to the newspaper and other organizations (awards, honor roll, etc.). Photos and information may also be posted on our school website or Mountain View Elementary Facebook page. The photo opt out form is available on PowerSchool for parents who do not want their child's photo shared. Please advise us if you do not want your child's name released.

STUDENT TELEPHONE USE

Students are allowed to use school telephones, with teacher permission, to call home for school related purposes or for emergencies. Please help us keep student use of the phone to a minimum.

Students should make all lunch and after school arrangements PRIOR to coming to school. Students are not allowed to use the telephone for social purposes. All calls, changes to routine, or other updates should be made through the office at (907)283-8600.

NON-ACADEMIC ITEMS

To maintain a focused learning environment, we ask that parents keep non-academic items at home unless specifically requested by the teacher. Any non-academic items found outside of the backpack will be confiscated. On the first offense, the teacher will return the item at the end of the day and contact the parents. For any further offenses, the item will be sent to administration, and parents will need to pick it up

CELL PHONES

Cell phones are to be turned off and left in a student's backpack from 8:20 AM to 3:25 PM. Cell phones found in possession of a student during the school day (whether on or off) will be confiscated. On the first offense, the student may pick up the phone after school and take it home. Any additional violations will require that the phone be picked up by the parent or guardian. Only under the teacher's discretion may a cell phone be used to support teaching and learning in the classroom. The school is not responsible for the loss or damage to a cell phone.

ELECTRONIC DEVICES

Electronic devices, such as Kindles, iPads, tablets, are to be turned off and left in a student's backpack from 8:20 AM to 3:25 PM. Only under the teacher's discretion may an electronic device be used to support teaching and learning in the classroom. The school is not responsible for the loss or damage to an electronic device.

FREE AND REDUCED FEDERAL LUNCH PROGRAM/SCHOOL LUNCHES/SNACKS

We encourage all families to complete a Federal Programs/Lunch Program application. The application is available on the school district website at kpbsd.org under the students/parents tab.

All students have a lunch account, and the specified amount is deducted from their account on days that they purchase school lunch. To ensure student privacy, the lunch account procedure is identical whether students are receiving free lunch, reduced lunch, or paying full price. The computer is programmed to deduct the correct amount for each individual child.

Parents can deposit any amount they wish into their child's account throughout the school year. This can be done online or at school.

In emergency situations, the PTO provides a lunch fund for students to borrow from so they do not go hungry. If a student uses the PTO lunch fund, it is expected that the PTO will be paid for that lunch. Please send a separate check or money to reimburse the PTO. Checks should be made out to Mountain View Elementary.

Students may bring a sack lunch from home. Parents are asked to support the district wellness policy by providing nutritious, well-balanced lunches and snacks containing limited amounts of sugar and fat. No soda or energy drinks are allowed for daily school lunches and snacks. Please provide your child with the necessary utensils to eat lunch. Plastic utensils are provided for students who purchase hot lunches.

District wellness policy guidelines should be followed when providing snacks and treats for classroom parties, birthdays, etc. Contact the school office for a copy of the policy and guidelines or if you have questions.

ANIMALS AND PETS

Students may only bring animals/pets to school when it is part of a school sponsored activity. Animals will be allowed only if:

- Prior permission of the teacher has been obtained.
- Prior approval from the administrator has been obtained.
- A note has gone home to the parents stating that an animal is going to be visiting.
- No one with allergies would be adversely affected.

- The animal is healthy.
- The animal/pet is in a cage, leashed, or otherwise contained.
- The animal has a clean bill of health.

Animals may not be taken on the bus. Transportation of the animal/pet is the responsibility of the parent.

HOMEWORK

A partnership between home and school is important for your child's academic success and social emotional well-being. Please consult with your child's classroom teacher regarding the homework policy for that class to help your child have a successful year.

REPORT CARDS AND PARENT CONFERENCES

Report cards are prepared quarterly. Parent conferences are held twice each school year. Communication between parents and teachers is vital to student success. We will be happy to schedule individual conferences as needed throughout the year. Please contact your child's teacher if you have concerns or desire a meeting.

PLACEMENT OF STUDENTS

Students are placed in classes by the principal, in cooperation with teachers. Every effort is made to place each child in a class where he/she will have the greatest educational opportunity.

After school begins, room change requests are very carefully screened. Great care is taken to maintain stability and balance in all classrooms. Transfer requests from one room to another will not be considered until a conference with teachers, parents, and the principal has taken place.

WITHDRAWAL FROM SCHOOL

Parents and students should notify the teacher and school office in advance of transferring to another school.

CONDUCT AND BEHAVIOR

Discipline is an important part of maintaining a safe and respectful learning environment for all students. Our school's discipline policy is designed to promote positive behavior and help students learn from their mistakes. The following is a summary of our elementary school discipline policy:

1. Classroom Rules: Each classroom will have its own set of rules that align with the school's overall expectations for behavior. These rules will be clearly posted and

reviewed with students regularly.

2. Positive Reinforcement: We believe in promoting positive behavior by recognizing and rewarding students who exhibit positive behavior. Teachers will use positive reinforcement strategies such as praise, stickers, positive office referrals, or other rewards to encourage students to make good choices.

3. Consequences for Misbehavior: When a student breaks a rule or behaves inappropriately, the teacher will address the behavior and provide an appropriate consequence. The consequence will be determined based on the severity of the behavior and may include a verbal warning, loss of privileges, or a change in location.

4. Parent Communication: When a student's behavior becomes a concern, the teacher will communicate with the parents or guardians to discuss the situation and work together to find a solution.

5. Referral to the Principal: In cases of more serious misbehavior, the teacher may refer the student to the principal for further action. The principal will work with the teacher, parents, and student to determine the appropriate consequence and develop a plan to prevent future misbehavior.

6. Zero Tolerance Policy: Certain behaviors, such as violence, bullying, or drug use, will not be tolerated and will result in immediate consequences, including suspension or expulsion.

In addition to our elementary school's discipline policy outlined above, we also have a progressive discipline policy in place. This policy provides a framework for addressing repeated or more severe misbehavior and encourages students to take responsibility for their actions and make positive changes.

The progressive discipline policy includes the following steps:

1. First Offense: When a student commits a minor infraction, such as talking out of turn or forgetting homework, the teacher will address the behavior and provide a verbal warning or a minor consequence.

2. Second Offense: If the student commits the same or a similar infraction again, the teacher will provide a more significant consequence, such as a loss of privileges or a behavior reflection form. The teacher will also contact the student’s parent or guardian.

3. Third Offense: If the student continues to misbehave, the teacher will refer the student to the principal, who will meet with the student to discuss the behavior and develop a plan for improvement. This plan may include a behavior contract or additional consequences, such as detention or parent-teacher conferences.

4. Fourth Offense: If the student still fails to improve their behavior, the principal may recommend more significant consequences, such as in-school suspension or out-of-school suspension. The student's parents or guardians will be notified and involved in the process.

5. Severe or Repeated Offenses: For more serious or repeated offenses, such as bullying, harassment, or drug use, the school may skip some of the earlier steps in the progressive discipline policy and impose more severe consequences, such as suspension.

We believe that the progressive discipline policy allows for a fair and consistent approach to addressing misbehavior while also giving students the opportunity to learn from their mistakes and make positive changes. It is our hope that by providing a structured approach to discipline, we can help students develop the social and emotional skills they need to succeed in school and beyond.

Our goal is to provide a safe and supportive learning environment for all students. We believe that by setting clear expectations, providing positive reinforcement, and addressing misbehavior in a fair and consistent manner, we can help students develop the skills and habits needed for success both in and out of the classroom.

PARENT & COMMUNITY CODE OF CONDUCT & COMMUNICATION STANDARDS

At Mountain View Elementary, we deeply value open communication and strong partnerships with our families. We recognize that parents, legal guardians, and community members may occasionally have questions, concerns, or disagreements regarding district policies, school decisions, or staff actions.

We are committed to addressing your concerns promptly, respectfully, and constructively. To foster a positive, safe, and productive environment, we establish the following standards for resolving concerns.

Our Commitment to You

- Professional & Courteous Response: Mountain View Elementary administrators and staff are expected to respond to parental and guardian concerns in a polite, professional, and timely manner.
- Clear Resolution Processes: We provide structured pathways, including official District complaint procedures, to ensure your voice is heard and issues are addressed fairly.

Expected Conduct for Adults

To maintain a safe and orderly learning environment where teachers can effectively teach and students can safely learn, we expect all parents, legal guardians, and visitors to:

- Approach concerns and conflicts in a respectful, constructive, and appropriate manner.
- Follow established communication channels and complaint procedures.

- Model respectful behavior for our students while on school grounds or attending school events.

Unacceptable Behaviors

Our staff works dedicatedly every day in service of our students. Mountain View Elementary and the District do not tolerate behavior that disrupts the educational environment or targets staff members. The following behaviors are strictly prohibited:

- Name-calling or verbal abuse
- Defamation of character
- Threats of any kind
- Coercion or intimidation

Enforcement & Safety Measures

To ensure the safety of our school community, adults who fail to adhere to these conduct standards will be asked to immediately adjust their behavior or leave school property.

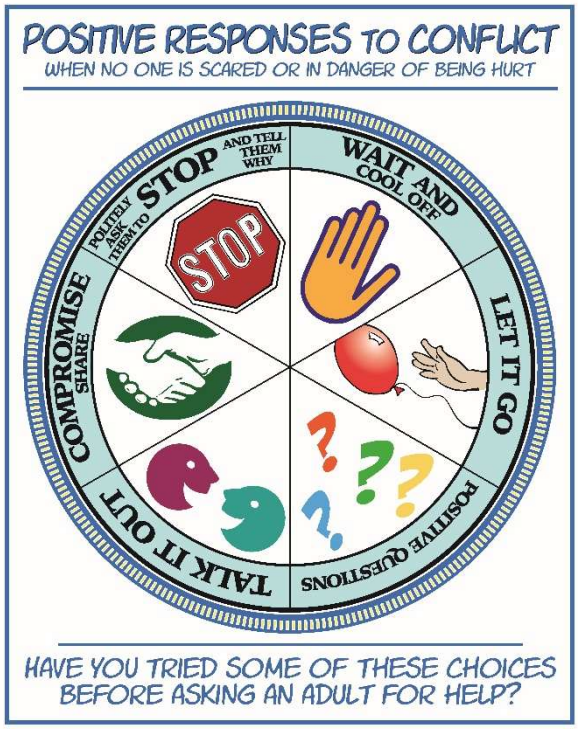
- Refusal to Comply: If an individual refuses to comply with administrative directions promptly and orderly, the Principal, Superintendent, or administrator's designee is authorized to contact local law enforcement agencies to assist with removing the individual from school grounds.
- Legal Action: Willful disruption of the school environment or illegal behavior may result in formal charges being filed with law enforcement (including, but not limited to, Disorderly Conduct under AS 11.61.110 and Harassment under AS 11.61.120).

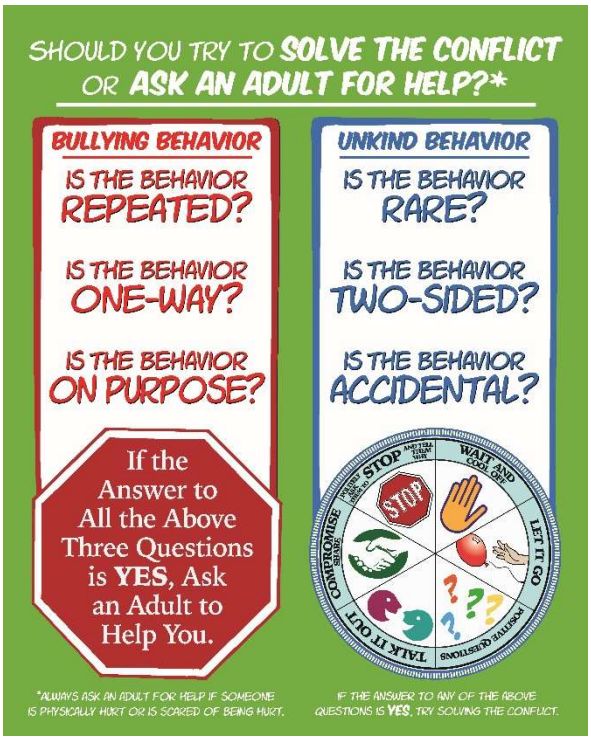
We appreciate your cooperation and partnership in maintaining a safe, civil, and welcoming environment for all Mountain View Elementary students, families, and staff.

POSITIVE RESPONSES TO CONFLICT

Conflict is a regular part of human life. At Mountain View Elementary we strongly believe that every student should have common tools and language for responding to conflict. Each year, the staff at Mountain View Elementary teach positive responses to conflict using our Conflict Wheel. These lessons are not only taught at the beginning of the year but are reinforced as the year progresses. Staff members fortify these tools each time conflict arises, and over time, students use these responses without adult assistance. Ask your child which strategy he or she has used.

We are also aware that not all conflicts can be solved by children, and some require adult assistance. Each year students are taught about bullying: how to identify it, and when to get help from an adult. Our Conflict Wheel and Bullying definition posters can be found in every classroom.





DANGEROUS OBJECTS AND WEAPONS, ALCOHOL, TOBACCO AND DRUGS

It is illegal to have weapons, alcohol, tobacco or drugs at school. Weapons or any items connected with safety, health, or unlawful acts will be confiscated. This includes but is not limited to pocketknives, firecrackers, steel marbles, matches, lighters, or water guns. Leave these at home. Threatening use of these items or pretending to have dangerous objects at school will be responded to in accordance with the Mountain View Elementary discipline policy.

Disciplinary measures in such cases will be pursuant to KPBSD policy. See the KPBSD policy manual for more information.

DISTRICT AND MOUNTAIN VIEW ELEMENTARY DRESS CODE

Research demonstrates that there is a close relationship between dress and student attitude toward school and personal conduct. Students are to dress and groom themselves neatly in clothes that are suitable for school activities and an educational, not social, setting. Clothing or accessories that tend to be costumes or draw undue attention will not be allowed.

Our elementary school policy requires students to dress appropriately for the weather to ensure their safety and comfort. During freezing temperatures, students must wear clothing that covers their legs and feet. If students are wearing short sleeves, a sweater or covering is recommended. Shorts, skirts, and sandals are not permitted in winter to protect against the cold.

The appropriateness of dress is the judgment of the teachers and administrator. T-shirts or other clothing that carry profane, drug/alcohol/tobacco related, sexually suggestive, or otherwise objectionable slogans or pictures are not permitted. Any form of dress which is considered detrimental or disruptive to the educational climate will not be allowed. The students will need to replace the offending item or go home to change if necessary. Hats and hoods are not allowed to be worn inside the building during the school day. Repeated violations of the dress code will result in consequences for insubordination. More information regarding dress code can be found in the KPBSD policy manual.

FIELD TRIPS AND PARENT DRIVERS

Teachers oversee field trips. Students are required to bring a permission slip signed by a parent or legal guardian to participate.

All adults accompanying classes on field trips must complete the KPBSD volunteer screening process and a volunteer indemnification form. In addition, drivers are required to provide a copy of their valid driver's license, insurance information (required to be in all vehicles under Alaska state law), and vehicle information. All forms are available through

your child's teacher or at the school office.

TECHNOLOGY

Mountain View utilizes computers to support education and research consistent with the educational objectives of the KPBSD. Mountain View is part of the KPBSD internet system which students may access with teacher approval and parental permission. Inappropriate use of these resources may result in cancellation of these privileges. Please contact the school office if you do not want your child to use the internet at school.

PowerSchool will provide individual student information. Students and parents are provided individualized access codes. Complete information will be provided at the beginning of each school year.

District information may be obtained by visiting http://www.kpbsd.k12.ak.us/.

PTO

Mountain View's active PTO has been very supportive and involved in many projects beneficial to our students. We encourage parents to join. Mountain View is always looking for parents and community members to share expertise with our staff and students.

SITE COUNCIL

A school based advisory team comprised of parents, teachers, support staff, a community member, and the principal meet quarterly. Meetings are open. If you have an item or concern that you would like to present, please contact any council member.

BUS TRANSPORTATION

School bus transportation is provided by First Student. Please contact the carrier regarding bus transportation (262-4900). Pets, large objects, or hazardous items are not allowed on the bus. Please note the bus rules in the Kenai Peninsula School District's Parent/Student Handbook.

Riding district provided transportation is a privilege that may be denied by school administration for a behavior that interferes with the health, safety, comfort, or well-being of others. Students who engage in behavior that disrupts the safety and well-being of others will be referred to the office by the bus driver.

- First Offense – Warning/reprimand, phone call home
- Second Offense – Reprimand, assigned seat, phone call home
- Third Offense – 3-day bus suspension, phone call home
- Fourth Offense – 5-day bus suspension, phone call home

- Fifth Offense – Bus suspension for a time determined by school administration, phone call home

In the case of a serious infraction, the rider may be denied transportation for a period of time determined by school administration regardless of the number of previous offenses.

School bus information and schedules may be obtained at the school office or by contacting the bus company at 262-4900. Bus transportation is a privilege and bus rules must be followed for the safety of all children.

If your child is riding the bus home with a friend or getting off the bus at a different stop, send a note to the office with the child's name, date, stop description, and bus number. Your child will be given a bus pass to present to the bus driver. Parents are expected to coordinate with each other to obtain this information. Students are required to get their pass before the end of the school day. We cannot delay bus departure to issue a bus pass, so be sure to communicate any changes to the office by the 2:00 deadline.

If a student does not have a written note, or the office doesn't receive a phone call from the parent/guardian before the 2:00 PM cut-off, he/she will be required to follow his/her usual procedure going home.