

Mountain View Elementary

Student Handbook



2024-2025

Mission Statement: Mountain View Elementary School provides a safe and supportive learning environment that fosters critical thinking, creativity, and growth by empowering every student to achieve their personal best.

**** Parents, please sign and return the last page.**

MOUNTAIN VIEW ELEMENTARY SCHOOL

QUICK REFERENCE INFORMATION

Address

8601 E. Loos Dr.
Prescott Valley, AZ 86314
Office (928) 759-4700
Attendance (928) 759-4702
Nurse (928) 759-4710
FAX (928) 759-4720

District Information

Humboldt Unified School District
6901 E. Panther Path
Prescott Valley, AZ 86314
(928) 759-4000

humboldtunified.com

Transportation

Bus Barn: 759-5190

School Office Personnel

Kimberly Grant, Principal
Cindy Dahl, Assistant Principal
Vianca Bolanos, Administrative Secretary
Teri Medrano, Receptionist / Receiving Clerk
Amy Kelly, Attendance
Stephanie Clinton, R.N., School Nurse

School Office Hours

8:00 AM – 4:00 PM

Doors open at 8:15 AM

Students are not allowed on campus prior to 8:15 AM.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

PHONE _____ ZIP CODE _____

MOUNTAIN VIEW ELEMENTARY SCHOOL

CALENDAR 2024-2025

School Hours 8:45 – 3:15
Every Wednesday 8:45 – 2:15

August

1 - First Day of School
30- No School

September

2 – Labor Day, No School

October

4 - End of 1st Quarter, Early Release at 1:15
7-11 - Fall Break, No School
24-25 - Early Release at 1:15 – Parent/Teacher Conferences

November

8 - No School
11- Veterans Day Holiday, No School
27-29 – Thanksgiving Holiday, No School

December

20 - End of 2nd Quarter, Early Release at 1:15
23-31 – Winter Break, No School

January

1-3 – Winter Break, No School
20 - Martin Luther King Jr. Day, No School

February

17 – Presidents' Day, No School

March

14 - End of 3rd Quarter, Early Release at 1:15
17-21 - Spring Break, No School

April

18- Spring Recess, No School
21 – Teacher In-Service, No School

May

22 – Last Day of School & Early Release at 1:15

Teaching Matrix - Expectations

Settings/Locations	G rowing	R esponsible	O rganized	W ell-Mannered	L eaders
BUS	Sit straight and tall	Take care of yourself and others	Get on and off in an orderly manner	Follow directions of the bus driver	Show others how to behave
CLASSROOM	Pay attention to speaker	Take care of the classroom	Keep belongings neat and organized	Wait your turn to speak	Be a model student
WALKWAY	Always walk everywhere	Get to your destination on time	Walk in a straight line	Use kind words	Quietly lead others
CAFETERIA	Eat first, talk later	Take only what you'll eat	Clean up after yourself	Use Good Manners	Follow procedures
RESTROOM	Return to class with clean hands	Use only what you need for supplies	Keep Bathrooms Clean	Keep hands and feet to yourself	Use restroom appropriately
PLAYGROUND	Include others	Return equipment used	Line up quietly	Play fair	Model safe behavior

**Mountain View promotes GROWLING great behavior by:
Growing Responsible Organized Well-Mannered Leaders.**

EARLY ARRIVALS

The doors to the school will open at 8:15 AM.
For the safety of your child students are not permitted on the school grounds before 8:15 AM.

TARDIES

School starts promptly at 8:45 and students are considered tardy if they are not in the classroom at that time. If your child is planning on eating breakfast before school they need to arrive **before 8:35** in order to be able to finish before the 8:45 bell rings. Students arriving after 8:40 will not be served breakfast.

Any student arriving late for school must be checked in at the office by their parent and obtain a tardy slip before going to class. Certain circumstances and situations will be taken into consideration when determining tardiness (for example, students who come in late due to a doctor's appointment).

STUDENT PHONE USE

Students are **NOT** permitted to receive and/or make personal phone calls from school, except in the case of an emergency. If you want your child to have a cell phone for use after school, they must turn it off during school hours and it must be kept in their backpack. Students **may not use** the cell phone until they are **off school grounds**. **If your child uses or has his/her cell phone out during the school day it will be confiscated and you will need to pick it up at the front office.** If there should be an emergency, we will get a message to your child and have them call you on their next break. Only in an extreme emergency will we ask the student to come to the office to take a call during the school day. Personal plans should be made prior to the start of the school day to avoid last minute calls and classroom disruptions.

LUNCH / BREAKFAST INFORMATION

This year, HUSD Child Nutrition will be offering all students at Mountain View free breakfast and lunch all year long. We still encourage parents to fill out the free and reduced lunch application as it will reduce costs for sports and support school funding to continue free meal opportunities.

STUDENT LUNCH / BREAKFAST SCHEDULES

Breakfast: 8:35 to 8:50 AM daily in the classroom (free for all students)

Lunch: Please check with your child's teacher for lunch times (free for all students)

This year Mountain View is going to continue the recess before lunch program. Research has shown that students who eat after recess consume more calories, have less stomach aches, and throw less food away.



CAFETERIA PROCEDURE

1. Students will be escorted to the cafeteria by the playground aides.
2. Students are to enter quietly and courteously and follow the direction of the staff person on duty.
3. Cards or ID # should be ready to give to the clerk so as not to delay the line.
4. Once seated, students are to remain in that seat and not move around from seat to seat.
5. Students will be expected to use appropriate table manners and quiet voices while eating.
6. Students will clean the area around their table and seats before being allowed to leave.
7. Students will leave the cafeteria and go back to their classroom once they are dismissed.
Students may not take any food or drink out of the cafeteria.
8. Students are encouraged to eat all their lunch but are never forced.
9. Only **single serving sizes** of chips, Cheetos, etc. may be brought to school- no large bags of chips/Cheetos may be taken to the cafeteria.
10. Soda and energy drinks are not to be brought/consumed during regular school lunches.

CLASSROOM PARTIES

To encourage a healthy lifestyle in our students we are asking parents to limit the snacks they provide the classroom to sugar free and low fat items. All food items must be store bought and in their original packages. Good choices would include pizza, veggie plate, baked chips, fruit, fruit roll-ups, ice cream, 100% juice, animal crackers, raisins, etc. Thank you for supporting healthy eating habits in our students.

FIELD TRIPS

Per district policy IJOA, before any child is taken from school grounds **written** permission must be obtained from the parents or legal guardians. Field Trip transportation will be provided only by district school buses driven by authorized personnel. Students **may not** be transported to a field trip in a private vehicle. HUSD requires that all chaperones/parent volunteers must receive fingerprint clearance and all district volunteer paperwork be approved. Parents may attend field trips only as a fingerprinted chaperone/parent volunteer.
Siblings may not attend school field trips.

HOMEWORK GUIDELINES

You are your child's first and most important teacher. Your interest in their daily school lessons and activities is vital. The student's school success and education is a shared responsibility between home and school. We welcome your interest and participation.

Mountain View will focus on what research shows benefits students' academic growth, which is reading nightly and being involved in their community. **Nightly homework is reading, math fluency, and focusing on community service projects.**

Check your child's assignment book each day (grades 3-5)

Look at the papers your child brings home.

Do see that your child assumes responsibility and learns to be accountable.

Check with the teacher if your child is confused or unable to do the assignments.

Read and practice math facts nightly with your child.

Give your child undivided attention if he/she seeks help. Be patient when making explanations. Praise your child for doing a good job!

HEALTH CENTER SERVICES

A registered nurse provides health services to Mountain View Elementary School. The goal of the school health program is to help each student realize his/her potential to become a physically, mentally, emotionally and socially integrated individual. The nurse recognizes that a student in ill health cannot learn to the maximum of his/her ability and is well oriented in the use of nursing skills in the school setting.

This department assists in accessing other community services for those families who need assistance. If your child is in need of medical care, and you do not have the resources to provide the care, please contact the school nurse to help facilitate the resources available within the school district.

STUDENTS MUST BE FEVER FREE FOR 24 HOURS WITHOUT THE USE OF MEDICINES BEFORE RETURNING TO SCHOOL.

THE FOLLOWING IS A LIST OF THE MOST COMMON ILLNESSES AFFECTING SCHOOL CHILDREN. PLEASE SEE HUSD WEBSITE FOR FURTHER INFORMATION.

HEAD LICE (PEDICULOSIS)

Head lice are tiny parasitic insects that live on the human scalp and hair and can be spread from child to child by **DIRECT** contact.

SIGNS AND SYMPTOMS: Intense itching of head. Tiny gray or brown bugs (lice) crawl on the skin or through the hair. Tiny white eggs sticking to the hair shaft.

SCHOOL ATTENDANCE: Head lice must be reported to the school nurse. A student with head lice **will not be allowed to stay in school** until the lice are treated and cleared. HUSD has a “no nit policy.”

TREATMENT: Ask your pharmacist to help you choose a shampoo or lotion to kill the lice or see your Healthcare Provider.

CONJUNCTIVITIS (PINK EYE)

Conjunctivitis (Pink Eye) is an inflammation of the thin, clear membrane (conjunctiva) that covers the white of the eye and inside surface of the eyelid caused by a variety of bacteria or viruses.

SIGNS AND SYMPTOMS: Your child will first complain of burning, itching or tearing of one or both eyes.

There may be white/yellow discharge from the eyes and eyelids are often stuck together in the morning.

Eyelids may become swollen and red and eye may hurt when looking at the light.

SCHOOL ATTENDANCE: **Very contagious** therefore your child will not be allowed to attend school until drainage is gone or after antibiotic medication (eye drops) ordered by the doctor has been used for 24 hours. A doctor's release will be needed for the child to return to school.

TREATMENT: See your Healthcare Provider for treatment.

STREP THROAT

Strep Throat is an inflammation of the part of the throat between the tonsils and the voice box, caused by a bacterial infection.

SIGNS AND SYMPTOMS: Sore or red throat, difficulty swallowing, sudden onset of fever, tender, swollen neck glands, nausea, lack of appetite.

SCHOOL ATTENDANCE: Notify the school nurse immediately if your child is confirmed with Strep Throat. Strep throat is **highly contagious** and infected children must be excluded from school until at least 24 hours after starting antibiotic treatment and the child has been fever-free for 24 hours (without the use of Tylenol, etc to control fever.)

TREATMENT: **Treatment is important!** Antibiotics are usually prescribed for sore throats that have a positive strep culture. See your Healthcare Provider for treatment.

ACCIDENT INSURANCE

Optional school insurance is available to all students. Interested students will receive an information packet at the start of the school year. Cost is very reasonable and we encourage parents to review the information. Parents should determine if they already have insurance to cover school age children. The school **does not** provide insurance coverage for your child.

GRADING SYSTEM

Humboldt Unified School District uses a standards based grading system. Students will be graded on their individual proficiency level of the standards taught.

MAKE UP WORK

Students absent from school will be given a reasonable amount of time to make up work that was missed. Check with your child's classroom teacher. **If a child is absent for three or more days, please arrange to pick up the child's assignments after school by calling the school office in the morning.** When absences for extended periods of time can be foreseen, parents should notify the school at least 48 hours in advance so that the teacher will be able to gather materials and assignments that will be needed. Advanced notice of out of town absences must be communicated at least 48 hours prior to the absence to be considered excused. Students assigned to out of school suspension will be required to make up all missed work.

REPORT CARDS / PARENT CONFERENCES

The school year consists of four 9-week reporting periods. Students will receive a report card at the end of each reporting period. Mid-term progress reports are sent home in the intermediate grades (3-5) four weeks into the quarter. Parents are urged to contact the teacher at any time regarding their student's progress as well as check the district Family Link. Parent conference dates are listed in the school calendar.

SUBJECTS TAUGHT

Regular instruction is given to all students of grades Pre-K through 5th in Reading, Language Arts, Mathematics, Social Studies, Science, Music, Physical Education and Art.

TEXTBOOKS & SUPPLIES

Students are provided basic textbook material. Students are held responsible for abuse of instructional materials provided to them and will be charged a replacement fee for materials that are lost, destroyed or unduly damaged. A supply list will be posted at area stores prior to the first day of school and can be found on the district web page. However, the supplies on the list are just suggested items and are not required.

INTENTION TO TEST

As required by Arizona law, all students in Kindergarten through 5th grade will be given individual reading assessments at least three times during the school year. In addition, students in grades 3-5 will take the state mandated AASA assessment at the end of the school year.

LIBRARY POLICY / SCHEDULING

Classes are scheduled to visit the library/media center on a weekly basis. Students may also return anytime during "open" library hours if they have their teacher's permission and a pass. Books are circulated for a period of one week. Each student may check out a maximum of one book and is entitled to one renewal. Students in 2nd to 5th grade may take the books home to read. Kindergarten and first grade students will keep their library books in the classrooms to avoid loss.

OVERDUE AND LOST OR DAMAGED ITEMS

Students with overdue materials may **not** check out again until those items are returned. District Policy (JN) states that students are responsible for media resources that have been lost or damaged. We follow a formal notification procedure. The parent will be sent an email when books are overdue. There is a \$5.00 fine for tampering with a bar code or for damaged books. If these items are not paid for, students will lose the privilege of checking out additional materials from the library/media center. Additionally, 5th grade students who have a fee will need to take care of it before they will be promoted to Middle School.

VALUABLES BROUGHT TO SCHOOL

Students are not allowed to bring any electronic equipment to school. These items are expensive and often create unnecessary disturbances among the students. If your child uses or has electronic equipment out during the school day it will be confiscated and you will need to pick it up at the front office. The school will not be responsible for lost or stolen valuables brought by the student from home.

TOYS BROUGHT TO SCHOOL

Students are not allowed to bring toys or sports equipment to school. These items often create unnecessary disturbances in class. If your child brings toys, balls, etc to school they will be confiscated and you will need to pick them up at the front office. The school will not be responsible for lost or stolen items brought by the student from home.

VOLUNTEERS

School volunteers provide a tremendous service to our community and the District encourages volunteer participation in our schools. The varied talents and expertise of parent and community members greatly enhance the education process. Areas where volunteers can help include:

- | | |
|---------------------------------------|------------------------------|
| -Tutoring students | - Health Office |
| - Bilingual Aides | - Extracurricular Activities |
| - Library/ Book Fair | - Home Room Helpers |
| - Special Material Preparation | - Field Trips |
| - Special Presentations / Art Docents | |



All volunteers must fill out an application online and have a DPS fingerprint clearance card on file with the district office. Fingerprint cards are available at the district office. Please allow 4 to 6 weeks for DPS to process your fingerprints; you will not be able to volunteer until your fingerprints are cleared. If you are interested in volunteering, contact the school office. Each year, our volunteers will be required to update their personal information.

INTRAMURAL SPORTS

Intramural sports will be a part of the school activities. Students must be students first and completing school work in a timely and satisfactory manner or they will not be allowed to participate in any extracurricular activity.

Students and or siblings are not permitted to stay after school for any activity, unless they are participating. This will include practice times, as well as actual games and/or meets.

STUDENT DRESS CODE

Student dress shall be appropriate at all times. Any student's dress or personal appearance that distracts from or interferes with the normal learning process will be considered inappropriate and disruptive. The course of action will be left up to the discretion of the principal. In addition:

- No drug, alcohol, tobacco or gang-related words, designs or logos on shirts or on clothing.
- Waistbands of pants must stay above the hips, belted or not. Belt ends must be tucked into loops, not hanging.
- No bare midriffs or hips. Individual shirt strap must be 3 fingers thick – no spaghetti strap or open back shirts.
- Bra straps must be covered with no undergarments showing.
- Shorts, skirts, dresses or rips on pants (not excessive) must be below their longest fingertip while standing without skin showing above the fingertips length.
- No pajama pants, except for school sponsored spirit days.
- No hats, beanies, bandanas, or ball caps are to be worn inside the building.
- No chains from wallets.
- Shoes above 1 inch heel, wheels or platforms are not appropriate or safe for school. No flip flops are allowed. Sandals must have a strap around the heel for safety reasons.
- Artificial nails should not extend more than $\frac{1}{4}$ inch beyond the tip of the finger. They may not be pointed at the tips.
- Make-up is not appropriate for school.
- Temporary tattoos must not be visible.
- Earrings & gauges must be no larger than a dime and may not have spikes on the front or back. Large hoop earrings are not to be worn as they can be accidentally grabbed.
- Weather-appropriate attire is encouraged.

Dress code violators will be asked to call their parents and arrange to have another change of clothes brought in. Dress code violations in regards to nails will be asked to resolve the issue within seven days.

Handbook

Dear Parents/Guardians:

The Mountain View Elementary School Parent/Student Handbook is our way of communicating to you general information about our school. We ask that you take time to read this handbook with your child so that they too can become more familiar with our school. If you have any questions, please feel free to contact us.

Mountain View Elementary School is also governed by the Humboldt Unified School District (HUSD) Policy and Procedure Manuals, which are available for your review on the HUSD website.

I acknowledge the receipt of the Mountain View Elementary School Handbook for 2024-2025. I have read and understand the information provided within the handbook and agree to have my child attend Mountain View Elementary in compliance with the lawful rules and procedures. Should my child choose to participate in extracurricular activities, we will adhere to the rules set forth in the athletic/activity code of conduct.

_____	_____	_____	_____
Student Name (please print)	Student Signature	Date	Teacher Name
_____	_____	_____	
Parent Name (please print)	Parent Signature	Date	

Email Address			

Please fill out the above, and return this page to your child's teacher.

Thank you!

PLEASE SIGN BELOW AND RETURN

School/Parent/Student Compact

The purpose of this compact is to foster the development of a school/parent partnership to help all children achieve the state's high standards. Improved student achievement will be the shared responsibility of parents, students, teachers and administrators working together within the educational community.

SCHOOL AGREEMENT

We want your child to succeed. Therefore, we shall strive to do the following:

- Communicate regularly with parents and families about their children's progress.
- Help parents identify ways to help their children learn to read.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Expect all students to learn to read.
- Address students' individual needs and offer challenging opportunities for learning.
- Provide parents opportunities to volunteer and participate in their children's education.
- Provide a safe, welcoming environment for students and families.

PARENT / GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I will encourage him/her to excel in the following ways. I will:

- Ensure that my child has excellent school attendance and is on time to school.
- Work with the school in its efforts to maintain appropriate behavior.
- Monitor my child's homework and progress in classes.
- Encourage and praise my child's efforts and be available for questions.
- Provide a quiet well-lit place for study.
- Read to my child or encourage my child to read every day. (As a guideline, consider 20 minutes for K-3, and 30 minutes for grades 4-12.)
- Attend parent conferences and meetings and communicate regularly with my child's teacher.

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I will try my best to do the following:

- Attend school regularly and be on time each day, prepared to learn.
- Know and follow school and classroom rules.
- Treat adults and other students with respect.
- Do my best on school assignments.
- Complete and return homework assignments.
- Read each night.
- Give all school reports and notices to my parents / guardians.

Printed name of student

Grade

Parent/Guardian signature

Date

Student signature

Date