

**MOUNTAIN VIEW  
PARENT HANDBOOK  
2013-2014**

## **A GUIDE FOR PARENTS WITH QUESTIONS OR CONCERNS**

YOUR CHILD'S PROGRESS. Please address questions or concerns regarding your child's progress to your child's teacher. Please schedule a conference at a mutually convenient time so that the conversation may be productive.

If you are not satisfied with the results of the conference, or believe that your concern is not being addressed adequately, you may wish to schedule a conference with your school's principal.

CURRICULUM AND INSTRUCTION. Please address questions or concerns about the curriculum or instructional program in your child's classroom to your child's teacher. Again, please schedule a conference.

If you are not satisfied with the results of the conference, or if the concern is about the district curriculum, you may wish to schedule a conference with Elizabeth DeVita, Assistant Superintendent, Instructional Services (681-1200, ext. 203).

INSTRUCTIONAL AND LIBRARY MATERIALS. Please address questions or concerns about library and instructional materials to your school's principal or Elizabeth DeVita, Assistant Superintendent, Instructional Services (681-1200, ext. 203).

HARASSMENT, DISCRIMINATION, OR EMPLOYEE CONDUCT. Please address questions or concerns about harassment, discrimination, or employee conduct to your school's principal or to Donna Madrigal, Assistant Superintendent, Administrative Services (681-1200, ext. 214).

SPECIAL EDUCATION. Please address questions or concerns about special education to your school's principal or to Margaret Saleh, Director of Pupil Personnel Services (681-1200, ext. 220).

FACILITIES, SAFETY, OR TRANSPORTATION. Please address questions or concerns regarding school facilities, safety or transportation to your school's principal or Donna Madrigal, Assistant Superintendent, Administrative Services (681-1200, ext. 214).

Specific further procedures regarding informal and formal complaints about student matters, instructional matters and materials, school personnel, or special education are contained in the following Board Policies. Copies of these are available in school offices and in the district office.

6300 - Complaint Procedures

3900 - Harassment

5100 - General Tenets of Instruction

6400 - Selection of Books and Instructional Materials for Classrooms and Libraries

6250 - Parent/Guardian Involvement.

## FROM THE PRINCIPAL . . .

The staff of Mountain View School is delighted to welcome you to the 2012-2013 school year. We look forward to developing a collaborative relationship with you in order to provide our students with exciting, challenging, and productive academic experiences.

This handbook contains a great deal of information. Please take the time to read it and share the contents with your children. It provides a handy quick reference regarding **policies** and **procedures** at Mountain View School.

I look forward to an excellent year with your children and the staff of Mountain View School.

Sincerely,

Ned Schoenwetter  
Principal

# SCHOOL CALENDAR 2012 - 2013

## *PTA Calendar 2013-2014*

### **August**

Monday, 5	School Office Open
Wednesday, 21	Viewpoints Article Due
Friday, 23	Teachers Luncheon at 11:45 AM
Monday, 26	First Day of School/ Welcome Coffee at 8:15AM
Wednesday, 28	Final PTA Budget Meeting at 8:30AM

### **September**

Monday, 2	Labor Day - NO SCHOOL
Wednesday, 4	PTA Executive Board Meeting at 8:30AM
Friday, 6	PTA Membership Drive Begins
Wednesday, 11	School Site Council Meeting at 3 PM
Thursday, 12	Back to School Night
Friday, 13	MAGIC Drive Begins
Sunday, 15	<i>Goleta 4-mile Fun Run at 8:30 AM.</i>
Wednesday, 18	Viewpoints Articles Due
Monday, 23	Back to School Picnic at 5 PM
Monday, 23	PTA General Meeting at 7 PM
Sunday, 29	UCSB Soccer vs. Loyola Marymount

### **October**

Wednesday, 9	Bike/Walk to School Day
Wednesday, 9	PTA Executive Board Meeting at 8:30 AM
Thursday, 10	Farmers Market
Tuesday, 15	Family Science Night
Wednesday, 23	Staff Appreciation
Monday, 21	Red Ribbon Week Begins
Wednesday, 23	Viewpoints Articles Due
Thursday, 24 (?)	Chaucer's Book Fair 7-9 PM

### **November**

Monday, 4	Kids Helping Kids CASA Holiday Drive, (ends Nov. 15th)
Wednesday, 6	Executive Board Meeting at 8:30 AM
Thursday, 7	Farmers Market
Monday, 11	Veteran's Day - NO SCHOOL
Wednesday, 13	PTA General Meeting at 8:30 AM
Monday, 18 – Tue, 26	Fall Conferences – ½ school day
Wednesday, 20	Staff Appreciation
Wednesday, 20	Viewpoints Articles Due
Wed-Thurs-Fri, 27-29	Thanksgiving Holiday – NO SCHOOL
TBA	Ability Awareness Day

## **December**

(No Executive Board or General PTA Meetings to be held this month)

Thursday, 5 Farmers Market  
Wednesday, 11 School Site Council Meeting at 3 PM  
Mon, 23 – Mon, Jan 6 Begin WINTER BREAK / CLASSES RESUME January 6

## **January**

Monday, 6 School Back in Session  
Wednesday, 8 PTA Executive Board Meeting 8:30AM  
Thursday, 9 Farmers Market  
Monday, 13 PTA Nominating Meeting at 6 PM  
Wednesday, 15 School Site Council Meeting at 3 PM  
Wednesday, 15 Staff Appreciation  
Friday, 17 Move-a-thon Pep Rally 1PM  
Monday, 20 Martin Luther King Day – NO SCHOOL  
Wednesday, 22 Viewpoints Articles Due  
Friday, 31 MOVE-A-THON!

## **February**

Wednesday, 5 PTA Executive Board Meeting 8:30AM  
Thursday, 6 Farmers Market  
Fri-Mon, 14-17 Presidents' Weekend – NO SCHOOL  
Wednesday, 19 Viewpoints Articles Due  
Wednesday, 19 Staff Appreciation  
Monday, 24 Kindergarten Registration at 7 PM

## **March**

Wednesday, 5 PTA Executive Meeting 8:30AM  
Thursday, 6 Farmers Market  
Mon, 10 – Thurs, 11 Student Led Conferences  
Wednesday, 12 PTA General Meeting, 8:30am  
Friday, 14 Honorary Service Awards at 11:45AM  
Wednesday, 19 Viewpoints Articles Due  
Wednesday, 19 School Site Council Meeting at 3 PM  
Mon, 24 – Fri, 28 Spring Break - NO SCHOOL  
Monday, 31 School Back in Session

## **April**

Wednesday, 2 PTA Executive Meeting at 8:30AM  
Thursday, 3 Farmers Market  
Thursday, 10 Open House/ Art Show/ Ice Cream Social 6:45-8:15 PM  
Wednesday, 16 Viewpoints Articles Due  
Wednesday, 16 Staff Appreciation  
TBA Camino Real Marketplace Family Night  
Mon 21, Tues 22 Kindergarten Screening  
Mon 28-May 9 STAR TESTING

## May

Thursday, 1	Farmers Market
Wednesday, 7	Day of the Teacher (Staff Appreciation for entire staff)
TBA	Bike to School Day
Friday, 9	CARNIVAL 3-6
TBA	Career Day
Wednesday, 14	Final PTA Executive Board Meeting 8:30 AM
Wednesday, 14	School Site Council Meeting at 3 PM
Wednesday, 21	Viewpoints Articles Due
Monday, 26	Memorial Day - NO SCHOOL
TBA	Scholastic Book Fair in Library

## June

Tuesday, 3	6 <sup>th</sup> Grade Graduation 5:30 PM
Thursday, 5	Last Day of School/ FIELD DAY
Wednesday, 11	Calendar Meeting for 2014-2015
Wednesday, 11	First PTA Budget Meeting for 2014/15 at 8:30AM

## MOUNTAIN VIEW TRAFFIC SAFETY

### **Parking Lot and Drop-Off Zone:**

- Park only in designated spaces.
- During school hours, **the curb adjacent to the school is for drop-offs and pick-ups ONLY**, with traffic moving parallel along the curb.
- Drivers may not leave their vehicles in the drop-off zone.
- Exit the drop-off zone as soon as possible after dropping off/picking up your child(ren).
- **DO NOT** pull into the parking lot and **double park** parallel to the cars in the drop-off zone to either drop off a child or wait for a space along the curb. This creates dangerous congestion by blocking cars trying to exit the drop-off zone and those trying to enter the lot to park.
- Watch for and yield to all pedestrians in the parking lot.

### **Crosswalk and Crossing Guard:**

A District-provided **crossing guard is stationed** in the mornings and afternoons **at the intersection of Queen Ann Lane and Crown Avenue**. To maximize safety for pedestrians and vehicles, please do not cross Queen Ann Lane in any other crosswalk (e.g. at Windsor Ct.).

**Drivers:** please watch carefully for the crossing guard and wait for the “all clear” signal to proceed through the crosswalk.

***PLEASE WATCH FOR CHILDREN AND  
DRIVE SLOWLY ON QUEEN ANN LANE!***

## ATTENDANCE POLICIES

Regular attendance and punctuality is expected of all students.

**ABSENCES:** When your child is absent from school, you must notify us with the specific reason. Please call the school between 4:00 p.m. and 9:30 a.m. to report your child's absence and leave the following information:

- your child's name
- reason for absence
- teacher' name
- your name and relationship to the child

If this does not occur, we will call you in order to verify the absence and be sure that your child is safe.

The school receives funds only for students who attend school or who complete Independent Study Agreements in their absence.

**ABSENCE DUE TO A FAMILY TRIP.** Students who need to be away from school for a family trip for 5 day or more may receive credit for school attendance by establishing an **Independent Study Agreement (ISA)** with their teacher. The teacher makes specific assignments to be completed during the student's absence from school and upon its completion, the student receives credit for school attendance.

- SAMPLES OF STUDENT'S WORK ARE REQUIRED TO BE TURNED INTO THE OFFICE WITH A COPY OF THE INDEPENDENT STUDY AGREEMENT TO PROVIDE DOCUMENTATION FOR THE STATE.
- THE ASSIGNED WORK AND INDEPENDENT STUDY AGREEMENT DOCUMENT MUST BE RETURNED ON THE STUDENT'S FIRST DAY BACK AT SCHOOL.

If you plan a trip during school time, **please contact your child's teacher at least one week in advance so there will be sufficient time for the teacher to make a complete lesson plan for the Independent Study Agreement.**

**TARDINESS.** Punctual attendance is necessary for all school programs. **Students should arrive before the first bell rings at 8:13 a.m. The tardy bell rings at 8:15 a.m.** Students who are late must report to the Office Manager who will record the tardiness. Our report cards reflect tardiness and absence for each marking period. Excessive or chronic tardiness will be reported to parents and students may be asked to make up the instructional time that they have missed. **If you know your child will be late, please send a note with your child.**

**PERMISSION TO LEAVE CAMPUS DURING SCHOOL HOURS.** If you need to have your child excused during the school day, please send a note to your child's teacher. Your child will be dismissed and meet you at the office, thus avoiding disruption of the class. **Students returning to school on the same day must check into the office before returning to class.**

Students must remain on campus from the time they arrive at school until dismissal time unless the above arrangements are made.

**ILLNESS AT SCHOOL.** Should your child become ill at school and need to go home, you will be notified by the office personnel. If we are unable to reach you, the person designated on your emergency card will be contacted.

## LUNCH

Hot lunch, including milk, is available daily for \$3.00. Milk may be purchased separately for \$.25. Free and reduced price lunches are available to those who qualify. Applications are available in the school office.

**LUNCH TICKETS.** Lunch tickets are sold in the multi-purpose room from 7:45-8:30 a.m. on the first day of the week **ONLY**. Tickets may be purchased for \$15.00 for the week, and a maximum of 2 weeks per child may be purchased in advance. Tickets are maintained by the lunchroom clerk on a computer, and may be used at any time. **Parents are encouraged to purchase tickets rather than send cash each day to prevent lost or forgotten money.**

**LUNCH COUNT.** Lunch count is taken each day for the current and following day's lunches so that the District's central kitchen can prepare the proper number of meals. Your child needs to know one day in advance if (s)he wants to buy lunch. For your convenience and planning, a lunch menu is distributed each month in your child's Friday folder.

<b>PLEASE HELP US KEEP OUR LUNCH COUNT ACCURATE</b>
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**THOSE WHO FORGET.** Students who forget lunch or lunch money may call a parent to obtain money or lunch. **The school office will not loan money for lunch!**

This year the cafeteria will allow a child a school lunch if one can't be obtained from their parent(s); however, they must pay the lunch clerk \$2.50 the following day.

**\*\*Please note that this service is available only if any previous loans have been paid.**

### **FOOD & DRINK DO'S AND DON'TS**

**Parents please help us to enforce the following rules:**

**\*Glass - Please do not send food or drinks in glass.**

**\*Candy, Soda and gum are not allowed on campus.**

**See Attachment A (at the end of this handbook) for the Goleta Union Wellness Policy.**



**LUNCH PERMIT.** If your child is to go home regularly for lunch, please send a note stating this to the office. The note is good for the entire school year. The child **must** check in at the office before leaving and upon returning. If your child is to go home only on an occasional basis, please send a note each time.

**TAKE YOUR CHILD TO LUNCH.** You are invited to join your child for lunch in our cafeteria or in the outdoor eating area. Please call the school office manager the day before to order lunch.

**SNACKS.** Students are requested to bring a nutritious snack to eat at that time.

## **MESSAGES**

The office is happy to relay necessary messages for parents and students. However, in order to minimize phone use, we ask that you make pick-up and after school arrangements with your child prior to school. Your assistance is very much appreciated.

**PARENT MESSAGES TO STUDENTS.** Messages for students are placed in teachers' boxes for pick-up when the teachers are free during the morning and noon recesses. Thus, to insure that your child receives a message, you should call prior to 11:30 a.m. The office is always more than willing to see that students receive messages of an emergency nature at any time.

**PHONE USE BY STUDENTS.** School phones are needed for official use. Students are allowed to use the office telephone for **EMERGENCIES**. Please be sure that your child understands that the phone should not be used for making after school play arrangements.

## **STUDENT PLACEMENT POLICY**

The staff has the professional responsibility to look carefully at each child during the placement process and to make decisions regarding placement for the following year.

**We set up heterogeneous classes that are balanced in terms of:**

- special learning needs
- social and emotional leadership
- academic achievement
- ethnic composition
- behavioral needs
- athletic ability
- gender
- any other factor which affects group cohesiveness

**PROCESS.** In late May the current teachers meet with the principal. We discuss each child's strengths and weaknesses, make placements, and balance classes according to the criteria above. This is a careful, difficult and lengthy process. Our top priority in student placement is to ensure a balanced classroom environment with respect to the learning needs of all the students. Your child's teacher will be well acquainted with his/her academic and social needs. However, if you feel it may be helpful, you may write a letter to the principal describing your child's learning style or special needs.

**CLASSROOM VISITS DURING THE SPRING.** If you are interested in visiting classrooms in the next grade, please make an appointment with the office manager for a visit during April.

**POSTING OF CLASSES.** Class lists are posted three days prior to the first day of school.

## **TESTING PROGRAM**

**ACHIEVEMENT TESTS.** Students in second through sixth grades take the STAR test in the spring. The test is designed to measure students' progress in reading, mathematics, and language. You will receive the results the end of the summer break.

As part of the STAR test, students in the fourth grade are tested in writing and students in the fifth grade are tested in science.

**PHYSICAL PERFORMANCE TEST.** Fifth graders take a State Physical Performance Test in the spring.

## **STUDENT HEALTH**

In order to decrease exposure to illness and to promote a healthier classroom environment, please review the following guidelines.

Use common sense:

- Don't send your child to school with an illness that could spread.
- Don't send your child if he/she would be miserable all day or would distract the other children.
- Have "just in case" care arrangements for your child in the event you are unable to stay home with a sick child.

Keep your child at home if he/she:

- Has a temperature of 100°F or more. Your child should remain at home in bed for the day and should be FEVER FREE FOR 24 HOURS before returning to school. Many children will have no fever in the morning, only to have it return later in the day.
- Has been diagnosed with a strep infection. Your child should be on antibiotics for 24 hours before returning the school.
- Has a sore throat, especially with fever or swollen glands in the neck.
- Has vomited during the night and into the morning.
- Has a persistent cough, chest congestion, or discolored nasal discharge.
- Has persistent diarrhea during the night and into the morning.
- Has a red eye with thick purulent drainage or discharge that has crusted over during sleep. Your child may return to school after the eye is clear, or 24 hours after starting medical treatment, or with written permission from the doctor.

- Has a body rash that you cannot identify, or that is accompanied by a fever.
- Has head lice. Treat with lice removal products and remove all nits before returning to school. Child must be examined by health office personnel upon return.

Please call the Health Office (ext. 113) if you have any questions.

**HOME TEACHING.** If your child needs to miss school for a period of two or more weeks because of injury or illness, please call the nurse to look into your child's eligibility for home teaching.

**EMERGENCY CARD**  
**The school must have a current  
 emergency card for each student.**

Please notify the school office manager of any changes in address, home, work, and emergency telephone numbers.

**In the event of an emergency or illness at school, it is essential that we are able to reach you quickly.**

**PLEASE KEEP YOUR EMERGENCY CARD UP TO DATE.**

### **MEDICATION AT SCHOOL**

If your child needs to take any medication (prescription or non-prescription) at school, please observe the following procedures

1. If a child must take medication at school, a medication consent form (available in the office) must be completed by the physician and the parent.
2. Bring the medication in the **original container** to the office with your signed permission and specific instructions for administration.
3. All medication must be kept in the school office and administered by school personnel.
4. Children may not carry **any** medication on their person. This also includes “over the counter” nonprescription medications such as aspirin, vitamins, cough drops, nose drops, etc.
5. Please see the Health office staff for the consent form if your child needs to keep emergency medication “with them” (i.e., asthma inhaler or EpiPen.)

These rules apply to **ALL** medication for all students.

**IMMUNIZATIONS.** Law requires certain immunizations before a child may attend school. The nurse will notify you if your child’s immunizations are incomplete.

### **SCHOOL GUIDELINES**

## ***District Program:*** **Character Counts**

Character Counts is a character education program approved by the Board of Trustees for use in Kindergarten through Grade 6. This program is part of a broader community effort to provide character education to children. Character Counts is currently implemented in 23 elementary schools in the Santa Barbara, Carpinteria, Hope, and Santa Ynez School Districts. Research studies have shown that the program effectively increases the level of positive behaviors among elementary school students.

Character Counts teaches six core values:

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

These concepts will be discussed to help students understand the relationship of good character to constructive behavior and academic achievement in school. Teachers teach these core values as they explain classroom rules and procedures at the beginning of the school year. In addition, teachers will reinforce one of the core values during each of the first sixth months of the school year. School and classroom newsletters will keep parents informed of the core value being taught each month.

Our schools implement the Character Counts program in the belief that the future well-being of our nation requires involved and caring citizens. In order to achieve this goal, young people benefit from explicit instruction in core ethical values. We see our efforts as part of a shared responsibility among families, communities, and schools to give young people a common understanding of the fundamental pillars of good character development.

If you should have questions about the Character Counts program, please contact the school office.

## **DISCIPLINE**

### **SAFETY•RESPONSIBILITY•COOPERATION**

We expect our students to be polite and cooperative, to play safely, and to attend seriously to their school work.

Our goals in discipline are to establish safe, comfortable and productive classroom and school climates, and to enable and encourage students to develop responsibility, good self-concept, independence and self-reliance.

All of our school personnel will make every effort to discipline in a positive, consistent manner and to use logical consequences for students' behavior. Students with chronic or serious misbehavior will be referred to the principal.

Specific rules and standards are explained to all students at the beginning of the school year. Each classroom teacher also explains his/her particular rules and expectations to the students.

**Consequences of Misbehavior Include:**

- warning (name on board, verbal comment, etc.)
- removal from activity or from classroom
- loss of appropriate privileges
- referral to principal
- restitution of property
- telephone call to parents
- suspension from school

We will involve parents in the discipline process whenever necessary by means of a phone call, a note, or a discipline referral from the principal.

**PLEASE TAKE THE TIME TO REVIEW THE FOLLOWING RULES AND  
EXPECTATIONS  
WITH YOUR CHILD.**

**CAPSULIZED GENERAL SCHOOL RULES**

Every student should know these 9 basic rules:

1. All students will show courtesy and respect for all children and adults.
2. All students will follow directions.
3. All students will keep their hands, feet, and objects to themselves.
4. All students will follow lunchroom and lunch grass rules.
5. All students will follow playground rules and authority of playground supervisors.
6. All students will refrain from name calling, teasing, bullying, threatening, and swearing.
7. All students will refrain from taking or damaging the property of others or the school.
8. All students will stay on campus unless given permission by the principal or designee to leave.
9. All students will follow bicycle rules and refrain from using skateboards at all times.

**(Rollerblading, skating, and bicycle use is allowed after 3:30 p.m. on the blacktop areas only. Skateboarding is not allowed.)**

## PLAYGROUND RULES

1. Use the asphalt playground and the big field at recess and noon. Stay out of the patios and halls.
2. **DO NOT PLAY IN THE BATHROOMS. KEEP THEM CLEAN.**
3. Use the playground equipment as it is meant to be used.
4. Thirty swings (front/back count one) is a turn on the swings. No count backs.
5. Play games that are safe and show concern for others. Rough play such as wrestling, tackling, pushing, tripping, piling on, etc. are not permitted.
6. **Go around games in progress.**
7. Bounce balls against the handball walls. Bouncing the ball against building walls is not permitted.
8. No fronts, backs or holding places in line. If you leave, you lose your place.
9. Play games by the rules. Play fair and be a good sport. If there are lots of ways to play a game, agree on the rules before the game starts. **The first person in line is the judge and, if s/he does not see a play it is taken over.**
10. Allow everyone to play a game. Close a game only when an appropriate number of players are participating; for example, five on a basketball team.
11. Once a game has been started, it cannot be stopped unless the bell rings or everyone agrees.
12. Return all balls, ropes, etc. to the appropriate place.
13. **Respect the homes that border our playground. Do not climb over the fences to get balls for any reason.** The balls will be returned later.
14. Solve as many problems as you can by yourself. If someone is bothering you, tell him/her quietly and directly that you would like him/her to stop.

**USE COMMON SENSE AND SAFETY CONSIDERATIONS. IF NO RULE APPLIES, MAKE WISE CHOICES.**

## LUNCH RULES:

1. The good manners you use at home are the same manners you should use at school.
2. Be respectful and courteous and follow the directions of the noon supervisors and cafeteria supervisors.
3. Walk to and from lunch. Remember to line up for hot lunch in alphabetical order by classroom.
4. Quiet conversation is enjoyable during lunch; shouting is not acceptable.
5. Pick up your papers and trash.
6. Empty trays into the trash can, put silverware in the container and stack your tray neatly in the kitchen window.

**BICYCLE RULES:**

1. Students must dismount when they reach the school grounds and proceed directly to the bike racks.
2. Students must lock their bicycles.
3. Students must walk their bicycles from the racks to the street.
4. The bicycle racks are strictly off-limits except for arrivals and departures.
5. Students are expected to adhere to the bicycle rules and regulations specified in the Vehicle Code of the State of California.
6. Bicycle riding in the hallways, patios, or parking lots is dangerous and strictly forbidden.
7. The school does not assume responsibility for bicycle theft or damage.

**CONSEQUENCES. Students who choose not to follow school rules will be disciplined. This might include benching, school clean up, loss of a school activity or recess, and a call to parents. There will be suspension for a serious infraction. For further clarification or infractions leading to suspension, please refer to the guidelines in the district packet distributed to parents the first week of school or upon enrollment.**

<p><b>PLEASE BE SURE THAT YOUR CHILDREN KNOW AND UNDERSTAND THESE RULES.</b></p>
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Good communication between parents and school personnel is very important to all of us because it usually results in more positive experiences for your children.

**VISITS.** You are always welcome at Mountain View School. We encourage you to be involved in your child's education. **Please call to arrange a visit and check in at the office before visiting a classroom or the playground.** We need to know the identity of all adults on campus for the safety of our students. This year we will be using a sign-in sheet for visitors. It will be located on the front office counter.

**CONFERENCES.** A conference with your child's teacher will be scheduled during the two weeks preceding Thanksgiving Recess when the first report cards are due. Additionally, a teacher **may** schedule a conference in March prior to the spring report card or at any time the need arises.

If you wish to schedule a conference with your child's teacher, please send a note to him/her or call the school office to request an appointment.

The entire staff is available for phone or personal conferences. Communication can also be made through notes.

**PARENT CONCERNS.** If you have a concern with your child's teacher or with the classroom program, arrange for a conference with the **teacher**. If the problem cannot be resolved, a conference with the principal can be arranged. Contact the principal with all other school concerns.

**REPORT CARDS.** Report cards are issued three times a year - November, March and June.

**FRIDAY FOLDERS.** Every Friday you will receive a folder which contains your child's work, notes from the teacher and other school communications. Please review the contents with your child, empty the folder, enclose any comments or questions you may have, and have your child return the folder by the due date set by the classroom teacher (usually Tuesday).

**NEWSLETTER.** We publish a monthly newsletter, *Viewpoints*, to keep you informed and involved. The newsletter includes a calendar of school and district activities, school and classroom news and articles of current interest.

**READER BOARD.** Dates and times of upcoming school events are posted on the reader board which is located in front of the office complex.

## **PARENT INVOLVEMENT**

**CLASSROOM VOLUNTEERS.** Parents are invited to take an active role at Mountain View. In many of our classrooms PARENTS work directly with students and prepare materials for instruction. **Please check in at the office and pick up a volunteer badge while you are on the campus.** Other opportunities for participation in the school are:



**PARENT-TEACHER ASSOCIATION.** The PTA coordinates parent-school activities, volunteer programs, and fundraising and financial support for school projects. It provides a means for parents to be involved in the school's programs and to enhance the students' education. All Mountain View parents are invited to attend PTA Board meetings; dates and times are announced in the PTA newsletter.

The PTA president for 2013-2014 is Alexa Avila.

**SCHOOL SITE COUNCIL.** Mountain View receives School Improvement funds from the state. The School Site Council, consisting of elected parents, staff members, a PTA and DAC representative and the Principal, makes decisions regarding the use of these funds and assists in the development and implementation of the School Improvement Plan. The Council may also advise the faculty and principal on other matters. The Council meets regularly once a month on Wednesdays at 3:00 p.m., September through May. Meetings are announced in the *Viewpoints* and are open to the public. Please join us.

## STUDENT SAFETY

### **RELEASE OF STUDENTS TO PERSONS OTHER THAN PARENTS/GUARDIANS.**

Students will be released only to a parent or guardian and to those whose names appear on the emergency card unless there is a note signed by the parent/guardian stating otherwise. In cases where child custody has been given to one parent, a copy of the custody order **must** be on file in the office.

**UNEXPLAINED ABSENCE FROM SCHOOL.** If your child does not appear at school, and you have not informed us of his/her absence you will be called to insure your child's safety.

**PLAYGROUND SUPERVISION.** The playground is supervised from 7:30-3:30. For his/her safety, your child should not arrive at school before 7:30 a.m.

**INSURANCE.** Despite all precautions, playground and classroom accidents do happen. A student accident insurance plan is available for a reasonable fee. The plan is offered by a private insurance company.

**FIELD TRIPS.** Parents are asked to check the Field Trip permission square found on your child's Emergency Card in the packet of information given out during the first week of school. No further permits are necessary when school buses, private vehicles, or public carriers are used. Teachers will advise parents when private cars are to be used for field trips.

**DRESS STANDARDS.** We expect our students to wear comfortable, clean and appropriate school clothing. Headphones or radios, tape recorders, and CD players are not allowed at school.

We require shoes or sandals with straps. Thongs and clogs are not permitted for safety reasons and because of playground and physical education requirements.

**COMMUNITY USE OF THE PLAYGROUND.** Our playground is used by community groups and individuals after school and on the weekends. Broken glass and other dangerous debris is a serious hazard to our students. If you are present while littering or vandalism is taking place, we hope you can take action to prevent it or report it to the proper authorities.

**SKATEBOARDS.** Students that ride skateboards to school must store them in the office upon arrival. Skateboarding on school grounds is not allowed at any time.

**ALARM SYSTEM.** Several areas of the school are protected by an alarm system. If you are near the campus and hear the alarm for more than just a few seconds, please call the Sheriff's Department (681-4100).

**MOTOR VEHICLES.** It is against the law to ride motor vehicles of all types on school grounds. Violations of this law will be reported to the sheriff.

**ANIMALS ON CAMPUS.** Please be sure dogs are secure at home. For safety reasons, animals are not permitted on school grounds and if we cannot locate the owner quickly, we will call Animal Control agencies. Children's pets may be brought for demonstration only with the written permission of the teacher. **Requests MUST be cleared by the office.**

**DISASTER PLAN.** Our primary concern during a disaster is the safety of the students. Students participate in fire and earthquake drills that are held on alternate months. The children are taught the proper procedures for taking cover, orderly evacuation of the building and other safety precautions.

Mountain View has an emergency plan that is revised and reviewed with the staff each year. It covers such contingencies as bomb threats, explosions, earthquakes and other disasters.

**Mountain View students will remain at school in times of emergency.** Emergency food and water are stored on site. We would relocate the children to a safer facility only if the school itself becomes hazardous for them.

In the event of a disaster, Mountain View will maintain battery-operated radio contact with the GUSD office. The District office will in turn notify local radio stations of school closure, relocation of students or other relevant information. **Parents should get their news from these sources rather than calling the school or District offices,** since telephone lines should be kept clear during any emergency.

<p><b>IN THE EVENT OF AN EMERGENCY OR DISASTER, STUDENTS WILL BE KEPT AT SCHOOL UNTIL PICKED UP BY A PARENT OR PERSONS DESIGNATED ON EMERGENCY CARD.</b></p>
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**Families should discuss their own plans for dealing with emergencies occurring during school hours or at any time.** The phone directory has excellent information regarding emergency first aid and preparedness in its White Pages.

## **SPECIAL PROGRAMS AND SERVICES**

**INSTRUCTIONAL SPECIALISTS.** Students may receive direct instruction from qualified specialists in the following areas: Art, Music, Computer, Science, Library and Physical Education.

### **REFERRAL OF CHILDREN TO INDIVIDUALIZED EDUCATIONAL PROGRAM.**

#### **Student Success Team**

**I.E.P. Team:** Principal, Psychologist Classroom Teacher, Resource Specialist, Speech Therapist and Nurse.

Children who experience unusual emotional or academic difficulties in school should be referred to the school's Student Success and I.E.P. Team. A parent or any school staff member may make the referral.

After a referral is made and parents' written permission is obtained, the team will assess the child's educational needs using a variety of tests and observations.

The team then meets with the parents to consider all the information and determine methods of meeting the child's special needs. Possible recommendations include modification of classroom instruction, extra help by the Resource Specialist, Counseling, Speech and Language Therapy, special class placement, or combinations of these and other special services.

Throughout the process, we keep parents informed, totally involved, and we secure their permission for all steps.

**NURSE.** Our School Nurse performs health assessments, vision and hearing screening, health instruction, first aid and counseling for health problems. She is available to help teachers with nutrition, health instruction, and counseling for health problems. She is on campus one day per week.

**PSYCHOLOGIST.** Our part-time Psychologist performs psychological testing, counseling for students, and consultations with school staff members and parents. The Psychologist is an essential member of the School Child Study/I.E.P. Team.

**READING SPECIALISTS.** Our Reading Specialist works on preventing potential reading disabilities and on correcting actual reading weaknesses. The specialist works directly with students and teachers in grades K-3.

**RESOURCE SPECIALIST.** Our full-time Resource Specialist provides direct small group or individual instruction to students who have identified remedial or special needs. An Instructional Aide assists with the program.

**SPEECH AND LANGUAGE SPECIALISTS.** Our full-time Speech and Language Specialist provides direct small group or individual instruction to correct speech and language difficulties. The specialist screens all children in kindergarten to second grade, children new to our district, and children referred to him.

**LIBRARY.** Our Library has a rich collection of books, laser discs, compact discs, videos, and cassettes. **Our program has been enriched by our library specialist, Sylvia Kautz.** All students participate in our library program as a class. In addition, children are free to go to the library at many times during the day.

## **ADDITIONAL INFORMATION**

**ACCESS TO STUDENT RECORDS.** Cumulative records are kept for all students throughout their public school career (grade K-12). Each child's record includes:

- the parent's name, address, and phone number
- enrollment forms
- health records
- report cards
- standardized test results
- chronology of classes and school pictures
- special services file (where applicable)
- court orders (where applicable)
- access log

Only designated persons (staff) and governmental agencies have access to these cumulative records. Parents have the right to review their child's records. The principal will help in interpreting the contents. These records are organized alphabetically by grade level and kept in a securely locked location.

**CHILD CARE.** Several local agencies provide after-school day care with transportation from Mountain View to their facility.

Boys and Girls Club	967-1612
Girls Inc.	967-0319
Rainbow School	964-4511
UCSB Afterschool Program	893-8487
YMCA Afterschool Program	687-7727

**RAINY DAY PLANS.** We hope you will help us have smooth dismissals on rainy days by planning ahead with your child. Please tell your child exactly what to do when (s)he gets out of school on a rainy day, (e.g., walk home, wait for Mom or Dad in front of the school, walk to a friend's house, get a ride with Mrs. Jones, etc.).

**In your list of alternatives, please do not include using the school phone to call home.**

Please remind your child to be particularly careful in the parking lot and at crosswalks on rainy days because of increased traffic.

**PARTY INVITATIONS.** In order to spare the feelings of those children not invited, please **do not** have your child distribute party invitations at school.

**IN SUMMARY: DO NOT BRING PARTY INVITATIONS TO SCHOOL.**

**BIRTHDAY TREATS.** If you wish to bring a treat for the entire class on your child's birthday, please make arrangements with your child's teacher well in advance. We encourage donating a book to the school library in you child's name instead of cupcakes or treats.

**LOST AND FOUND.** The lost and found for clothing is located on the rolling clothes rack in the Multipurpose Room. Small valuable articles are kept in the office.

Unclaimed items are put on display during November and March conferences, two days before winter and spring recesses, and during the last week of school. Unclaimed clothing is given to a charitable cause. **PUTTING YOUR CHILD'S NAME ON CLOTHING, BOOKS, AND BACKPACKS HELPS INSURE THEIR RETURN.**

**SCHOOL PICTURES.** A commercial photographer takes individual student photos. The specific information regarding package contents and price will be sent home in the Friday folder. This is a commercial enterprise and not the responsibility of the school.

We will also offer a specialty portrait in the **spring** as a **school fundraiser**. Last year's portraits were beautiful and made wonderful gifts for Mother's and Father's Days.

## **GOLETA UNION SCHOOL DISTRICT**

Superintendent: William Banning, 681-1200, ext. 201

Assistant Superintendent, Instructional Services:  
Elizabeth DeVita, 681-1200, ext. 203

Assistant Superintendent, Administrative Services:  
Donna Madrigal, 681-1200, ext. 214

Assistant Superintendent, Pupil Personnel and Special Services:  
Margaret Saleh, 681-1200, ext.220

Assistant Superintendent, Fiscal Services:  
Ralph Pachter, 681-1200, ext. 105

### **BOARD OF TRUSTEES**

President: Valerie Kushnerov  
968-8229

Vice-President: Pam Kinsley  
968-7628

Clerk: Richard Mayer  
964-5936

Member: Susan Epstein  
683-5144

Yvonne DeGraw

Board Meeting: 1st and 3rd Wednesdays of each month, 7:30 p.m. 401 N. Fairview Ave., Goleta

## **STUDENT WELLNESS**

The Goleta Union School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish connections between health education and school meal programs.

### **Regulations/Procedures**

The Superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his or her school and will report on the school's compliance to the school district Superintendent or designee.

The Superintendent or designee shall recommend for Governing Board approval specific quality indicators that will be used to measure the implementation of the policy district wide and at each district school. These measures shall include, but not be limited to, an analysis of the nutritional content of meals served; student participation rates in school meal programs; any sales of non-nutritious foods and beverages in fundraisers or other venues outside the district's meal programs; and feedback from food service personnel, school administrators, school nurses, District Wellness Committee, parents or guardians, students, teachers of physical education, Board members, and members of the public.

To review policy compliance, assess progress, and determine areas in need of improvement, the Superintendent or designee shall report to the Board at least every two years on the implementation of this policy, including a comparison of the District's policy with model wellness policies, and any other Board policies related to nutrition and physical activity. The District, and individual schools within the District, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

### **Nutrition Education**

Goleta Union School District aims to teach, encourage, and support healthy eating by students. Research shows a definite link between nutrition and physical activity and academic performance. Schools will provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of health education and classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as taste testing, farm visits, and school gardens;
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health enhancing nutrition practices;

- Emphasizes caloric balance between food intake and energy expenditure (physical activity and exercise);
- Reinforces messages on healthy eating by coordinating child nutrition programs and school food service with classroom-based nutrition education and with other components of the school health system;
- Helps students to analyze the influence of culture, media, technology, and other factors on their decisions related to nutrition, physical activity, and lifestyle choices;
- Provides instructional staff with adequate and ongoing nutrition education training that focuses on teaching strategies that assess health knowledge and skills, and promote healthy behaviors;
- Offers opportunities to educate parents and staff regarding nutrition education through resource lists, newsletters, community meetings, and special events.

### **Goals for Physical Education and Physical Activity**

Schools will provide all students the opportunity, support, and encouragement to be physically active on a regular basis through physical education instruction and other physical activity. The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness.

- Physical education is a planned sequential program of curricula and instruction that helps students develop the knowledge, skills, and confidence necessary for an active lifestyle.
- Physical activity refers to teacher led and student initiated physical activities throughout the day. Physical activities may include but are not limited to the following: physical education classes, games, sports, walk to school programs, dance, and movement breaks.

At school, students will ideally participate in an average of 30 minutes daily of sustained moderate physical activity. Parents will work in partnership with schools in meeting the national recommendation of 60 minutes of physical activity daily. The district will provide to staff and parents a list of suggested activities and resources to accomplish these goals.

### **Physical Education**

The minimum requirements for physical education are:

- All K-6 students (including students with disabilities and/or special health-care needs and those in alternative educational settings) will receive physical education instruction as designated (Education Code 51210, 51222, and 51223): A minimum of 200 minutes for every 10 school days for students in grades 1-6.
- Temporary exemptions from physical education should be limited to students whose medical conditions do not allow for inclusion in the general, modified, or adapted physical education program. (Education Code 51241)
- Physical education instruction is delivered by a teacher credentialed to teach physical education. (Education Code 44203)



- Class size is consistent with the requirements of good instruction and safety. (CCR, Title 5, 10060)
- The district will administer a physical fitness test annually to all students in grade five during the months of February, March, April, or May. (Education Code 60800)
- Teachers and other school and community personnel will not use physical activity (e.g., running laps, push-ups) as punishment.

### **Curriculum and Instruction**

Instruction in physical education will be based on the physical education content standards and will include the following:

1. Full inclusion of all students;
2. At least 50 percent of instructional time spent in moderate-to-vigorous physical activity;
3. Maximum participation and ample practice opportunities for class activities;
4. Well-designed lessons that facilitate student learning;
5. Appropriate discipline and class management;
6. Instruction in a variety of motor skills designed to enhance the physical and social development of every child;
7. Fitness education and assessment to help students understand, improve, and/or maintain their physical well-being;
8. Development of cognitive concepts about motor skill and fitness.

### **Facilities for Physical Education Instruction**

School personnel will minimize the use of physical education facilities for non-instructional purposes during the school day.

### **Assessment of Student Learning**

1. In addition to the required physical fitness test, assessment of student learning and skills and accurate reporting of progress will be an ongoing process in physical education.
2. Each student's fifth grade physical fitness test results will be sent to parents and guardians.

### **Food Service/Child Nutrition Program**

The Board recognizes that students need adequate, nourishing food in order to grow, learn, and maintain good health. The Board desires to provide students with adequate space and time to eat meals. To reinforce the district's nutrition education program, foods available on school premises shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease.
2. Serve meals through the National School Lunch and Breakfast Programs and after-school snack programs that meet nutritional standards specified in law and Administrative Regulation 3550. To accomplish this objective, they will:
  - a. Offer a variety of fruits and vegetables;
  - b. Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
  - c. Ensure that at least half of the served grains are whole grain.
3. Be prepared in ways that will appeal to students, retain nutritive quality and foster lifelong healthful eating habits.
4. Be served in age-appropriate quantities and at reasonable prices.

The Superintendent or designee shall develop strategies designed to encourage the participation of students and parents or guardians in the selection of foods of good nutritional quality for school menus.

Parents and guardians are encouraged to support the district's nutrition efforts by considering nutritional quality when selecting any snacks that they may donate for occasional class parties.

School cafeterias shall comply with the sanitation and safety requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas.

Each school also may post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

### **National School Lunch Program**

1. The Board recognizes that adequate nutrition is essential to child development and learning and that some families may be unable to provide breakfast and lunch for their children. In accordance with law, the district shall provide nutritionally adequate meals through the National School Lunch and Breakfast Programs, and the after school snack programs for students whose families meet federal eligibility criteria.
2. The Superintendent or designee shall recommend for Board approval a plan that ensures that students eligible to receive National School Lunch Program meals are not treated differently from other students or easily identified by their peers.
3. Upon approval of the Board, this plan shall be submitted to the California Department of Education for approval.
4. All applications and records related to eligibility for the National School Lunch Program shall be

confidential except as provided by law.

5. In accordance with law, the Board authorizes designated employees to use individual records pertaining to student eligibility for any National School Lunch Program meals for the purpose of:
  - a. Disaggregation of academic achievement data.
  - b. Identification of students eligible for school choice and supplemental educational services in any school identified for program improvement.
6. The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

### **Nutritional Quality of Foods and Beverages Sold and Served on Campus**

1. Healthy choices are encouraged at all school events. Schools shall take into consideration students with special dietary needs.
2. There will be no candy or soda served in classrooms or during school-sponsored events that take place during the school day and up to one hour before or after school.
3. Snacks
  - a. Snacks served during the school day or in district after-school programs will make a positive healthy contribution to children's diets with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
  - b. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.
  - c. The district will disseminate a list of healthful snack suggestions to teachers, staff, after-school program personnel, and parents.
4. In the case of 504, IEP or health plans, all aspects of this policy may not apply.

### **Rewards**

1. Staff will not use food or beverages as rewards for academic performance or good behavior.
2. The school district will distribute to teachers a list of suggested ideas and methods for encouraging and motivating students without the use of food.

### **Celebrations**

1. Teachers are encouraged to limit celebrations that involve food during the school day to no more than one party per class per month.

2. Food celebrations will not be held within thirty minutes before lunchtime.
3. The district will disseminate a list of suggested healthy party ideas to parents and teachers.

### **Fundraising Activities**

1. To support children's health and school nutrition-education efforts, school fundraising activities that do not involve food will be encouraged. If foods are used, they will offer a variety of nutritional choices.
2. Schools will encourage fundraising that promotes physical activity, academic activity, or both.
3. The school district will develop and distribute a list of suggested ideas for fundraising to teachers, parents, principals, and student organizations.