Mountain View Elementary School

Student and Family Handbook
2019-2020 School Year

Peggy Heath, Principal
Mike Baumann, Assistant Principal
Mountain View Elementary School
12401 N. Perry Street
Broomfield, CO 80020

Mountain View Elementary Phone Numbers

<table>
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<tr>
<th></th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Mountain View Office</td>
<td>720.972.5520</td>
</tr>
<tr>
<td>Hours: 7:15am-3:15pm</td>
<td></td>
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<tr>
<td>Fax Line</td>
<td>720.972.5539</td>
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<tr>
<td>Attendance Line (24Hours)</td>
<td>720.972.5536</td>
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<tr>
<td>BASE Program</td>
<td>720.972.5537</td>
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<tr>
<td>Cafeteria</td>
<td>720.972.5530</td>
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<td>SchoolPaymentSolutions.com</td>
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Check out our website!

www.mountain.adams12.org
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BASE Program Hours

<table>
<thead>
<tr>
<th>Time</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Before School</td>
<td>6:30 am-7:40 am</td>
</tr>
<tr>
<td>After School</td>
<td>2:30 pm - 6:00 pm (M,T,Th,F)</td>
</tr>
<tr>
<td>After School Wednesday-Early Release</td>
<td>1:15 pm - 6:00 pm (W)</td>
</tr>
</tbody>
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MOUNTAIN VIEW BEFORE & AFTER SCHOOL ENRICHMENT PROGRAM (B.A.S.E.)

We would like to invite you to examine and participate in the Mountain View Before & After School Enrichment Program. The program is available from 6:30 a.m. to 7:30 a.m. and from 2:30 p.m. to 6:00 p.m. except for Wednesdays, which will be 1:15 p.m.-6:00 p.m. It is also offered on teacher duty and district in-service days. Summer program hours are 6:30 a.m. to 6:00 p.m. The program offers reasonable fees, quality leadership, fun for all and a viable alternative to transporting your children to an outside child care facility. Information pertaining to this program will be available during student registration days. Additional information may be obtained by calling our program at 720-972-5537 between the hours of 6:30 a.m.-7:35 a.m., or 2:00 p.m.-6:00 p.m., or by calling the BASE program cell phone number at 720-480-4218.
**SCHOOL HOURS**

**Monday, Tuesday, Thursday, Friday**
Grades K-5 7:35 a.m.-2:30 p.m.
AM Preschool: 7:35 a.m.-10:40 a.m.
PM Preschool: 11:35 a.m.-2:30 p.m.

**Wednesday**
Grades K-5 7:35 a.m.-1:15 p.m.
Preschool does not meet on Wednesdays.

**SAFETY TO AND FROM SCHOOL**
Students are expected to go directly to and from school and should not arrive before 7:25 a.m. They are to respect the rights and property of all people in the neighborhood. Trespassing and the destruction of property will be reported to the police. Students are to **stay on the sidewalk when walking and in streets when on bicycles**.

**Morning Arrival:**
Supervision of students begins at 7:25 a.m. and ends at 2:40 p.m. (except on Wednesday which ends at 1:25 p.m.). Students are expected to go directly to and from school and should not arrive before 7:25 a.m. Upon arrival to the school, students are to go to their assigned entrance door, then walk directly to their classrooms. For security purposes, parents who wish to visit the building during morning arrival must enter through the front doors on Perry Street and sign in at the front office with their ID.

**Afternoon Dismissal:**
Supervision of students ends at 2:40 p.m. (except on Wednesday which ends at 1:25 p.m.). Students are expected to go directly to their bus, car, after school activity, or to go directly home. **Please note:** Students may not stay after school to play on the playground, as this area is utilized by our BASE program.
August 8 & 12
Meet Your Teacher Nights, 4:00 p.m. - 8:00 p.m. Please bring your supplies!

August 14
First Day of School for All K-5 Students: early release day (1:15pm dismissal)

August 19
Preschool Orientation

August 20
First Day of School for Preschool

August 29
Individual Picture Day

September 2
NO SCHOOL – Labor Day

September 3
District Assessment Day – No District Transportation Provided
Session I: 7:35-9:30 a.m. (All students attending BASE on this date attend Session I)
Session II: 9:40-11:35 a.m.
Session III: 12:35-2:30 p.m.

October 9
NO SCHOOL – Parent/Teacher Conferences 8:00 am. - 7:40 pm

October 10
NO SCHOOL – Teacher Work day/1st Quarter Ends

October 11
NO SCHOOL – Teacher Comp Day

October 17
Picture Retakes

November 11
NO SCHOOL – Veteran’s Day

November 25-29
NO SCHOOL – Thanksgiving Break

December 19
2nd Quarter Ends
December 20  
**NO SCHOOL FOR STUDENTS** – Teacher Duty Day

December 23–January 3  
**NO SCHOOL** – Winter Break

January 6  
**NO SCHOOL FOR STUDENTS** – In–Common Release Day

January 7  
Classes Resume

January 17  
District Assessment Day – **No District Transportation Provided**
Session I: 7:35–9:30 a.m.  *(All students attending BASE on this date attend Session I)*
Session II: 9:40–11:35 a.m.
Session III: 12:35–2:30 p.m.

January 20  
**NO SCHOOL** – Martin Luther King Jr. Day

February 12  
**NO SCHOOL** Parent/Teacher Conferences, 8:00 am – 7:40 pm

February 13  
**NO SCHOOL FOR STUDENTS** – In–Common Release Day

February 14  
**NO SCHOOL FOR STUDENTS** – District Inservice Day

February 17  
**NO SCHOOL** – Presidents’ Day

March 5  
Spring Pictures/Class Pictures

March 13  
3rd Quarter Ends

March 23–27  
**NO SCHOOL** – Spring Break

March 30  
**NO SCHOOL** – In–Common Release Day/ Teacher Comp. day for evening events

May 1  
Elementary District Assessment Day – **No District Transportation Provided**
Session I: 7:35–9:30 a.m.  *(All students attending BASE on this date attend Session I)*
Session II: 9:40–11:35 a.m.
Session III: 12:35–2:30 p.m.

May 8  
**NO SCHOOL FOR STUDENTS** – TEACHER WORK DAY (potential snow day make–up)

May 21  
4th Quarter Ends
Thursday, May 21

LAST DAY OF SCHOOL - FULL DAY / 2nd Semester Ends – REPORT CARDS GO HOME

School Hours

Monday, Tuesday, Thursday, Friday

Grades K-5  7:35 a.m.-2:30 p.m.
Preschool  morning session 7:35 – 10:40
           afternoon session 11:25 – 2:30

Wednesday: Early Release Days

Grades K-5  7:35 a.m.-1:15 p.m.
           -NO PRESCHOOL ON WEDNESDAYS-
ASSESSMENT OF STUDENTS (kindergarten-5th grade)
Student progress is documented using a variety of assessment tools; some measures are formal and some are informal. Informal assessment measures include teacher observation, checklists, unit assessments, or anecdotal notes. Adams 12 uses the following formal assessments throughout the year to measure student progress and performance:

- **ACCESS** - Assessing Comprehension and Communication in English
  - State-to-State
  - English Language Proficiency Assessment for English Learners, all grades
- **CMAS** - Colorado Measures of Academic Success
  - English Language Arts and Math (3-5)
  - Social Studies (4)
  - Science (5)
- **DRA** - Developmental Reading Assessment (kindergarten only)
- **MAP** - Measure of Academic Progress
  - Reading and Math (K-5)
- **NNAT3** -- Naglieri Nonverbal Ability Test, a measure of general ability, used as a screening assessment for Gifted and Talented identification (grade 2 only)
- **PALS** -- Phonological Awareness Literacy Screening (K-3)
- **TS Gold** - Kindergarten Readiness Assessment (kindergarten only)
Mountain View participates in many formal and informal assessments throughout the year. Below is a schedule of the formal district and state assessments your child will be taking this year. Please watch our newsletter for more information.

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>TESTING WINDOW</th>
<th>GRADE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS</td>
<td>Window 1/7 - 2/8</td>
<td>ELL Students</td>
</tr>
<tr>
<td>CMAS</td>
<td>3/17- 4/24</td>
<td>Grades 3-5</td>
</tr>
<tr>
<td>DRA</td>
<td>May 2020</td>
<td>Kindergarten</td>
</tr>
</tbody>
</table>
| MAP Reading & Math Assessments | Fall 8/1 - 10/4  
                       | Winter 11/25 - 1/31  
                       | Spring 4/9 - 5/19 | Grades 1-5  
                       | Fall/Winter/Spring  
                       | Kindergarten Winter only |
| NNAT3               | 9/26/19                            | 2nd grade         |
| CogAT               | 12/3/19                            | individual students in grades K-5 |
| PALS                | Fall 9/3-9/20  
                       | Winter 1/17-1/31  
                       | Spring 5/1-5/8 | Grades K-3 |
| TS Gold             | On-going throughout the first 60 days of school | kindergarten |
ATTENDANCE

State and District Policy:

Daily attendance is **required** for our students to attain maximum benefit from the educational process. Please take time to read and become familiar with the district’s attendance policy and Mountain View’s procedures.

**District Policy 5020** provides specific guidelines regarding student attendance. The policy describes acceptable reasons for absences, makeup work procedures and potential sanctions for poor attendance. Per Colorado law (22-33-104 C.R.S.), children are required to attend school from the age of 6 until their 17th birthday. Please be aware that the district partners closely with local juvenile courts to intervene in the cases of students whose poor attendance constitutes “habitual truancy,” which is defined by Colorado law as having 4 or more full or partial unexcused absences in a month or 10 or more full or partial unexcused absences during any calendar year period.

Mountain View Attendance Procedures: (matrix to be updated for 2019-2020)

<table>
<thead>
<tr>
<th>Instructional Day</th>
<th>Date for 1st Semester start</th>
<th>Far Below Basic</th>
<th>Below Basic</th>
<th>Basic</th>
<th>Proficient</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>ON THIS DATE</td>
<td>Number of Absences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>September 20</td>
<td>4 or more</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>50</td>
<td>October 25</td>
<td>7 or more</td>
<td>5-6</td>
<td>3-4</td>
<td>1-2</td>
<td>0</td>
</tr>
<tr>
<td>75</td>
<td>December 7</td>
<td>10 or more</td>
<td>7-9</td>
<td>4-6</td>
<td>1-3</td>
<td>0</td>
</tr>
<tr>
<td>100</td>
<td>January 29</td>
<td>14 or more</td>
<td>9-13</td>
<td>5-8</td>
<td>1-4</td>
<td>0</td>
</tr>
<tr>
<td>125</td>
<td>March 7</td>
<td>17 or more</td>
<td>11-16</td>
<td>6-10</td>
<td>1-6</td>
<td>0</td>
</tr>
<tr>
<td>150</td>
<td>April 18</td>
<td>20 or more</td>
<td>13-19</td>
<td>7-12</td>
<td>1-6</td>
<td>0</td>
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<tr>
<td>175</td>
<td>May 23</td>
<td>23 or more</td>
<td>15-22</td>
<td>8-14</td>
<td>1-7</td>
<td>0</td>
</tr>
</tbody>
</table>

♦ **Tardies and Partial Absences:** If a student is late or absent from school less than one hour, a tardy will be marked. Any missed time between 8:30am and 10:59am will be considered a partial day absence. At 11:00am, a student will be marked as a half day absence.

♦ **Excused absences:** Excused absences are defined as:
  - Absences caused by illness, injury, or physical, mental and/or emotional
disability, or non-emergency medical/dental appointments (a doctor’s excuse may be required for extended absences)
- Religious observances generally recognized by an established and bona fide religious organization
- Family emergencies or hardships
- Absences required by a legal body
- Other reasons specified by law
- Acceptable reasons for excused absences may be restricted, or additional documentation may be required beyond the guidelines in District Policy 5020 by the building administrator.

♦ **Unexcused absences:** All absences that are not excused as defined in District Policy 5020 will be considered unexcused. These also include when no communication has been received from parents regarding the absence. Daily phone calls will be made to contact parents if a student is absent and not excused.

♦ **Early Dismissal:** If you are picking up your child early from school, a note should be sent to your child’s teacher briefly stating the reason for early dismissal and the time of dismissal that day. The parent or guardian is then required to come into the school office when picking up the child and sign a checkout log to indicate who is taking the child out of school. You will be asked for photo identification.

♦ **Chronic Absenteeism:** A student is labeled chronically absent if he or she is absent from school either excused or unexcused more than 10% of the school year based upon the possible attendance days for that academic year. If a student becomes chronically absent from school, an attendance letter will be sent home and an attendance contract will be created if they continue to miss school.

Children arriving at school after 7:35 a.m. are tardy. If a Student arrives at 7:45 a.m. or later they need to check in at the office and they will be given a tardy pass before going to the classroom. A PARENT must come with the child into the office and personally sign them in.

**ATTENDANCE LINE**

If your child will be late to school or absent, please call the Mountain View Attendance Line at 720-972-5538 prior to 8:30 a.m. the day of the absence. You may do this anytime overnight. These calls will be compared to the teacher reported absences and then telephone calls will be made on a daily basis to parents whose children are not
accounted for that day. It is not necessary to send a note to school explaining an absence if you have contacted our attendance line. Children who have diagnosed communicable diseases are expected to remain home until a physician recommends they return to school.

Please record the following information:
- Student name and teacher name
- Who is calling
- Reason for absence/tardy

**MISSED SCHOOL /EXCUSED ABSENCE MAKEUP WORK**
Some concepts are not taught to the student before he or she is absent. If your student is sick and you want to pick up his or her make-up work, the teacher will have assignments available to you the DAY AFTER the student is absent. Students will be given a period of the same number of days they were absent plus one additional day to make up missed assignments beginning on the next school day following the absence. Work for unexcused absences shall be made up before and/or after the regular school day.

**ATTENDANCE AWARD GUIDELINES**
Students with perfect attendance (no absences) will receive a certificate. They will also be recognized at the end of the year awards assembly.
- Please note: To qualify for Perfect Attendance, a student must have no tardies and no early departures from school.

**HOMEBOUND PROGRAM**
The school district provides teachers for students who are homebound or hospitalized for an extended period of time because of illness or accident. Students must be between the ages of 5 and 21 and a licensed physician must certify that the service is needed. The parent must meet the following responsibilities in order to receive this service:

- Obtain the necessary application forms from the school, have their physician fill them in, sign and return them to the school.
- Provide a quiet room where the teacher and student can work.
- Notify the teacher when a lesson is to be canceled.
- Notify the school of any change in the doctor’s recommendations.
e. Help the student with work assignments between the teacher’s visits.

**AFTER SCHOOL DETENTION**
When students are asked to stay after school, the parents will be contacted prior to the regularly scheduled dismissal time by phone. Bus students will not be detained unless a previous plan has been worked out between the teacher and the parents.

**STUDENT BEHAVIOR**

**POSITIVE BEHAVIORAL INTERVENTION & SUPPORT**
Our intention is to provide a positive school environment that will develop individual responsibility and promote citizenship. Following the philosophy of the Positive Behavioral Intervention Support system, our students have clear and consistent expectations throughout the school community.

- Be Kind
- Be Safe
- Do Your Job
- Show Initiative

In order to reinforce good behavior, we recognize the positive side of student behavior whenever possible by handing out Rock Coupons. These coupons are added to our daily prize drawings during morning announcements.

![At Mountain View, WE ROCK!!](image)

**BEHAVIOR EXPECTATIONS**

- Voice level expectations are posted throughout the building.
- The Kiva is a place for quiet study and small group problem solving.
- Gum chewing and hats are NOT allowed at any time in any areas.
- Students will exit the building through classroom doors at the end of the day and not re-enter unless they have a class or are in the after-school program. **Re-entry is only allowed through the front and cafeteria doors.**
**BEHAVIOR/DISTRICT POLICY**
We are proud of the behavior of our Mountain View students. The great majority of our students will, happily, never be involved in the disciplinary process.

Mountain View adheres to all District Policies pertaining to student code of conduct. We align our student discipline practices to the [Adams 12 Discipline Matrix](#).

The majority of the student discipline is handled by the classroom teacher(s). Your child’s teacher will explain classroom management procedures on Curriculum Night. Minor offenses do not always necessitate parental involvement.

For more detailed information on Adams 12 Five Star Schools Student Code of Conduct, please refer to [District Policy 5000](#).

**BEHAVIOR/BULLYING**
Mountain View follows all district policies and procedures regarding bullying and harassment. [District Policy 5110](#) addresses the negative impact that bullying has on student health, welfare and safety and on the learning environment.

Bullying, as defined by state law, is any written or verbal expression, or physical act or gesture, or a pattern thereof, intended to cause distress upon one or more students. All bullying is prohibited.

Bullying which is directed at a student's race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment. Harassment is specifically prohibited by [District Policy 8400](#) (Nondiscrimination/Harassment).

All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and/or address bullying. We will follow the Mountain View established discipline procedures in cases of bullying and harassment when necessary and at administrator discretion. Please encourage your child/ren to report all cases of suspected bullying, intimidation or harassment so that we may follow-up before it becomes a bigger problem.

**BICYCLE/SCOOTER RIDING SAFETY**
Bikes and scooters must be WALKED WHEN ON SCHOOL GROUNDS.

Students, with the permission of parents, may ride bicycles to and from school. Suggested age for riding is 3rd through 5th grade students who have demonstrated safe riding skills and habits to their parents. As a school, we do not undertake any responsibility for the students’ safety when riding bikes to and from school or for damaged or stolen bicycles. Bicycles should be parked in the bike areas and locked securely. It is recommended that a chain lock be used consistently to secure bicycles to the bike racks. The school expects all bicycle riders to refrain from riding over the
school lawn or private property. Bicycles must be WALKED WHEN ON SCHOOL GROUNDS.

BUS INFORMATION

BUS DEPARTURE
Due to the high costs of fuel and tight scheduling of routes, buses will be pulling away from the bus lanes 5 minutes after the time the bell rings. Busses do not return to school to pick up students who have missed the bus. If your child has been dismissed on time and misses his/her bus, you will be responsible for providing your own transportation home or to your daycare facility.

NOTE REQUIRED FOR RIDING A DIFFERENT BUS HOME FROM SCHOOL
Normally students shall ride only the school bus assigned. If an exception is necessary, the transportation department must give permission (720-972-4300). With written permission from both homes, and administrative approval, a student may ride another bus on a one-time basis.

PARENT PICK-UP OF STUDENT BUS RIDERS
Parents who intend to pick up their child/ren after school must be at school before the bus departure time. If this is not possible, parents must send written instructions for the child to stay at school, otherwise they will be sent home on the bus. It is the expectation that you will be there prior to dismissal time. Please do not park in the bus lane!

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES
Mountain View staff and administration understand the need for students to carry cell phones for contacting parents before and after school in case of emergencies. During the school day each classroom is equipped with a phone, and at the teacher’s discretion students will be allowed to call a parent if the situation arises. There should be NO need for a student to use a cell phone during school hours unless for classroom instructional purposes. THIS INCLUDES RECESS AND BREAKS. At no time should students be using cell phones/electronic devices for the purpose of taking photos.
Please note: Smart watches fall under the same school and district policies as cell phones and other personal electronic devices. Smart watches used during school hours to make phone calls, take pictures, or send text messages will be confiscated and sent to Mountain View administrators.

District Policy 5030 addresses electronic devices. Each building administrator is allowed to set further disciplinary policies at the building site if s/he chooses to do so. If unique conditions exist which require that a student use such devices, on a temporary basis, outside of these guidelines, a written request needs to be submitted to the principal for review and approval.

Mountain View Cell Phone and Electronic Device disciplinary sanctions:

1st Offense: The device shall be confiscated and transferred to the appropriate school administrator. Parent/guardian shall be notified, and the device may be released to the student upon the student’s signature of an acceptable use agreement.

2nd Offense: The device shall be confiscated and transferred to the appropriate school administrator. The parent shall be notified, and the device may be released only to the parent/guardian upon the parent’s/guardian’s signature of the acceptable use agreement.

3rd Offense: Third offense shall be considered disruptive behavior and defiance of authority and may result in a minimum of one day of suspension to be served in or out of school at the discretion of school administration.
CLASSROOM ASSIGNMENT OF STUDENTS
This process begins with the value of maintaining balanced and diverse classrooms (classrooms that reflect the diversity of our community and the students we serve). Therefore, the following criteria are used to establish new classrooms:

➢ Gender
➢ Interpersonal skills (how students interact with peers and adults)
➢ Academic overview in language arts (reading, listening, and writing), the sciences (math, science, social studies), and the arts (art, music, physical education and computer).
➢ Special needs (gifted and talented, ESL, resource and interventions), etc.

The current year’s grade level teachers meet during spring semester to determine tentative class lists for the following school year. These lists are made collaboratively with the specialists (SpEd, speech, mental health, ELL) and the specials teachers review them. Lists are then given to the principal who makes the final approval.

We are aware that even our best efforts to place students in the appropriate classrooms may need to be reviewed. Therefore, we ask you to wait and review your child’s placement in the particular classroom once the child has been in that classroom at least three weeks. During this period of time, students, teachers, and parents will have the opportunity to adjust to new surroundings, procedures and relationships. Then, if specific needs still exist, a parent may request in writing a classroom placement change from an administrator.

CLASSROOM PARTIES
If a student needs to be excluded from participating in seasonal parties, please contact the classroom teacher. Alternate arrangements will be made so the students have an opportunity to still enjoy their time at school. Mountain View typically celebrates Halloween with a parade and classroom event and the December break/holidays. If you are asked to provide treats, we encourage you to consider healthy options (fruits and vegetables). We also ask you to refrain from using or purchasing items with peanut products due to the number of students with peanut allergies in our school community.

Click here to return to index
COMMUNICATION
The Mountain View staff is dedicated to a home/school communication that shows strong commitment to our shared responsibility for student success. To that end, we encourage open and frequent communication.

COMMUNICATION WITH CLASSROOM TEACHER:
- Consider your child’s teacher as the first line of communication. Your child’s teacher knows your child better than anyone in the school and has information regarding what happens during the school day.
- Parents are invited to ‘Meet the Teacher’ night at the beginning of the school year to receive important information and meet the teacher. We encourage you to bring your child to this event.
- Every teacher has an individual system through which they communicate with parents, including Friday Folders, student planners, journals, email and/or voice mail. Please make sure you understand how this works in your child’s classroom.
- Two parent-teacher conferences are scheduled during the school year. If a parent needs more information between conference times, teachers may schedule individual conferences.
- Every teacher and/or grade level will send write a weekly/monthly newsletter. These newsletters will be posted on the grade level pages on the school website. Included in these newsletters will be information on units and topics covered as well as upcoming curriculum information. Also included are student activities that you may need to be aware of and at times, student work that is ready to come home. When beginning new units, you will receive notification of student expectations, unit importance, timelines, and grading criteria.
- While we encourage family input and two-way communication, being responsive to our students’ needs requires our undivided attention. Therefore, please keep in mind that right before school and right after school are very busy times for Mountain View staff members. Every teacher has voicemail and email. You may call and leave a message for a staff member to call you or schedule an appointment to meet. By scheduling a time, we can listen and follow through on your comments, questions or concerns.
- As part of our open communication policy, the staff and administration will make every effort to respond to parent phone calls and emails within 24-48 hours. Each teacher has voicemail, which you can access 24 hours per day. If it is an urgent matter, please contact the main office and the message will be forwarded to the teacher. Understand that the office is an extremely busy place, so we ask that you only use this option when it is truly urgent.
- It is a priority for all Mountain View staff to try to preserve the integrity of classroom instructional time for all students. Therefore, during instructional time, please limit classroom visits to 30 minutes or less unless you are a scheduled volunteer. As a volunteer, please respect that this is not the time to discuss individual situations regarding your child as the teacher is responsible for classroom instruction during
COMMUNICATION FROM THE SCHOOL:

- Our weekly newsletter comes out every Friday via Campus Messenger. You can also access our newsletter on the Mountain View webpage.
- Important information will be updated on the grade level website each month.
- Your child will have a Friday Folder. Please check this folder each week for important information from the teacher and the school.
- Visit Mountain View’s web page at https://mountain.adams12.org
- Participate in any of the opportunities for parents, including PTO. The PTO website can be found at https://sites.google.com/site/mvesptobroomfield/home
- Auto-dialer calls and emails to home are periodically sent with important reminders and information.

COMMUNICATION FOR PROBLEM SOLVING

- When conflicts or concerns arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. We all agree, the sooner a concern is dealt with, the better the chances are for a successful resolution. For classroom concerns, your child’s teacher is the first source for finding a solution. If a resolution isn’t reached between parent and teacher, the next step is to talk with an administrator. This will give us an opportunity to gather complete and accurate information about the situation and to focus the solution on what is best for the child.
- We must preserve an environment that is safe from harassment and intimidation for all stakeholders. Therefore, all staff, students and parents are expected to act in a manner that is respectful and focused on solutions.
- No retaliation will occur against students or family members who voice concerns or file grievances.
- The principal at Mountain View Elementary School should be the last level of resolution before moving to the district office.
- At the district level, Executive Directors in Learning Services are assigned individual schools within Adams 12 Five Star Schools. If a resolution has not been reached at the school level, the appropriate district administrator is the next resource. While there’s no guarantee that all concerns will be successfully resolved, the Five Star District and Mountain View Elementary School remain committed to maintaining an environment that listens to parent concerns and responds to them.

DELIVERIES TO STUDENTS AT SCHOOL

In order to create and maintain an educational setting which values learning, and to cause the least disruption to the school, we ask relatives/friends to please refrain from sending deliveries to students at school. These deliveries would include balloons, flowers, teddy bears, lunch, etc. Any such items will be held until the end of the school day at which time a student may claim the item to take home. Classes will not be
interrupted nor will students be allowed to carry items with them throughout the school day and into the classroom. Please help us in maintaining an academic environment by celebrating important family events at home.

Similarly, we ask that all party invitations and gifts to be delivered by students at school please be done outside the hours of 7:30 a.m. and 2:30 p.m. as to avoid disruptions and possible hurt feelings.

Finally, please refrain from having take-out food delivered to your student for lunch. Our office staff will not accept food deliveries, make change for delivery drivers, nor deliver take-out lunches to your student.

**DRESS CODE**
This Mountain View student dress code is aligned with [District Policy 5060](#).

The following items or clothing are specifically **prohibited**:
- Spaghetti straps, tank tops and halter tops (straps must be at least two fingers wide)
- Exposed undergarments, buttocks, stomachs or cleavage
- Garments, make-up or hair worn in a manner that makes a student’s face unidentifiable
- Mesh clothing
- Pajamas and house slippers (unless for class read-in by teacher request)
- Shirts with revealing necklines or armholes
- Sunglasses or caps worn indoors- **HATS MAY BE WORN OUTSIDE ONLY FOR THE PURPOSE OF WEATHER PROTECTION. (EXCEPTIONS WILL BE MADE AS THEY RELATE TO MEDICAL AILMENTS.)**
- Gloves worn indoors
- Athletic headbands and armbands
- Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message
- Clothing or accessories with sexually suggestive language or messages
- Clothing or accessories that promote violence, criminal activity, intimidation or intolerance
- Clothing or accessories that could be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains

In addition:
- Shoes must be worn at all times
- Shorts and skirts must be fingertip length when arms are resting at the sides
- Shirts must cover the shoulders
- Shirts must be long enough to naturally touch the top of the lower garment and/or be tucked in

**If student appearance violates District Policy, parents will be contacted to bring a**
change of clothing. This student dress policy applies to any school function, whether during the school day or after hours, INCLUDING HALLOWEEN.

PHYSICAL EDUCATION DRESS CODE
It is with the safety of all students in mind that we ask your child to wear appropriate footwear and clothing while in P.E.

- No sandals, flip flops, or high-heeled shoes
- No black-soled shoes, which leave a mark and a sticky feel to the surface of our floor,
- Students wearing skirts or dresses are asked to wear shorts under their clothing to protect their privacy.
- Restrictive clothing is also not advised while in P.E., as this does not allow students to fully participate in class.

EMERGENCY DISMISSAL OF SCHOOL
Occasionally, because of unexpected severe weather or civil defense warnings, it may be necessary for school officials to dismiss the students before the end of the school day. Parents can plan for this emergency by making arrangements so children can get into the home or stay with neighbors. Stations: KOA, KLZ, KHOW, KBRQ, KEZW, KAZY, KBPI, KOAQ, KOSI, KRXY, KWBI, KL117 and KDKO will broadcast early dismissals as well as whether or not the district is holding school in cases of severe overnight storms. You can also check the status of school closures on the district website at www.adams12.org. In the case of severe windstorms or blizzards that make walking home dangerous, children will be kept at school until a parent, guardian or other adult designated on the emergency contact card is contacted to make arrangements for the children to be picked up.

Please refrain from calling the school during these emergency times. School staff must remain 100% focused on the students, their safety, and communication from our District Safety and Security Team.

In extreme situations (such as an active tornado or law enforcement situation) students may not be released from school at dismissal time. Please realize this will only be done if staff and students’ safety would be jeopardized by going outdoors for dismissal. If this occurs at the end of the day, the students will be detained in the school and released when the situation is resolved.

Before students are released you will be contacted by a reverse phone call or a call from your child’s teacher. We ask that you do not call the office as the staff will also be involved in whatever safety precautions we will be taking at the time. We appreciate your cooperation and patience if/when this occurs. We train regularly for any safety situation and encourage you to be patient for information forthcoming while understanding we first and foremost place the safety of your child as our highest priority.
EVENING PROGRAMS
Evening performances are conducted for our community. The school children usually have the opportunity to see the programs during the school day. Children attending evening programs for the purpose of viewing the performance must be accompanied by a person 18 years old or older. Please be sensitive to those performing when considering bringing children younger than five years old.

EXCUSED FROM GYM AND PHYSICAL ACTIVITY PROGRAMS
The physical education program and recess activities have many educational, health and social values. Our physical education teacher has a curriculum and standards to follow and gives grades as well. Therefore, the health service department recommends that all students participate in the regular physical education program and recess activities unless there are sufficient medical reasons why a child cannot safely participate in these programs. Please submit your physician’s note in order to be excused from physical activity.

EXTRA-CURRICULAR ACTIVITIES & ADDITIONAL PROGRAMS
Mountain View offers many extra-curricular activities for the benefit of our students, including sports, hand bell choir, sign language choir, Student Council and several academic offerings such as math club. Students who participate in activities are subject to all school, and District policies and procedures, which address student discipline and rules of conduct. Schools and/or activities may adopt additional disciplinary measures and rules of conduct that they deem appropriate, given the nature of the activity (i.e., Student Council, etc). Please be aware that we are required to take attendance at the beginning of each extracurricular activity.

If your child was in school during the day, but will not be present for the after school activity please inform the office.
Participation in an extracurricular activity is a privilege, not a right. If a student is absent all day due to illness he/she may not participate in extracurricular activities that day or evening, i.e., choir rehearsals, programs, after school sports, etc.

Administration reserves the right to exclude students who violate school and district policies from participating in extracurricular activities. Due process will be followed before making a determination.

FEES FOR STUDENTS ATTENDING SCHOOL

TRANSPORTATION FEE
There is no fee to ride Adams 12 transportation buses. However, students must have a bus pass. Please go to https://www.adams12.org/departments/transportation for more information on bus routes, bus numbers and stops.

INSTRUCTIONAL FEE (ELIMINATED EFFECTIVE NOVEMBER 2018)
Thanks to the support our Five Star community, Ballot Issue 5C was passed on November 6, 2018. The Ballot Issue represents a $27 million funding measure to jump-start priorities identified through the district’s strategic plan, ELEVATE. One of our district’s prioritized investments is the elimination of district-level fees for all families. Starting with the 2018-2019 school year, families will no longer be asked to pay the Textbook/Instructional Materials Fees (all levels) and Technology Fees (secondary only).

LUNCH- student prices

Lunch: $2.80  
Milk: $0.80

If you believe your student(s) may qualify for free or reduced priced meals, an application must be submitted annually. We encourage you to complete your application promptly online at www.myschoolapps.com. It is important that you complete a free and reduced application annually regardless of perceived eligibility status.

Click here for more information about lunch and nutrition services.
ACTIVITY FEES
Fees are required as a condition of participation in a school-sponsored activity or program not within the academic portion of the educational program and are reasonably necessary for providing textbooks or expendable supplies.

Field trip and club activity fees will be assigned throughout the school year by school staff.

PAYMENT OF SCHOOL FEES
Student fees, BASE payments, and school meal payments can be made online through PayForIt. To make payments online, create an account with PayForIt and attach your student to that account. You’ll need a valid email address and your child’s student ID number, which can be obtained from your Infinite Campus account.

Contact PayForIt phone support or use the "Contact Us" tab in PayForIt if you are having difficulties creating an account or navigating PayForIt.

Some fees will be waived, or partially waived, for any student eligible for the Free or Reduced meal benefit upon presentation of a completed and signed Information Release Form. Apply for Free and Reduced Meal Benefits.

For more information about the consolidated billing process, please contact the Financial Services Department at 720-972-4120 or finance@adams12.org.

RETURNED CHECKS
MAKE CHECKS PAYABLE TO YOUR SCHOOL OR ADAMS12 FIVE STAR SCHOOLS.

YOUR CHECKS IS WELCOME WITH

- FULL NAME
- STREET ADDRESS (NO P.O.BOX)
- HOME PHONE # with AREA CODE
- WORK PHONE # with AREA CODE
- DRIVER’S LICENSE # WITH STATE AND DATE OF BIRTH

If your check is returned, it may be represented electronically. A returned check fee of $20.00 will be charged. Any bank fees incurred by your bank as a result of the returned check are nonrefundable. Failure to respond to the returned check notice will result in a Bad Check Crime Report being filed with the District Attorney’s Office for dishonored checks and collections actions being pursued.

FIELD TRIPS
Field trips may be scheduled to enhance the students’ educational experience. Parents will be notified a minimum of two weeks prior to any field trip. The school must receive written parental permission prior to the student attending ANY field trip, a minimum of 24 hours prior to the day of the field trip.

FAILURE TO SUBMIT THE APPROPRIATE PERMISSION WITHIN THE DESIGNATED TIME FRAME COULD RESULT IN YOUR CHILD BEING REQUIRED TO STAY AT SCHOOL DURING THE FIELD TRIP.

Students not attending field trips will be provided alternative arrangements at school. Typically, students are assigned to another teacher’s classroom for the day.

GIFTED AND TALENTED STUDENTS
Mountain View Elementary formally identifies Gifted and Talented students in kindergarten through fifth grade, following a process that is aligned with district and state guidelines.

Our curriculum and instruction are designed to meet the needs of gifted and high-ability students within the regular classroom. Opportunities for enrichment, extension and differentiated instruction are provided to meet the individual learning needs of our students.

For more Gifted and Talented information, visit the district website at https://www.adams12.org/departments/gifted-advanced-academics

HEALTH AIDE
Mountain View has a trained health aide who staffs our school health office. The health aide is responsible for providing minor first aid to students who become sick or are injured while at school, for administering prescribed medications, and for maintaining student health records. Other designated staff members may provide coverage in the health office when the school health aide is not available.

When a child becomes ill or is injured at school, the health aide or other school staff will determine if your child can remain at school safely. Schools do not have adequate facilities or staffing to keep ill children at school for long periods of time. Therefore, it is essential that you immediately inform us of address and phone number changes.

It is always a difficult balance to decide when you should keep your child home vs. when you should send him/her to school. Attendance in school is something we value, yet if your child is not feeling well, it is imperative that you keep him/her home. Many times you send them to school, only to have to return within the next few hours to pick them up.
If you have questions, or are unsure of whether to keep your child home from school, please consult with your physician or call our school health aide or district registered nurse. For a list of symptoms to watch for when deciding whether or not to keep your child home, please refer to the Student Health Information segment in the District Policies section of this handbook.  
https://www.adams12.org/departments/health-services/should-your-child-stay-home

ADMINISTRATION OF MEDICATIONS AT SCHOOL
Per Adams 12 Five Star Schools District Policy #5420, medical authorization is required in order for your child’s school to administer any prescription or over-the-counter medication, including Epi-pens, Asthma inhalers, Tylenol, Ibuprofen, eye drops, or skin ointments etc. during the school day. Your child may carry only non-medicated cough drops during the school day.

Please visit the Medication page of our district website for additional information as well as links to the required medication authorization and health care action plan forms.

HOMEWORK GUIDELINES
Purpose of Homework: According to the research, the three purposes for homework are practice, preparation, and elaboration. Homework provides an opportunity to deepen understanding and enhance skills because it extends learning opportunities beyond the school day. Homework also sends the message that learning occurs outside the school setting. Please refer to District Policy 6280 on homework.

Parent Role in Homework: The best thing you can do for your child is to show them that you value education. Support them by providing a quiet and comfortable place to do homework. It is beneficial for children to have a quiet study area at home complete with school supplies such as pencils, paper, a ruler, a dictionary, and anything else they might need. Any distractions, such as the television or video games, need to be off, and it is helpful if you or someone you trust is available to answer questions. If a student does not understand something or is struggling, please write a note on the homework or in your child’s planner, and the teacher will be happy to provide additional assistance to your child.

The best thing your child can do each night is to read (or be read to) for 20 minutes and to write for 10 minutes. Research shows children who write daily have the highest student achievement and greater success later in life than those who did not.
## Mountain View Homework Schedules

*(subject to change)*

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Typical Assignments</th>
<th>Avg. Daily Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>occasional reading practice</td>
<td>up to 10</td>
</tr>
<tr>
<td>1</td>
<td>20 minutes of reading + math practice sheet + optional spelling and writing practice</td>
<td>25-30</td>
</tr>
<tr>
<td>2</td>
<td>20 minutes of reading + math practice sheet + weekly spelling sort</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>20-30 min reading + optional math &amp; spelling</td>
<td>20-30+</td>
</tr>
<tr>
<td>4</td>
<td>up to 40 minutes of reading + 10-15 min writing + optional math homework</td>
<td>50-65</td>
</tr>
<tr>
<td>5</td>
<td>30 minutes reading + weekly on-line math homework</td>
<td>30+</td>
</tr>
</tbody>
</table>

### WHY READ 20 MINUTES EVERYDAY?

<table>
<thead>
<tr>
<th>Student A Reads</th>
<th>Student B Reads</th>
<th>Student C Reads</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 minutes per day.</td>
<td>5 minutes per day.</td>
<td>1 minute per day.</td>
</tr>
<tr>
<td>3,600 minutes per school year.</td>
<td>900 minutes per school year.</td>
<td>180 minutes per school year.</td>
</tr>
<tr>
<td>1,800,000 words per year.</td>
<td>282,000 words per year.</td>
<td>8,000 words per year.</td>
</tr>
</tbody>
</table>

- Scores in the 90th percentile on standardized tests.
- Scores in the 50th percentile on standardized tests.
- Scores in the 10th percentile on standardized tests.

**WANT TO BE A BETTER READER? SIMPLY READ.**
INTERNET AND MOUNTAIN VIEW

Students and staff of Mountain View Elementary School have the ability to access the Internet for educational purposes.

In most instances, this access is fully supervised. In some cases, the students may be independently using this resource. All parents will be asked to sign an Internet use permission form as part of the online registration. We take this agreement very seriously. If your student is found to be intentionally using the Internet in an inappropriate way, his/her Internet privileges may be revoked. Use of District technology and the Internet is a privilege, not a right. Violations of this policy may result in the loss of the privilege to use these tools, as well as disciplinary action and/or referral to law enforcement. The District may deny, revoke or suspend access to District technology or close accounts at any time and without notice.

INTERNET RULES

These are the same rules that are spelled out in greater detail in the Adams School District 12 Internet Acceptable Use Policy. Please go to https://www.adams12.org/sites/default/files/uploads/documents/5035.pdf to read the full description of the rules that we all must follow to be safe online.

1. You should not even try to go to an inappropriate site on the Internet. The use of the internet is for educational purposes only.
   ● If you find yourself at an inappropriate site by accident, close the window right away and report it to the teacher.
2. Be polite in all Internet communications.
   ● District technology is owned by the District which means that students should have no expectation of privacy when using District technology or the Internet. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, all usage of District technology and Internet traffic. Emails and files stored on District technology may be considered public records subject to disclosure or inspection under the Colorado Open Records Act.
4. Do not type any personal information such as: phone number, address, or last name.
5. Do not intentionally mess up the network for other users.
6. Do not steal things on the Internet.
7. Report problems to the teacher.
8. You are responsible for your own use of District computers and computer systems. You must use it in an appropriate, responsible, ethical and legal manner. Students are responsible for exercising good judgment when utilizing District technology and should be wary of unknown solicitations, pop-up boxes.
9. Never share or loan accounts or passwords.
KINDERGARTEN ENTRANCE REQUIREMENTS
Any child, who is five years of age on or before October 1, is eligible to enter kindergarten. It is necessary that you provide the child’s birth certificate, current immunization records and parents’ proof of residence for each child you are registering. A physical examination is requested of every kindergarten child, but is not required.

Parents of students who exhibit a need to begin their kindergarten experience early may submit an application for Early Entrance consideration to the district from January 1st through March 1st. The kindergarten screening process will take place during April and May for placement in the fall. Applicants should be children who do not meet the kindergarten cut-off date of October 1st and exhibit advanced academic achievement, consistent attendance, and positive attitude toward acceleration, intelligence, and maturity. If you need more information on this program you can call the Adams 12 District Gifted and Talented Office at 720-972-4321 or look on the district website at http://www.adams12.org/programs/kindergarten. You will find an Early Entrance Brochure at the bottom of the page with all of the details necessary for this request.

LIBRARY/ MOUNTAIN VIEW MEDIA CENTER
The Mountain View Library is a resource center for the school’s total education program. In the Media Center, students have the opportunity to pursue special interests, receive special assistance, and become knowledgeable about the wide range of resources available. These resources are part of a planned media program to meet the needs, interests, and abilities of students, staff, and community.

Students are allowed to check out books and magazines for two full weeks and may renew them for an additional two weeks. Students in grades 1-5 may have three items checked out at a time, unless more are needed for a special assignment. Kindergarten students generally check out one book at a time. Animal bookbags, reference books and encyclopedias are checked out for one overnight.

Students must pay for all lost or damaged library materials. Loss of books or other materials needs to be reported immediately. Payment is refunded if the materials are found and returned to our library.

The Mountain View Library also has a great parent and professional resource collection that we would encourage you to ask about at any time. In it you will find many books on topics such as parenting, gifted and talented students and other educational resources.

The Genius Lab is housed within the Mountain View Library. It is a place for students to explore hands-on activities that engage them in STEM-focused activities. Students have the opportunity to visit the Genius Lab during their weekly library time.
LIBRARIES IN THE COMMUNITY
Parents should encourage their children to become familiar with the community libraries. Mamie Doud Eisenhower Public Library in Broomfield is located at 3 Community Park Road. Children may use the resources of the library at no cost and gain very valuable knowledge to supplement and augment their formal education.

2019-2020 LUNCH SCHEDULE

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>Lunch Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>10:00-10:30</td>
</tr>
<tr>
<td>KG</td>
<td>10:30-11:00</td>
</tr>
<tr>
<td>2nd</td>
<td>11:00-11:30</td>
</tr>
<tr>
<td>5th</td>
<td>11:30-12:00</td>
</tr>
<tr>
<td>3rd</td>
<td>12:00-12:30</td>
</tr>
<tr>
<td>4th</td>
<td>12:30-1:00</td>
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</tbody>
</table>

MOVIES-Student Viewing of PG Films
No student will be shown a PG “Parental Guidance” film by school personnel without prior written permission from the parent. If there are any questions or concerns pertaining to these films, parents are encouraged to first contact the classroom teacher and then the building administrators.

NUTRITION SERVICES/LUNCH
Adams 12 Five Star Schools Nutrition Services serves lunch each day or students may choose to bring meals from home. In addition to meals, a variety of a la carte snack
selections are offered for purchase at additional costs. Prepayment for meals is encouraged via cash, check, or online at https://www.payforit.net. Parents are encouraged to set low balance notifications or auto replenishment at PayForIt.net to ensure funds are available for purchases.

Free and reduced meal benefits are available to households that qualify, applications must be completed annually and can be submitted online at https://www.myschoolapps.com. Paper applications are also available in the kitchen office. Students approved for free or reduced meal benefits receive meals at no cost.

Additional detailed information about Nutrition Services can be found at https://www.adams12.org/departments/nutrition, including current menus, meal prices, free and reduced meal benefits, special dietary needs, and meal charge standard practice. You may also contact the kitchen manager at 720-972-5530.

PARENT/TEACHER/STUDENT CONFERENCES
We rely heavily on the face-to-face conference with the teachers and parents to report the pupil progress. There will be two scheduled teacher conferences and two written reports of progress yearly. Other conferences can be arranged by either the teacher or the parent. Please request a conference whenever you feel a need and your child’s teacher will be happy to schedule one outside of student contact time.

If for any reason, you are unable to attend a conference due to the schedule, please be sure to notify the teacher prior to your scheduled conference time, and they will do all they can to arrange for a mutually agreed upon time.

This exchange of information is vitally important in our attempt to enhance your child’s education. Even if your child is doing well in school, it is still important you attend a conference or communicate with the teacher.

Fall Conferences: October 9, 2019
Semester 1 Report Cards: January 10, 2020
Spring Conferences: February 12, 2020
Semester 2 Report Cards: May 22, 2020
PARENT INVOLVEMENT OPPORTUNITIES

PARENT/TEACHER ORGANIZATION (PTO)
Per district policy, each school within Adams 12 must establish a Parent/Teacher Organization to afford the citizens of each attendance area an opportunity to work cooperatively with the school principal and the school staff. The school is represented at the PTO meetings by the school principal or assistant principal. The PTO officers are elected yearly from the PTO membership. The PTO members help promote quality and leadership in the school’s programs and activities, contribute through volunteer work, and help establish successful communication and relationships with parents, teachers, staff, and the community (through involvement). The PTO meetings are scheduled on the first Tuesday of the month. Parents are notified and informed of the PTO meetings and the agenda items via the Mountain View PTO Website: https://sites.google.com/site/mvesptobroomfield/home
Our children are our most valuable resource for the future. Get involved!

SCHOOL ACCOUNTABILITY COMMITTEE (SAC)
The Mountain View Elementary School Accountability Committee continues to be involved in the evaluation of our yearly goals and priorities. This team provides the input and decision-making that enables the school to progress toward achieving those priorities. School Accountability parent members are selected from a pool of parents who volunteer for a two-year commitment. There are two to four meetings per year.

DISTRICT COMMITTEES
Applications for committee membership are generally due in May for the following school year. Please read the details and commitment level for each committee by clicking below.

- District Accountability Committee (DAC)
- Finance and Audit Committee (FAC)
- Long Range Planning Advisory Committee (LRPAC)

FIVE STAR LEADERSHIP ACADEMY
The Five Star Leadership Academy is an opportunity for Adams 12 Five Star Schools parents and community members to increase their knowledge of district and state education affairs. The program creates a sense of shared responsibility and partnership, empowering graduates with information and resources needed to step into leadership roles within our schools, district or community. The one-year program begins each September. Meetings will be held once a month on Fridays from 9 to 11:30 a.m. at the Educational Support Center (ESC), 1500 E. 128th Ave. in Thornton. Click here for more details: https://www.adams12.org/parent-groups/leadership-academy
PEDESTRIAN SAFETY

Children are expected to use sidewalks and are not to walk through the parking lots. Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school’s staff. The students and parents are to obey the crossing guards.

Parents picking up or dropping off children should do so in the “Hug and Go” Lane which was added specifically for this purpose, or public parking lot by the ball field at the southeast corner of the school. There are 15 drop off spots on the back side of the school as well. NO PARENT VEHICLES ARE ALLOWED IN THE FRONT SCHOOL PARKING LOT OR BUS LOOP FOR DROP OFF OR PICK UP AS IT CREATES A DEFINITE SAFETY HAZARD FOR YOUR CHILD!! PLEASE REFER TO THE RULES OF THE ROAD PAGE INCLUDED IN THIS HANDBOOK. We encourage you to obey the law and street signs at all times. Because all roads around Mountain View are public streets, the police will periodically be on traffic enforcement at their discretion. Mountain View and the Broomfield Police Department work cooperatively to always ensure the safety of your child comes first. Please set a good example by following the rules and modeling good behavior.

OTHER SAFEGUARDS

Encourage your child to come home immediately after school is dismissed. Constantly remind your children:

1. Never accept rides or gifts from strangers.
2. Always report to their teacher, police officer, or parents any strangers seen loitering on foot or in a car near schools, playgrounds, or other places where children assemble.
3. When strangers in cars approach them or talk a friend into going with them, always try to secure the license number of the car. Write it down or scratch it on the road with a stick or on the sidewalk with a stone.
4. The police officer is the child’s friend and he/she can go to the officer any time he/she is in trouble.
5. Conflicts with other children can be avoided by going directly home after school.

PERSONAL PROPERTY / LOST AND FOUND

Students are asked NOT to bring toys, fidget toys*, or expensive equipment to school. Should such items be brought for academic purposes or show and tell, the student assumes FULL responsibility. Items having value for one individual usually have an attractive appeal for others and unfortunately disappear. The school is not responsible for any loss or damage to personal property. Only sports equipment approved by our PE teacher or recess duty supervisors is allowed on the playground.

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Each year hundreds of articles of clothing are left unclaimed. If your child misplaces an item, we encourage you to look in the lost and found rack by the gym. Often it is difficult to identify what kids have lost. Please label coats, jackets, mittens, etc. Any articles remaining at December and summer breaks are donated to a local charity.

*Note*: if a student requires sensory tools as part of their IEP or 504 plan, those tools will be provided by the school.
**PETS ON CAMPUS**

![Play it safe logo]

Along with our parents, our school staff wants to help ensure our students have a safe, caring and healthy environment in which to learn. In working to achieve that, we ask members of our school community not to bring pets on school grounds. Pets pose health and safety concerns.

While a pet is familiar with its owner’s family, it may act differently around an unfamiliar group of students at school. If a pet becomes startled and acts aggressively, we’re concerned one of our students may be injured.

We know our parents care for the welfare and safety of all our students. That’s why we ask parents to leave their pet in the car when picking up their child. If you walk your dog to school to pick up your child, please have your child meet you at a place off school property and away from other children.

In some instances, strangers use pets to lure children. If students know not to expect pets on school grounds, they’ll be less apt to approach strangers with pets.

**Pets tend to:**
- Act differently around crowds (may bite, jump on people, scratch, bark)
- Attract children (too many children may frighten the pet and cause it to bite)
- Scare some children
- Pose health concerns for those with allergies
- Act differently around other pets
- Go after scents like baby formula
- Go to the bathroom where children play, posing a health risk

*For more information, refer to our school’s Parent/Student Handbook.*

*Note: This request does not apply to trained service dogs. They’re working dogs, and you’ll see them helping those with special needs.*

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**RECESS**

Students will participate in a morning and/or an afternoon recess. Classroom recess (which is approximately 10-15 minutes) will be held outside whenever possible.

Indoor recess will be held if:
- Snow, rain, sleet or hail is falling
- Lightning is occurring
- Temperature with wind chill is less than 20° F
- Playground conditions are poor (mud, snow, ice, or standing water)

*Students should come to school prepared to go outside for recess.* We will play outside as long as the temperature is 20° F or above with wind chill. During the colder
months, students should bring:

- Warm coats
- Mittens or gloves
- Head covering - If your child needs to wear a cap for sun protection at all times, please send the office a doctor’s note and we will keep it on file.
- Waterproof footwear

**Students must have a doctor’s note in order to be allowed to remain inside during recess for longer than ONE day.**

Mountain View uses a local weather station that gives us the current temperature, wind speed, and wind chill. This station is used to determine whether recess will be outside or inside.

It is against the school rules for students to throw snowballs on school property. This action could cause harm to another student. Because we teach and remind them from the beginning of the year not to pick up or touch ice or snow, students will be appropriately disciplined for throwing snowballs. **We take this very seriously.**
REPORT CARDS
We use a standards-based grading system to report grades to parents. At its core, standards-based grading is a system where teachers report scores based on a student’s academic achievement in relation to the state standards. The purpose is to increase student achievement by clearly communicating a student’s progress toward learning outcomes in a timely, accurate, fair and specific manner. A student’s academic scores will reflect how well he or she can demonstrate his or her knowledge of the standards and evidence outcomes through a variety of methods. Teachers will use a student’s most recent evidence of understanding in order to determine a grade. The information you receive about your student’s progress will better help you understand how to specifically assist your student as you work with his or her teachers.

In addition to the report card, Mountain View staff will continue to talk with families about how students are performing in class through phone calls, email, notes and conferences. Teachers will notify parents if their student’s performance significantly drops. In every instance, we will work with families to ensure a child’s success at school. We believe a strong partnership between home and school correlates to your child receiving the best possible education.

The following list identifies key vocabulary used by Adams 12 and Mountain View when reporting out using a standards based system:

➢ **Gradebook Reporting Criteria (GRC)** – For each course or subject area, students will be evaluated on these established criteria. These are derived from the Colorado Academic Standards and provide more detail than a single overall grade. For example, Mathematics will be broken down into more specific GRCs, including Geometry, Operations & Algebraic Thinking, Measurement & Date, and Number & Operations in Base Ten.

➢ **Rubrics** – A rubric is a coherent set of criteria for measuring student work. Students use rubrics as a guide for assignment or course expectations as well as to reflect on learning outcomes and achievement.

➢ **Practice** – This work is key to the instructional process because it helps teachers determine the next steps for instruction. It allows for mistakes and
encourages students to try new skills, and it is generally not used in the overall evaluation of a student’s achievement.

➢ **Assessments** – These can take multiple forms, including a written test, final paper, final project, daily quiz, or performance assessment to help determine a student’s level of proficiency toward one or more criteria.

➢ **Trend Data Analysis** – Since most students need a period of time to learn a new concept, student work completed at the early stages of an instruction period should weigh less than assessments completed near the end of a grading period when a student has had time to develop a level of proficiency.

### Proficiency Scale

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Advanced Understanding</td>
</tr>
<tr>
<td>3</td>
<td>Meets the Standard</td>
</tr>
<tr>
<td>2</td>
<td>Approaching</td>
</tr>
<tr>
<td>1</td>
<td>Does Not Meet</td>
</tr>
<tr>
<td>INS</td>
<td>Insufficient Evidence</td>
</tr>
<tr>
<td>/</td>
<td>Not Assessed</td>
</tr>
</tbody>
</table>


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### RETENTION, K-5

Research has shown that retained students do not catch up academically and that the practice dramatically increases the chances that a child will eventually drop out of school. However, retention is *sometimes* an option to be considered by the classroom teacher, principal, student and parents in terms of the best interest of the child.

Per [District Policy 6320](http://www.adams12.org/departments/curriculum-instruction/policies-and-procedures), The following procedures shall be followed as a prerequisite to the retention of K-5 students:

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1. During the first reporting period, the parent/guardian and principal are to be notified of the child's school problems by the classroom teacher. If school problems develop during successive quarters, the teacher and principal will develop an alternate timeline to accomplish the prerequisites for retention.

2. During the second reporting period, the parent/guardian and principal are to be notified of the child's continued school deficiencies and the possibility of retention. A written record of such notification will be kept by the teacher.

3. During the third reporting period, a review of the student's progress will be made by the principal, teacher and other appropriate staff. The parent/guardian will be requested to attend this review conference.

4. By the end of the final reporting period, the review committee shall attend a summative conference at which time all appropriate input will be reviewed. If the decision is to retain the student, educational recommendations for the following year will be made. The parent/guardian shall be provided with a written copy of the principal's decision and a copy shall be placed in the child's cumulative records.

5. No later than 45 days before the end of each grade K-3, the school shall notify the parent/guardian of any student that has a significant reading deficiency that:
   a. there are serious implications to a student entering fourth grade with a significant reading deficiency,
   b. the school needs to meet with the parent to consider retention as in intervention strategy and to determine whether the student will be able to maintain adequate academic progress in fourth grade despite the significant deficiency,
   c. the school wishes to schedule a date, time and place for such a meeting and
   d. if the parent does not attend the meeting, the teacher and other District personnel will decide whether the student will advance to the next grade the next school year. The school will then contact the parent/guardian to reschedule the meeting.
Rules of the Road

1. **Guidelines to Protect Our Children**
   a. Obey the 15mph speed limit
   b. Completely stop for children approaching and in the crosswalk
   c. Do not park in the NO PARKING zones
   d. Stopping in the roadways to drop off or pick up children is unsafe and in violation of traffic laws

2. **Drop-offs & Pickups**
   a. Please remember you may not drop off or pick up your children in the parking lot
   b. Buses, cars and pedestrians are not a safe mix. It is very difficult for bus drivers to see children standing and walking in the area. 10 feet around all sides of the bus.

3. **Rules for Walkers**
   a. Cross the street only at the corner or a crosswalk
   b. Walk on the sidewalk if there is one. It is much safer.
   c. Stay back away from the street when you hear a siren, or if you see red and blue lights flashing on a police car or other emergency vehicle
   d. Look left, right and left again before crossing the road to make sure no cars are coming
   e. Always walk across the street, never run, as you could fall and hurt yourself

4. **Colorado Municipality Traffic Codes**

a. No Parking
   i. 5 feet from driveways
   ii. 15 feet from fire hydrants
   iii. 20 feet from corners
   iv. 30 feet from STOP signs

5. **School Bus Danger Zones**

6. **Guidelines for Drivers**
   a. Do not expect children in traffic to behave the same as adults
   b. Children may consider crosswalks completely safe
   c. Children do not have the same ability to estimate speeds of oncoming cars or their own speed as they cross the street
   d. Do not believe a child has made eye contact with you because he is looking your way

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SCHOOL INSURANCE
The district does not automatically provide the student(s) with insurance coverage, but an optional student accident insurance plan is available. The policy provides cash benefits and protection in case of injury at school. Parents wishing to take advantage of this insurance plan may do so at their discretion and at a nominal cost. Twenty-four hour coverage is available at an additional fee. Insurance information is available in our main office.

SKATEBOARDS / ROLLERBLADES
Skateboards and roller skates/rollerblades are NOT to be brought to school or used on the school grounds. Skateboarding and roller skating/rollerblading require special protective equipment plus designated areas for use. The school cannot provide any of the above or storage space. Please do not ride or bring these items to school. There are also signs posted around the school property and expectations for outside of school hours as well. We ask that you do not allow or encourage your child to return to school to skateboard (or bike) off of ledges or rails due to safety and security concerns.

Please do not send your child to school wearing shoes with wheels (‘Heelies’), as they can be unsafe, are a distraction, and scuff our tile floors.

STUDENTS WITH FOOD ALLERGIES
Please refer to District Policy 5415 for detailed information on considerations for students with food allergies.

If your student has been diagnosed with an allergy please be sure to alert the school health office. An Epi-pen is frequently prescribed, along with a histamine blocker, for students with moderate to severe allergies. To have those medications available at school your health care provider will need to complete the Colorado Allergy and Anaphylaxis Emergency Care Plan.

If a child has a severe nut or peanut allergy, the classroom teacher will request that no items containing nuts or peanuts be allowed in the classroom as shared treats. Classroom teachers will have a list of food allergies in their classroom and dietary recommendations for classroom treats and will give them to their class parent responsible for setting up parties. We are also asking that as you plan class treats that healthy items (fruit and vegetables) be included with sweets.

The cafeteria offers an allergy aware table as an option for students who would like to or need to sit away from students who may bring the typical types of sandwiches and treats that include allergens. Please let us know if you would like us to monitor your child’s use of this area.

We also recognize that every child would like to participate in our PTO fundraiser ‘Cupcake Friday.’ Thanks to the wonderful parent coordinators, for the past several
years we have had not only peanut free options but also now gluten-free. We continue to try to carry on our long tradition while including options to meet the needs of all students and even include healthy choices as well!

**STUDENT USE OF TELEPHONE**

Students are permitted to use the office telephone in *emergency circumstances ONLY*. Each classroom has a telephone that the students may use at the teacher’s discretion. Parents often call the office because the school number is on their caller ID but no message was left. Please understand that there are any number of places the call could have been made from in the school. If the office is trying to find you, especially in the case of an emergency, *a message will be left* and we will continue to call every number on your contact list.

**SUPERVISION BEFORE AND AFTER SCHOOL**

**BEFORE SCHOOL**- Parents are reminded *there is no adult supervision on the school grounds before 7:25 a.m.* Staff members are in meetings and/or preparing for the school day; for this reason, staff members are not available to supervise before 7:25 a.m.

**AFTER SCHOOL**- It is very important that children be picked up on time when school dismisses at 2:30 p.m. (1:15 p.m. on Wednesdays). Teachers are assigned to designated supervision areas for 10 minutes and are not available to monitor children after school has been dismissed.

The office staff will call a parent when a child has not been picked up; the parent is then responsible to either come to school for the child or to communicate with the daycare provider or relative and ask that they come to Mountain View. Always have a “Plan B and C” (pick-up by a relative, friend or neighbor) in place for those times when after school plans change.

*Sibling* of students in extracurricular activities before or after school may not wait at school during the activity as there is no supervision.

**TRANSLATION/INTERPRETATION SERVICES**

Translation services are available through the district. Any family requiring translation services may contact the school office. For deaf/hard of hearing families, interpreter services are also available upon request.

**VISITORS AT SCHOOL**

Under Colorado School Law {CRS 22-32-109.1(7)} all visitors (parents, visitors, district employees) to schools in Colorado must sign in. *Any parent, visitor, or non-Mountain*
View employee entering Mountain View Elementary School needs to provide a driver’s license/photo ID at the front desk in the school office so that it can be scanned on the RAPTOR system. NO EXCEPTIONS (parents included). At that time, a visitor badge will be provided for you. Place the badge in a visible location on your clothing. For the protection of all Mountain View students and staff, you will be asked to return to the office if you are not signed in and wearing a visitor badge.

Mountain View front doors will be accessible at 7:15 a.m. Visitors will need to ring the doorbell to gain access. All other outside doors will remain locked throughout the school day. All adults are required to enter the building only through the front doors and sign-in at the main office.

Students or relatives who are not currently enrolled in Mountain View are not allowed to attend school with those who are. This is a liability issue as well as a disruption to your child’s learning environment.

Parents who would like to observe in a classroom can do so for a period no greater than 30 minutes. This must be prearranged with a building administrator in order to accommodate class schedules, assemblies, specials, etc. This does not apply to regularly scheduled volunteers who have been through the volunteer training.

Once the front desk is open at 7:15 a.m., all visitors must sign in at the office and display a visitor sticker. When you exit the building, please return the visitor sticker to the front desk and we will log you out.

When the office closes at 3:15 p.m. the front door is locked and the door to the cafeteria will be the only door open to access for parents to pick up their students from BASE.

Once again, we thank you for your patience as we seek to maintain a safe and secure environment for all.

VOLUNTEERS
We welcome parent volunteers at Mountain View! However, please understand that volunteers may not bring their preschool children when volunteering. You may bring
your younger children with you for class parties or special presentations upon prior arrangement with the classroom teacher. If you are volunteering for a field trip, you may not bring siblings along as your sole focus should be on the students on the field trip.

All volunteers will need to fill out a volunteer information packet in the fall every year. You can get more information about volunteering opportunities by going to our PTO website - [https://sites.google.com/site/mvesptobroomfield/volunteering](https://sites.google.com/site/mvesptobroomfield/volunteering)

**Links for volunteers**
- Adams 12 Volunteer Handbook
- Volunteer Application
- Volunteer Code of Conduct Agreement

**WIND CHILL**
If the wind chill is below 20 degrees during recess, students will be kept inside their classrooms. An approved video may be shown in the classroom, and/or the teachers may provide indoor activities such as board games, coloring projects, or dance breaks. While we understand that exercise and movement are extremely important to the students, we have P.E. classes during the day, making the gym unavailable. Recess time typically is 10-15 minutes, twice daily.

**WITHDRAWALS**
Parents should come in person at least three days in advance of withdrawing a child from school stating where the parents are moving and the address of the new school, if known. All library books, textbooks, and other school materials should be returned. Any lunch charges should be cleared up. Records will be sent directly to your child’s new school upon receipt of a request of records when you register at their new location.

[Click here to access all Adams 12 Five Star Schools District Policies.](#)