

Family-Student Handbook

2026-2027

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Table of Contents

Introduction

School Board

ACPS Vision, Mission, Goals, & Values

Instructional Programs

School Policies

Bus Transportation

Miscellaneous Items

Family Involvement

Conclusion

Introduction

Welcome!/ ¡Bienvenidos!

Welcome! We are delighted to partner with you in your child's growth and development. This handbook is a guide to some of the policies, principles, and practices that we follow at our school. We look forward to working with you and your child throughout the school year.

This handbook is not all-inclusive. If you have any questions, please call the main line (434-972-1600) for further clarification.

MOUNTAIN VIEW SCHOOLS

Mountain View Primary School (PK–2) • Mountain View Upper Elementary (3–5)

Rise Together.

▸ WHO WE ARE

Mountain View Schools serve the students and families of our Title I community across two connected buildings — Mountain View Primary (PK–2) and Mountain View Upper Elementary (3–5). We are distinct communities united by shared values, a shared identity, and a shared belief: every child who walks through our doors is capable of extraordinary growth. We are proud to house a Dual Language Immersion (DLI) program that begins in Kindergarten and continues through 5th grade, deepening bilingual identity and academic achievement across our community.

▸ WHAT IT MEANS TO BE A MOUNTAIN VIEW STUDENT

A Mountain View student is curious, kind, and bold. They believe in themselves and in one another. They know that mistakes are part of learning, that effort matters more than ease, and that their school community — teachers, staff, families, and peers — is fully invested in their success.

🎓 **Academic Preparation** Students leave Mountain View ready for what comes next — academically, socially, and emotionally. We hold clear floor expectations at every grade level so no child advances without the skills they need.	🔍 **Love of Learning & Curiosity** We nurture students who ask questions, take intellectual risks, and find joy in discovering new ideas. Curiosity is both a habit and a value we protect.
💪 **Resilience & Confidence** Our students know how to persist. They have experienced success through effort, and they carry that belief in themselves forward into every challenge.	🤝 **Relationships & Belonging** Every Mountain View student knows they are known, valued, and expected to contribute. Belonging is not earned here — it is given from day one.

We are so glad your child is here.

Mountain View is a community built on a simple belief: every child who walks through our doors is capable of extraordinary growth. **Not some children — every child.** That belief shapes everything we do, every day.

Estamos muy contentos de que su hijo/a esté aquí.

Our Four Promises to Your Family

Nuestras Cuatro Promesas a su Familia

🤝 Your child will be known.

Su hijo/a será conocido/a.

Every adult in this building — teachers, staff, and leadership — will know your child's name, their strengths, and their story. No child is invisible here.

💙 Your child will be safe.

Su hijo/a estará seguro/a.

Physically, emotionally, and socially. We take care of the whole child — including the hard days. Our staff are trained to see and respond to every child's needs.

📚 Your child will be challenged.

Su hijo/a será retado/a.

We hold clear, high expectations at every grade level because we believe in what your child can achieve. High expectations are a form of deep respect.

🌟 You are our partner.

Usted es nuestro socio.

Families are not visitors here — you are essential members of this community. We will communicate with you honestly, in your language, and treat you as the expert on your child.

🌎 Proud Home of Dual Language Immersion (K–5)

Our DLI program gives students the gift of bilingualism. Students receive daily Spanish instruction from Pre-K through 5th grade — building academic fluency in two languages and a lifelong advantage in an interconnected world.

Nuestro programa de Inmersión en Dos Idiomas les da a los estudiantes el regalo del bilingüismo.

What Every Mountain View Family Can Count On

📅 Attendance Matters

Every day counts. We work hand-in-hand with families to make sure your child is here, engaged, and growing. When challenges arise, we problem-solve together — without judgment.

La asistencia importa.

🏫 A Seamless Journey PK–5

From Primary to Upper Elementary, your child's teachers share values, language, and high expectations. The transition between buildings is built into how we plan and work together.

Un camino continuo PK–5.

📣 You Will Hear From Us

We communicate early and often — about successes, not just concerns. You will never wonder how your child is doing. We will tell you, in your language.

Usted tendrá noticias nuestras.

We can't wait to grow with your family this year.

No podemos esperar para crecer junto a su familia este año.

Dr. Seth Kennard, Principal — Upper Elementary | Christine Peterson, Principal — Primary

At Mountain View Elementary School we want our students to have safe, predictable, joyful and rigorous learning opportunities. Our school's vision and mission is aligned with ACPS' Strategic Plan, **"Learning for All"**. All our students learn Spanish during the day, with the goal of biliteracy. We are one beautiful, inclusive, and diverse school family.

Mountain View's Vision	**Mountain View's Mission**
Where EVERY CHILD is empowered to actively and confidently thrive every day. Donde TODOS LOS NIÑOS tienen la capacidad de prosperar de forma activa y segura todos los días.	Our mission is for all students to achieve academic success to their best ability. We want all of our students to feel a sense of belonging, and experience and celebrate bilingualism, biliteracy, and multiculturalism.

We are committed to continually improving. We, like all Albemarle County Public Schools, develop a School Improvement Plan annually. Our plan will be published on the Albemarle County Public Schools website in mid-September: Strategic Improvement Plans - Albemarle County School District

School Board Members

You can find details about the School Board members, how to contact them, and links to meetings on the Albemarle County Public Schools School Board website.

Mountain View is in the Scottsville Magisterial District, and the Scottsville representative is Ellen Osborne (434-249-3295 or eosborne@k12albemarle.org). However, some families who attend Mountain View may live in the Samuel Miller District and be represented by Graham Paige (434-286-3639 or gpaige@k12albemarle.org). More information on Albemarle County magisterial districts can be found here.

ACPS Vision, Mission, Goals & Values

Vision

Our learners are engaged in authentic, challenging, and relevant learning experiences, becoming lifelong contributors and leaders in our dynamic and diverse society.

Mission

Working together as a team, we will end the predictive value of race, class, gender, and special capacities for our children's success through high-quality teaching and learning for all. We seek to build relationships with families and communities to ensure that every student succeeds.

We will know every student.

Values

- **Equity**: We will provide every student with the level of support necessary to thrive.
- **Excellence**: We will mitigate barriers and provide opportunities for every student to be academically successful.
- **Family and Community:** We will engage with and share the responsibility for student success with families and community partners.
- **Wellness**: We will support the physical and emotional health of our students and staff.

Goals

- **Thriving Students**
- **Affirming and Empowering Communities**
- **Equitable, Transformative Resources**

You can find a copy of Albemarle County's Strategic Plan, **Learning for All,** on the website.

Instructional Programs

Organization and Goals

Mountain View offers kindergarten through fifth grade instruction for all students. In addition, we have two application-based “Bright Stars” preschool classes for 4-year-olds as well as an Early Childhood Special Education (ECSE) program. Teachers work in Professional Learning Communities (PLCs) to support students in meeting the goals of the Albemarle County School Board, and the Virginia Standards of Learning (SOLs). Teachers follow ACPS Pacing Guides and deliver instruction in classrooms that have a balance of academic and social/emotional needs. We encourage flexible grouping and student choice to create instruction that is differentiated for the needs of each student.

The faculty and staff at Mountain View will offer dual language Spanish immersion instruction across the ***entire school*** beginning this fall (2024-2025). This will allow all students the ability to access the benefits of immersive instruction. Our focus will be to promote biliteracy in both English and Spanish.

Support Programs

Teachers and students receive valuable assistance from numerous support programs that are offered in our school. These programs may be a part of our regular curriculum for all students or may be in addition to the regular program for children with special needs.

Specials - these programs (art, music, physical education, library, guidance) that all students experience weekly.

Physical Education

All students receive planned physical education activity following the PE Standards of Learning. Students should wear sneakers on PE days so that they can participate fully. A doctor’s note is required if a student needs to be temporarily excused from PE class.

Library/ Media Center

The media specialist, in addition to providing instruction for students in the use of our library, works very closely with teachers in planning special activities and in providing materials to enhance instruction.

Music

All students participate in a weekly music class that follows the Music Standards of Learning. Students will have informal and formal opportunities to perform for the school community throughout their years at our school.

Art

All students participate in a weekly art class that follows the Art Standards of Learning. Our art teachers’ lessons often compliment the grade level curriculum. Students will have their artwork displayed throughout the school building.

Talent Development Services

Our Talent Development Resource Teacher works with teachers to develop the potential and talents of **all** Mountain View students. You can read more about ACPS’ philosophy on their website linked above.

School Counselors

The school counselors provide structured, developmental guidance in an individual or group setting, as well as through classroom lessons. The counselors provide consultation and training to teachers and families upon request.

Academic and Social Support (SBIT)

We use a team structure, called the School Based Intervention Team (SBIT), to identify and problem solve any academic or social challenge a student is having. This team, which consists of classroom teachers, interventionists, parents, and administrators, analyzes student work and data to determine if students are making adequate progress and responding to current instructional strategies. Most students do not need interventions beyond what the SBIT team implements, however, for the few who do, a referral for special education testing may be made. We also use this structure to identify students for gifted or possible retention.

Special Education Services

A wide variety of Special Education services are provided at Mountain View. Full time special education teachers and their teaching assistants provide help to children who are identified by ACPS as having learning difficulties, developmental delays, or emotional concerns. In order to protect students' civil rights and best serve them, we follow a Response to Intervention model (described below) to move students from a place of frustration to one of academic mastery.

Speech/Language

Our full-time speech/language pathologists are available to work with children who have been identified by ACPS with disabilities related to speech and language. All Kindergarten students are screened early in the year for speech and language needs and all third graders get their hearing screened.

Assessments

Assessments are intended to provide students and teachers with feedback on how the student is progressing. Teachers use this information to guide their instruction. Assessments occur regularly in the classroom and range from observational to a standardized test. Some assessments are prescribed by the State, some by ACPS, and some are designed by the teacher. Assessment and feedback are two of the most important tools we use as educators to help students learn. If you have a question about how your student is progressing, or about assessment information, please contact your child's teacher.

Standardized Tests

As required by the Virginia State Department of Education, the *Standards of Learning* tests will be given to third, fourth and fifth grade students three times per year.. SOL tests are administered as follows:

- Third Grade – Mathematics, Reading
- Fourth Grade – Mathematics, Reading
- Fifth Grade – Mathematics, Reading, Writing, Virginia Studies and Science

The CogAT (Cognitive Ability Test) will be administered to second graders, as well as to students in grades three through five who have not previously taken this assessment.

We also administer a variety of assessments as required by Albemarle County Public Schools, and an assessment to track students' proficiency development within our immersion program.

School Policies

All School Policies are based upon ACPS School Board Policies.

Click here to search and review any of the Board Policies.

School Registration

We are here to help you through the ACPS registration process. View the ACPS website, complete the online forms or call the front office at 434-293-7455.

- **Kindergarten Registration** - The State of Virginia has established that children who are five (5) by September 30 may enter Kindergarten in the fall. Registration of new Kindergarten students begins in the spring, is online, and the same forms are required.

Attendance

It is imperative that students be at school on time every day. When students miss school, they lose out on a wide array of learning experiences. When students miss even a few days, it may put them considerably behind. This places a lot of stress on children as well as the teacher.

ACPS School Board Policy JED states, "School attendance is directly related to academic achievement and the development of good habits which are important in the world of work. Optimum student attendance is a cooperative effort and the School Board expects parents and students to take an active role in accepting the responsibility for good attendance. The principal has the discretion to deny credit or promotion to a student who misses more than sixteen (16) days during the school year". Mountain View parents will receive written notification when their child's absences begin to exceed normal limits and further action may be required.

Absences

When a child is absent, a parent or guardian should call the Mountain View Office (434-972-1600) and leave a message by **8:30 a.m.** Families can also send an email to MVPSOA@k12albemarle.org You are welcome to contact the school the evening before the absence and all messages/emails will be checked on the next school day. Please note that if the school is not contacted, we will attempt to reach a parent or guardian by telephone or email to confirm a child's absence.

- If a child will be out for more than two days **due to illness**, please notify the office so that missed school work can be collected for parents to pick up.
- In situations other than illness, students will work with their teachers to make up missed work **upon their return to school.**

Tardiness

Tardiness is disruptive to classroom instruction. In addition, it places stress on the child that is late. If a child comes to school late (after 7:45 a.m.), they will be considered tardy. Family members must park and walk the student into the building to sign them in.

We understand that appointments may cause students to be tardy. Please get a note from the doctor if your child is tardy due to a doctor's visit, or similar appointment, and give it to the main office staff when you bring your student in.

Early Dismissal

When a student is released early, they will miss valuable learning time. Just as it is important for your child to be at school on time for lessons, it is equally imperative that they be in school for all the day's activities. In the school attendance system, early dismissals are also recorded as "tardies."

If a child is to be dismissed *before* 2:30 p.m., they should submit a note or email with early dismissal details. Parents or guardians may also call to alert the school of an **early pick up before 12:30**. Due to our pickup procedures and small parking lot, we cannot dismiss students after 1:45. Parents picking up a child must come into the office to sign them out, and he or she will be called to the office when the parent arrives. **Parents may not pick up children from the classrooms**. If you are sending someone to pick your child up from school, please notify the school office **in writing**. A student will not be allowed to leave school with anyone other than their parents or guardians unless we have prior notification from the parent or guardian. We ask that early dismissals be kept to a minimum as a class must be interrupted when a student is requested to come to the office for pick up.

If your child is scheduled to attend the Extended Day Enrichment Program (EDEP) but you choose to pick them up instead, you should inform their EDEP teacher and the front office about the change.

Only in an emergency can we accept changes in dismissals after 12:30pm. If you must do this, please call on the phone. **We take student dismissal very seriously; we have a large school and work hard to ensure every child gets to the right place safely at the end of each day. This process takes time.**

Emergency School Closings

If school is closed, the Electronic School Notification System will be used and announcements will be made through local radio and TV stations and posted on the ACPS web site. All after school activities including EDEP are canceled if school is closed. Make sure your emergency contacts are up to date and they feel comfortable making decisions on your behalf or coming to school to pick up your child if we can not reach you.

When school unexpectedly closes early, we will follow your child's standard dismissal plan for that day. **PLEASE DO NOT CALL THE SCHOOL OFFICE WHEN THERE IS A CLOSING OR POSSIBILITY OF SUCH!** The lines need to be kept open for emergencies. You can email us at: MVPSOA@k12albemarle.org

To learn more about closings go to the ACPS Closings & Delays page or call 434-296-5886

Withdrawals

If it becomes necessary to withdraw your child from school, it is suggested that the following procedure be followed:

1. Notify the teacher and school registrar in writing as soon as your plans are definite. Provide the name and address of your child's new school, if possible.
2. Inform us of the last day your child will be in attendance.
3. Return any technology items, text/books, library books or other materials belonging to the school.
4. Pay all outstanding debts.
5. Have your child bring home any personal belongings.

Student Placement in Class/ Teacher Requests

Each spring teachers place students into groupings that they feel will be optimal for each student. In most cases these groupings become the classes for the following year. Teachers consider class size, ability levels, learning styles, and placement with (or separation from) specific students. Additionally, we attempt to balance each class so that they are heterogeneous.

We are confident that your child will find success in whichever class he or she is assigned, however teacher assignment is done purposefully each year after much consideration. In order to provide a placement based on educational needs, families are **NOT** allowed to request specific teachers. We do send a form to encourage family input in mid-April if there is a particular learning concern that you would like to communicate. While your child's current teacher will have input regarding academic, behavioral, and social/emotional needs of each student, please realize that the final placement will be made by the administration.

Home-School Communications

You and the teachers have much to give each other—you, because you know your child so well and the teachers, because of their professional experience with so many children. Get to know your child's teachers early in the year and begin to lay the foundation for good communication.

Some ways we will try to communicate with you are through:

- The COLT Newsletter
- Remind Messaging App
- Report cards -via ParentPortal
- School website
- Tuesday take-home folders
- Mail and email
- Parent-teacher conferences
- This handbook

Your child's teacher may telephone, email, write you a note, send progress reports, send a class newsletter, or come to your home in order to better communicate with you about our mutual concern—your child. Please realize that our teachers are busy throughout the day and are not available to take phone calls or respond to emails at that time. They work hard everyday and afterschool to design the best possible learning experiences for your child. Thank you for your patient cooperation.

Some ways we hope you will communicate with the teacher include:

- Volunteer to help when you can
- Attend parent conferences and other parent-teacher meetings - on Zoom or in person; telephone; email or write a note whenever you feel it necessary
- Promptly sign and return all forms that need your attention
- Call the office if your child is absent and provide the reason for the absence
- Visit the classroom (please arrange a time with the teacher in advance)

We believe that confidentiality is essential to developing good school-home relationships. We will only discuss your child with you and not with others. In like manner, *we ask that you refrain from discussing concerns about the teacher or the school in the presence of your child.* When a difference of opinion exists, please discuss the issue with the teacher first and then, if not resolved, the school principal or assistant principals. It is essential that we work together for the benefit of the student.

Please feel free to contact the school administration if there is a question regarding instruction, discipline or other matters affecting your child.

Classroom Volunteers

Families are always welcome at Mountain View - especially as volunteers. They must first report to the office to sign in and receive a pass. For classroom observations that entail a full class period, parents should contact the Principal or Assistant Principals to arrange a mutually agreeable time. Regular volunteers and field trip chaperones must complete volunteer background checks. Please contact Maria Bazos in the main office to begin the process.

Student Conduct

Students at Mountain View are expected to Use Kind Actions, Use Kind Words, Listen, Take Care of Their Space, and Try Their Best both at school and on the bus. As a school committed to Responsive Classroom and Culturally Responsive Teaching, we work with you to teach your children how to be good school citizens so that they can be engaged and learning throughout the school day.

Anti-Racism Policy

The Albemarle County School Board and School Division reject all forms of racism as destructive to their mission, vision, values and goals. Students should be familiar with the School Board's approved Anti-Racism Policy.

Student Dress

Students at Mountain View will be engaged in learning activities that are active, require movement around a classroom, and to different parts of the classroom, and will involve collaborating with many other students and teachers. A student should dress in a manner that is comfortable, and allows for participation in a variety of learning activities. Student dress should not be distracting or interfere with the health and safety of the student or those around them. The following are some examples of dress that may be considered inappropriate for school: halters, tube tops, bare midriffs, showing underwear, short shorts or skirts, inappropriate shoes, not wearing shoes, not wearing shirts, etc. Please see School Board Policy JFC or contact the Principal or Assistant Principals for more information.

Discipline Procedures

Our goal is to improve student behavior rather than to punish children for their misbehavior. We work to discipline with dignity through Responsive Classroom and Restorative Practices. Natural consequences are used whenever possible as a means of achieving this goal. Students are usually required to develop a plan for correcting wrongs and improving their behavior prior to returning to the classroom.

In severe cases of misbehavior a discipline referral form is completed by the teacher and sent to the appropriate administrator. Discipline referrals (including Bus Conduct Reports) may become a part of the student's record at Mountain View as required by Virginia State law.

Playground Use

The playground is for the use of all students, but it is necessary that certain age groups have priority in some areas. Preschool and kindergarten have priority in the use of all play equipment on the "Small Play Area" on the side of the building. *We believe in the importance of outdoor play, so no student shall miss recess for punitive reasons.*



Any playground equipment that is used by children must be supervised by an adult at all times. The playground **must** be used in a safe manner at all times.

Students should:

- Be respectful of the gardens and environment around school
- Not stand or climb on the exterior of play equipment
- Use steps to the slide, sit down, face forward, and then descend one at a time.
- Sit on swings facing forward (vs. twisting chains, swinging side to side, etc.) Students should wait next to the swings, instead of behind them.
- Swings, ladders, and climbing poles shall be used by one person at a time.
- Students are to go down the slides sitting, one person at a time, facing forward
- Students need to be respectful and courteous of all other classes when outside
- Certain games may be restricted or discouraged if safety is compromised.

Teachers will review all playground rules with students throughout the school year.

After School Use of the School Playground

Over one hundred Mountain View students attend the Extended Day Enrichment Program and they use the playground, so it is closed to others until 6:00 pm on weekdays.

Dogs on the Playground If you bring your dog to the playground after hours/ on weekends, please pick up after it. It is not enjoyable or healthy for students to play on a dirty playground.

Trash *Carry in - Carry out*, leave the playground free of litter and forgotten items. Students will use the playground early in the morning, and we want them to have a clean playground. It also takes our custodians from their morning duties when they have to clean after off hours visitors.

Homework Policy

Homework is used to review, reinforce, and extend classroom learning experiences. It provides parents with the opportunity to be aware of the instructional process and helps students to develop a sense of personal responsibility. Students should be capable of independently completing most homework assignments. Teachers should not assign grades to most homework. Teachers will establish support systems for students who have few opportunities to complete assignments at home. The school will help provide books and materials needed for the completion of assignments.

Parents are discouraged from assuming too much responsibility for the completion of assignments. Homework is intended to be a positive experience for students and parents.

General ACPS Guidelines for homework include:

- Practice homework should be clearly understood and assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student with feedback.
- Homework should not be used for disciplinary purposes.

Average Homework Time Per Night for All Subjects Combined (includes independent reading time)		
K-1st Grades	Up to 10 minutes	Homework at the lower elementary level should be minimal and experiential, and most often should take the form of reading, playing games, or doing other activities that involve family.
2nd Grade	Up to 20 minutes	

- *Research has not shown a strong relationship between the amount of homework an elementary school student completes and achievement on standardized assessments.*

If a child is out of school for more than two days due to illness, parents may call the school to request work. Teachers will send the work to the office within 24 hours for pick up. In situations other than illness, students will work with his or her teacher to make up missed work upon their return to school.

School Security

Visitors: All visitors and volunteers at Mountain View School are **required to sign in at the office** and wear a visitor sticker. The Mountain View staff has developed emergency procedures to protect the safety of all students. No one is permitted to pick up a child unless the parent has provided **written permission** for this. In emergencies, if a parent cannot be reached, one of the names on the emergency contact list will be called. **It is essential that two names be provided for this purpose and that you keep the office informed if telephone numbers or emergency contacts change.**

Emergency Drills: We are required by the state and school division to conduct fire, tornado, modified lockdown, and other emergency drills. We will conduct these drills in a developmentally appropriate manner.

After School Pickup: Teachers in charge of after school activities will bring students to the lobby at the end of the activity. Parents should wait in the lobby to pick up their child.

Student Health

Illness or Accidents at School

Our nurse will take care of minor injuries without parent notification. Our nurse will notify parents/guardians if a student is injured/ill enough to warrant parent notice. If they cannot be reached, the student's emergency contacts will be called. It is important to have at least two emergency contacts and that we have a **current** phone number for this individual.

On occasion, you will be asked to come and pick up your child. We ask that someone come to the school in a timely manner (i.e. within an hour) if a child is ill and the nurse calls. Due to limited space in the clinic, we are unable to keep sick children for an extended period of time.

In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. Parents will be made aware of any accident by phone or clinic note.

Medication at School

Please make us aware of conditions such as asthma, epilepsy, heart conditions, etc. as well as procedures to follow. Forms are available in the school office for parents to request the administration of medication if it is necessary during the school day.

See School Board Policy JHCD for a full description of School Division expectations regarding medicine. If your child needs medication during school the following apply:

- The "Parent's Request for Giving Medicine at School" form must be completed prior to bringing medicine to school.
- The school nurse must have written permission to give any medication
- No more than one month's medication may be stored at school
- Unused medication will be disposed of or returned annually
- Prescription medication must be in the original container and come with physician's orders.

- Medication (including inhalers) **must** be brought to school in a container appropriately labeled by the pharmacy or physician.
- Medication will be given in the clinic area/ only by the nurse. On rare occasions, it will be an administrator or secretary.
- The student must assume responsibility for presenting himself/herself for medication at the appropriate time. School personnel will not assume responsibility for calling students for medication, although we will do our best to support them.
- The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
- If you have any questions, please call the school nurse at 434-293-7455.

Allergies and Other Conditions

It is important that you provide us with any medication your child has for allergies to certain foods, animals, pollen, dust, bee sting, etc. that would require immediate attention.

A “nut-free” table is available in the cafeteria for students who have nut allergies. Students who sit at this table may not have any food item with them that contains nuts of any sort. Students who sit at this table are welcome to bring a friend to the table with them, as long as the lunch is nut-free.

If a child is to be excluded—partially or completely—from physical education for more than one day, we must have a statement from a licensed physician to that effect.

Preventing Student Illness

Please follow these simple guidelines to help protect your child and others from becoming ill.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF:

- *Your child has had a fever of 100 degrees Fahrenheit or higher in the past 24 hours.* Children should be free of fever, without the use of medications, for a continuous 24 hours before returning to school.
- *You know or suspect that your child has a fever or is ill.* Delay sending them to school until you have had enough time to observe their behavior and feel certain that your child is well enough to be in school.
- *Your child has been diagnosed with a contagious illness and has not yet received medication for a minimum of 24 hours, or until your doctor tells you that your child is no longer contagious* (Note: Please get this in writing and send it to school with your child.)
- Your child has received medication for an illness for the required 24 hours and still has a fever.
- Your child has vomited the night before or in the morning before going to school.
- Your child has diarrhea, stomach pain, or cramping.
- Your child has nasal drainage requiring constant wiping or blowing.
- Your child has frequent coughing throughout the day or night.
- Your child has any combination of the above symptoms.

Inform the main office of your child’s absence first thing in the morning by calling at 434-972-1600 or emailing MVPSOA@k12albemarle.org

Children who come to school sick are not productive learners and can spread the illness to classmates and staff. Finally, please remember that regular hand washing is one of the best ways to slow or stop the spread of germs in your family.

Immunizations

Virginia law requires that before entering a public or private school, a student must furnish a physical certificate that such student has been adequately immunized against communicable disease, (i.e., polio,

measles, rubella, diphtheria, pertussis and tetanus). The certificate is part of the "School Health Examination Form MCH-213C" which is required for school entrance. A student may not enter school without the required physical examination and immunizations. Religious exemptions are honored.

Vision Check

The vision of students in third grade is checked early in the school year using an Eye Chart and parents are notified of any defects. Some defects may be identified that do not prove to be significant and specific visual problems may not be identified. Children who complain of vision problems should be examined by your family's eye doctor.

Management of Student's Academic Records

Student records are written and maintained for the purpose of assisting the student in his personal, social, educational, and vocational development consistent with high professional standards. These records are kept under the supervision of the principal or his/her designee. The records are used to assist the school staff in working with the student.

Parents who want to view their child's records should submit a written request to the principal which identifies as precisely as possible the record or records they wish to inspect. Directory information (name of student, address, telephone listing, date and place of birth, and other similar information) may be made public as designated by your registration preferences in ParentPortal. See School Board Policy JO for further information.

School Hours

The school building opens to the students at 7:30 a.m. and the school assumes responsibility for the supervision of students at this time. **Students should be dropped off between 7:30 and 7:45 a.m.** Dismissal begins at 2:15 pm and buses will depart at approximately 2:30pm. The school office is open each weekday from 7:30 am to 3:30pm. The school office is generally open during Spring and Summer break with shorter hours (8:00am - 2:30pm), and closed over Winter Break. However, we encourage you to call first during those times to ensure that the office is open and that a staff member is available to assist you.

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Picking-Up and Dropping-Off Students

We believe in proceeding slowly and safely" when it comes to student drop off and pick up. We have a small parking lot as compared to our school size. **During arrival and dismissal, all families must remain in their cars and we will welcome your child in the morning and will bring them to you at the end of the day.** We ask that you pay close attention to school staff and follow their directions to allow for safe passage of students and better traffic flow. We appreciate your patience!

When transporting children to school, remember **it is against the law to pass a school bus loading or unloading students**. This law is in effect on school property also. **Please do not stop, unload, or park in the bus lane on the side of the school.** If you are unloading or picking up your child, please use the drop-off/ pick up area in the front of the school. Traffic is prohibited in the bus lane between 7:30-8:30am and 1:00–2:45pm.

Morning Drop Off

If you choose to drop off your child in the morning, we ask that you follow these guidelines:

- **Staff members will be on duty for supervision no earlier than 7:30am. Please do not arrive prior to that time. A staff member or administrator will be outside to begin opening doors at 7:30am**
- All children should exit their car on the side closest to the sidewalk (right side)
- Follow the traffic directors' instructions (e.g. pull as far forward as possible in the drop off lane).
- **Parents are asked to remain in the car. We have staff members on duty that will open the door from the outside if there is a child-proof lock. Due to the nature of our parking lot, families cannot walk children to class.**
- If your child is to wear a jacket or coat, it should already be on so that time is not taken to put it on prior to getting out of the car. Likewise, backpacks, lunchboxes, and other items should be quickly accessible.
- Please pay close attention to the staff members.
- Although buses have a separate lot than cars, please give the right-of-way to the buses when they need to leave.
- Be sure to give your child a quick goodbye as they get out of the car to help them have a great morning!
- **Do not drop your child off in the school parking lot. It is not safe for anyone to cross in front of the cars in the drop off/pick up lane.**
- Please leave your dog at home for student drop off and pick up.

Please be aware that days of inclement weather may produce an especially long backup. If all cooperate, the cars will move through more efficiently and your child will be safer. We feel that these guidelines will help the flow of traffic each morning and get your child into school in a timely fashion. We appreciate your assistance with this.

Afternoon Dismissal

If you arranged an early dismissal before 1pm, **you will need to arrive before 1:45pm** or you may get stuck in the car pickup line. Come directly to the office to sign them out. A staff member will assist you in signing out your child and the student will come to the office to meet you.

Student Bicyclists

Students who ride to school are to lock and park their bike or scooter at the bicycle rack located at the front of the building. **Students are required to wear a helmet.** If a student is a regular bus rider but chooses to ride their bike or scooter to school, it is considered a change in dismissal and a Change of Dismissal Form, note from home, or phone call must be presented.

Change in After-School Plans

Parents/family members must send a Change of Dismissal Form, written note from home, email from parent or phone call to the office giving permission any time a student is to leave in a manner that is different from their default dismissal plan. Parents must send these notes indicating changes on a daily basis. You may send a change of dismissal email to MountainViewOAs@k12albemarle.org. If the school does not receive notification from the parent about a change of dismissal, the normal dismissal plan for the child will be followed. **All changes must be received by 12:30 p.m. to ensure that there is adequate time to notify the student and teacher of the change.**

EDEP (Extended Day Enrichment Program)

The Mountain View Extended Day Enrichment Program is an *ACPS fee-based program* designed for families who need after school care for their children, either on a regular or an occasional basis. The EDEP staff works to provide a fun, learning, and safe environment for children. Students are dismissed to the EDEP at 2:20 p.m. The program operates until 6:00pm. Review their website linked above for more information.

Bus Transportation

Bus Schedules and Routes

School bus schedules and routes are established by the Albemarle County Transportation Department. Call the Transportation Department at **434-973-7805** or talk with your bus driver if you have questions.

Bus schedules and stops are always subject to change during the first week or two of school as it takes several days before they are completely settled. We appreciate your patience during this period of adjustment. It is recommended that parents walk with children to bus stops and wait with them until the bus arrives. It is required that Preschool and Kindergarten students have a parent or guardian with them at bus drop off and pick up.

Bus Drivers and Rules

Bus drivers provide an essential service in our educational system. Their job is not always an easy one. Parents are asked to give support by requiring their children to obey bus rules and respect the drivers. A copy of the county "Guidelines for Student Transportation" is sent to parents each year. One portion must be signed by the parent and, when appropriate, the student. These guidelines should be re-read from time to time during the year to reinforce proper bus behavior. Riding the bus is a privilege.

Bus Safety

Bus safety requires a community effort. If you suspect dangerous conditions on the school bus, please call our school or the Albemarle County Department of Transportation (434-973-5716). If you observe traffic violations by motorists that threaten the safety of our students, please report them directly to the Albemarle County Police Department.

Bus Passes

Parents may request an alternate bus stop from the Transportation Department after the first 10 days of school. Once approved, parents must send a **Change of Dismissal Form** or note to the office granting permission for this change. The office staff will reissue the parent's note to the student, which will serve as a bus pass and must be presented to the bus driver upon boarding the school bus. **Approval of the request to ride a different bus is dependent on available seats on the requested bus**.



Miscellaneous Items

School Pictures

Individual school pictures are typically taken in the fall and class (group) pictures are taken in the spring.

Lost-and-Found

Always put your child's first and last name on personal items and clothing. If items are found without a student's name, they will be placed in the lost and found hooks that are located in the hallway near the cafeteria entrance. Pictures of items are sent in the *Weekly Wednesday Update/ Mensaje de Miercoles* to make it easier for families to claim. Items that are not picked up by the end of each month will be donated to a local charity.

Also, a lost-and-found drawer is maintained in the school office for small valuables.

Student Birthdays

Birthdays are a special occasion for students, especially in elementary school. The student will be recognized in the classroom on their birthday and through the morning announcements. **We ask families to not send in food/treats for birthday celebrations due to allergies and nutritional concerns**. If you would prefer your child's birthday not be recognized, please notify their teacher.

Party Invitations

At Mountain View Elementary School we want all children to feel valued and included. Invitations to private parties may not be distributed at school unless ALL students in the class are invited.

Animals in the Classroom

This link will explain the Albemarle County policy on animals: Animals in the School

Some classrooms at Mountain View have classroom pets. Caring for and observing the classroom animals serve as an enjoyable, hands-on learning experience. The handling of animals by students is voluntary and only under the immediate supervision of the teacher. A permission form is required from all students before a classroom pet, such as a small dog, will be allowed.

Some teachers permit students to share their home pets with their classmates. Animals must be leashed or caged when brought into the building. A certificate of good health and vaccinations from a veterinarian is required and will be kept on file in the office. Administrative permission is required for any pet to be brought into the classroom.

If you do not wish for your child to come in direct contact with or handle either classroom or home pets, please notify your child's teacher in writing.

Dogs are not permitted on school grounds from 7:30 a.m. to 6:00 p.m.

Student Use of Telephone

Students may only use school phones with teacher permission. Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties, go home or ride buses with friends, etc. are discouraged. These matters should be taken care of prior to the school day.

Personal Items: Electronic Devices/ Cell phones/ Toys

In order to create an optimal learning environment for our students, families are asked to refrain from sending any item that might be a distraction or cause a safety hazard. Examples of such items include toys, cell phones, anything that could be construed as a weapon, trading cards, electronic games, cash, etc.

Students may NOT use cellular phones or electronic devices -- including watches that receive phone calls or texts -- during the school day. Personal phones/watches must be **off** from "bus to bus" and in student backpacks at all times. We recommend you keep all electronic devices at home. It is at your own risk if they are brought to school.

Assemblies & Guest Speakers

A variety of assembly programs are provided for Mountain View students during the school year. These include student presentations, guest speakers, and professional productions.

Breakfast & Lunch Information

Breakfast and lunch will be provided to all students free of charge this school year.

You are welcome to pack lunch for your child. If a student packs a lunch, please be sure beverages are in plastic containers as glass bottles are not allowed. **Please send nutrition rich items instead of sodas or other non-nutritional lunches or snack items. Also, NO GUM is allowed.**

Please have your child practice opening and closing containers on their own at home. While we will help them, it is best to build their confidence in their independence.

Acceptable Use of Technology

Students at Mountain View are expected to follow School Board Policy I**IBE** regarding the acceptable use of technology. Internet and computer network and non-network access is available to authorized students, teachers, and other staff in the Albemarle County Public Schools.

Families are encouraged to read this Technology and Digital Citizenship Field Guide for ACPS Families (also available in Spanish). This guide includes technology, digital citizenship, and device care resources for families, with a goal of providing families with information about technology in an approachable and educational way.

Use of the Albemarle County Public Schools' Internet and computer facilities is a privilege, not a right. Inappropriate use will result in an immediate termination of access and other privileges relating

to use and may also result in disciplinary action (up to and including suspension or expulsion, formal reprimand, or dismissal) as well as potential civil or criminal liability and prosecution.

Administration, faculty, or staff may request that the systems administrator deny, revoke, or suspend specific user access in the event of violation of this policy.

Pledge of Allegiance

We recite the Pledge of Allegiance and have a moment of silence every morning as part of the Morning Announcements. Students are not compelled to recite the pledge. If they do not they quietly stand or sit at their desks while others recite the Pledge.

Family Involvement

School Supplies

We ask families to help us by purchasing school supplies at the start of the school year. These lists are found on our website: Supply Lists - Mountain View Elementary School We keep the supplies we request to a minimum but we are always in need of school supplies and bulk snacks.

PTO (Parent-Teacher Organization)

The Parent Teacher Organization is an important part of the school. Our PTO coordinates invaluable parent volunteer services, assemblies, book fairs, and fundraisers to support school field trips and supplies. Every parent who has a child attending Mountain View School is a voting member of the PTO. PTO meetings are held on Monday evenings. Parents will also receive PTO updates via email, Tuesday Take Home folders. Check out their website at: https://www.calepto.org/.

Parent Volunteers

PTO is interested in having all families volunteer at least once during the year. It sends a beautiful message to your child to see you in school. PTO coordinates this initiative. For the safety of our students, all volunteers are required to review and sign a volunteer packet of forms. It is important that all volunteers understand that confidentiality is very important and must guard children's privacy.

Hispanic Heritage Night (October)**, Black Excellence** (February)**, Culture Clubs** (year round)

We love to celebrate our students and families -- and this is only possible with your help! We will be asking for donations of time, money, and sharing your skills and stories with us. The more help we have as a staff, the more we can focus on your children! If you have ideas or projects you want to lead, let us know that as well.

In Conclusion

We hope that this handbook has provided you with helpful information. If you have questions or concerns regarding anything associated with Mountain View, please do not hesitate contacting your child's teacher, one of our school counselors, or the administration.

We look forward to a very successful school year!