

# Mountain View Elementary School



Handbook  
2009-2010

## Roanoke County School Calendar 2009-2010

### August

24 First Day of School

### September

7 Schools closed- Labor Day

8 **PTA Meeting**

16 Early Dismissal- 12:00 PM  
(Lunch will be served)

22 Interim midpoint

29 Interim reports sent home

### October

7 Early dismissal— 12:00 PM  
(Lunch will be served)

13 **PTA Meeting**

22 End of First Grading Period

23 School Closed-Teacher Workday

30 Report Cards Sent Home

### November

3 Schools Closed—Parent/Teacher  
Conferences ( Noon to 7 PM)

10 **PTA Meeting**

25 Early Dismissal –12:00 PM  
(Lunch will be served)

26 Schools Closed-Holiday

27 Schools Closed-Holiday

30 Interim Midpoint

### December

7 Interim Reports Sent Home

8 **PTA meeting**

21-31 Schools Closed—Winter Break

### January

1 Schools Closed- Winter Break

14 Early Dismissal—11:30 AM  
Lunch will be served

15 End of First Semester

15 Schools Closed-Teacher Workday

22 Report Cards Sent Home

### February

1 Schools Closed/Parent-Teacher Conf.

9 **PTA meeting**

17 Interim Midpoint

24 Interim reports sent home

### March

**Mountain View Elementary  
School**

**5901 Plantation Circle  
Roanoke, Virginia 24019**

**Voice: 540-561-8175  
fax: 561-8167**

**Mountain View Web site  
[www.rcs.k12.va.us/mves/](http://www.rcs.k12.va.us/mves/)**



**LISTENING, LEARNING, LAUGHTER...  
LIFETIME TOOLS FOR SUCCESS!**

**Disclaimer**

Roanoke County Public Schools does not discriminate with regard to race, color, national origin, sex, or handicapping condition in an educational or employment policy or practice. Questions or complaints should be addressed to the Assistant Superintendent of Administration—Title IX Coordinator at (540)562-3900 ext. 121 or the Associate Director of Pupil Personnel Services—504 Coordinator at (540)562-3900 ext. 182.

## Letter to Parents

Dear Mountain View Parents,

Welcome to another exciting year at Mountain View! Our school is a place where there is *listening, learning, and laughter*. We, as your administrators, are exceedingly proud to have the opportunity to serve in the leadership roles in this wonderful school and supportive community.

We are so fortunate to have professional, dedicated faculty and staff members who strive to maintain high expectations, rigorous standards, and excellence in education for all students. With the tremendous support of our Mountain View parents, we are able to consistently meet our academic goals with students. We value the contributions that you make to our school through your interest and support of our educational programs, your countless hours of volunteering, and your participation in the total education of all children at Mountain View. We look forward to your continued involvement in our new and newly renovated home.

This Mountain View Parent Handbook and the Roanoke County Student Conduct Code should serve as guides for you and your child in developing an understanding of expectations and procedures at school. Please feel free to visit our school and share with us any concerns, suggestions, or ideas that you may have as we all begin another awesome year at Mountain View.

Sincerely,

Principal  
Leigh Smith

Assistant Principal  
Stacey Conway

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### **Mountain View's Mission Statement**

"Mountain View Elementary School promotes dynamic teamwork, innovative instruction, and a vibrant school-community relationship, empowering our children to thrive in the 21st century."

### **Roanoke County Schools Mission Statement**

It is the mission of Roanoke County Schools to ensure that all students participate in quality learning necessary to grow, adapt and meet the challenges of a changing world.

#### **Roanoke County Six Year Plan**

##### **Goals**

##### **Instruction:**

- Prepare all students, consistent with their ability and potential, to be productive citizens in a democratic and diverse society.
- Implement instructional practices and programs that enable students to meet established standards of achievement and foster life-long learning.
- Develop an instructional climate centered on dignity and respect to enhance the learning environment.
- Meet or exceed state and federal guidelines for student achievement.

##### **Human Resources:**

- Implement practices to support and assist teachers and support staff in the instruction of positive learning for all students.

##### **Health and Safety:**

- Seek to maintain a safe, disciplined and healthy environment that nurtures physical, mental and emotional well-being and the development of social and character competencies.

**Community Relations**

- Establish positive and effective communication initiatives to build an awareness of the Roanoke County Public School System.

**Facilities and Operation**

- Supervise the construction of new facilities, update existing facilities, and oversee system upgrades and to promote the educational process throughout the Roanoke County Public Schools.
- Provide support services to the Roanoke County School system in such a manner as to meet the needs of the school community in a safe and efficient way.

**Technology**

- Improve administration and management of student learning environments and facilitate effective communication.

**Budget and Finance**

- Provide accurate and professional financial information for board members, staff, and community to make pro-active budgetary decisions, plan for the future school division needs, assess past financial performance, and optimize the sharing of information.

## **School History**

The first elementary school in this area was Tombstone School, a small brick building built around 1872. The school was located on the old road to Roanoke, formerly known as the Tombstone Road. Other schools serving the area were the Hollins Grammar School, located near the intersection of Williamson Road and Peters Creek Road, and a Mountain View School that still stands on Old Hollins Road.

The old Mountain View School closed around 1939, and the children attended Burlington School. Then in 1958, crowded conditions at Burlington made it necessary to build the present school. Mountain View School, located on Plantation Circle, was built in 1958 on twelve acres of farm land and was first opened in the fall of 1959. Continuous growth in this section of the county made it necessary to construct additions to the school in 1962, 1967, and 1969.

During the 1987-1988 school year our school was recognized by the Department of Education as having one of the best elementary programs in the country.

Our school was air conditioned and remodeled on the outside to make it more energy efficient in 1993.

In the front area of the school a quarter-mile walking track was built in memory of a student in 1996. The track serves both the school and community. New playground equipment was purchased by the PTA and installed in the play area inside the track in 2002.

In the fall of 2003, our most recent and extensive renovation project began. A new building with 20 new classrooms and 4 resource rooms was added. Remodeling in the older building includes a new media center, art room, music room, regular classrooms, and resource classrooms. The kitchen and cafeteria are being remodeled as well. Renovations also include new offices and a school clinic.

The school has been privileged to have a very active Parent Teacher Association which has served the school immeasurably with its volunteers, contributions of materials and equipment, and beautification of the school.

## **Philosophy and Beliefs**

We at Mountain View School believe our primary goal is to provide an atmosphere to promote optimum growth and learning for each child. This foundation is best accomplished when the basic human needs for security, understanding, and success are fulfilled. We value children and are sensitive to their individual needs. We endeavor to help them achieve their full potential and become responsible, contributing members in an ever-changing society.

Children are encouraged to develop skills and ideas that will enhance productivity and fulfillment of goals in a democratic society.

Our primary purpose is to help children develop the skills, concepts, values, and self-esteem necessary to establish realistic goals. These goals should be based on academic achievements, abilities, interests and motivation.

The active participation of the parents and other community resources is valued as an integral part of the education of each child. The successful development of each child depends upon the involvement of family, community and school.

We believe students with positive self-esteem learn best when they are self-motivated and display socially acceptable behaviors.

The goals of Mountain View School and community are to help each student, consistent with the abilities, interests, and educational needs of the child, to:

- develop competence in the Standards of Learning skills including all core subjects and technology
- develop skills, knowledge, and an appreciation of the humanities
- develop the skills necessary for responsible decision-making through an understanding of choices and consequences

- participate as a responsible member of the community by showing respect and sensitivity to our diverse society
- develop wellness skills to enhance life-long physical and mental well-being
- develop an awareness and understanding of responsible environmental practices
- acquire a basic understanding and appreciation for democracy and the free enterprise system
- encourage the intellectual skills of problem solving and creativity.

#### **DAILY SCHEDULE**

**7:30 a.m.**

Teachers arrive

**7:55 a.m.**

**School begins/**

tardy bell rings

**1:55 p.m.**

Afternoon Announcement

**2:00 p.m.**

Dismissal for students

**2:30 p.m.**

Dismissal for teachers

**4:00 p.m.**

Building closes-Principal  
and Secretary leave

**Please call before  
1:00 PM for changes  
in bus or car rides  
home.**

Arrival time for our students is 7:30  
am. Please do not drop students off  
prior to the official opening of  
school.

## School Directory

### **PRINCIPAL**

Ms. Leigh Smith

### **ASSISTANT PRINCIPAL**

Mrs. Stacie Conway

### **SECRETARY**

Mrs. Cindy Dix

### **KINDERGARTEN**

Mrs. Melissa Agner

Mrs. Dawn DeCarlo

Ms. Kristin Hunt

### **FIRST GRADE**

Mrs. Jeni Church

Mrs. Gloria Gibson

Mrs. Barbara Groggins

Mrs. Marylee Shaffer

### **SECOND GRADE**

Ms. Karen Denny

Mrs. Sandy Brown

Mrs. Molly Dumeer

Mrs. Joyce Rodriguez

### **THIRD GRADE**

Mrs. Jessica Webb

Mrs. Cindy Myers

Mrs. Tara Delp

Mrs. Anna Hosey

**LIBRARIAN**

Mrs. Debby Reynolds

**READING**

Mrs. Karen Fabrie

**GUIDANCE**

Ms. Brandy Smith

**SPEECH**

Mrs. Charlene Vann

**Title 1**

Ms. Nancy Armstrong

**INSTRUCTIONAL ASSISTANTS**

Mrs. Jean Sweeney

Mrs. Dana Laffoon

Mrs. Janet Fitzgerald

Mrs. Enneke Moser

Mrs. Joy Murray

Mrs. Susan Price (Computer

Coordinator)

Mr. Rob Mitchell

Mrs. Jean Sink

Ms. Becky Caviness (Office)

Mrs. Lynn Heramis (copy

room)

Ms. Barbara White

Mrs. Tammy LaBrie

Mrs. Melissa Wills

Mr. Lance Armstrong

Ms. Patricia Rousis

Ms. Susan Lisenbee

Ms. Jennifer Maxwell

Mrs. Rebekah McGeorge

**CAFETERIA**

Jackie Huffman-manager

Pam Kiser

Paula Yarnold

Michelle Lawhorn

Charlene Griffen

**Building Maintenance**

Mr. Andrew Hobson- Manager

Mr. Jackie Journiette

Ms. Sherry Hudson

**SCHOOL NURSE**

Ms. Mary Brown

**OCCUPATIONAL THERAPIST**

Mrs. Kim McInnis

**SCHOOL PSYCHOLOGIST**

Mrs. Kristen Michael

**COORDINATOR OF STUDENT SERVICES**

Mac McCadden

**Technology**

Mrs. Joani Sotherden

**PTA Offices and Committee  
2009-2010**

**Principal**  
Leigh Smith

**Assistant Principal**  
Stacie Conway

**President**  
Amy Foster

**Vice-President**  
Lynn Wampler

**County Council**

**Secretary**  
Lisa Sarver

**Treasurer**  
Kelly Derrick

**Membership**  
Tammy Snyder  
Amy Foster

**Ways and Means**  
Chris Sloan  
Sandy Sloan

**Legislation**

**Volunteers**  
Margaret Plunkett-Fitzwater

**Hospitality**  
Melinda Freday  
Erica Sharkey

**New Building—Grounds**

**Cultural Arts—Reflections**  
Tammy Snyder

**Room Parents**  
Lisa Lloyd

**Faculty Representatives**  
Sandra Brown

**Newsletter**  
Crissy Hunley

**Scholarship/Life Membership**  
Karen Denny

**DI (OM)**  
Karen Denny

## ATTENDANCE

The importance of regular attendance cannot be over-emphasized! Students should be in school every day that they are physically healthy. If there are symptoms of illness, they should be kept at home to recover and to protect the health of other students.

Section 22 . 1-254 of the Virginia School Laws requires regular attendance in school of all children between the ages of five and eighteen.

*The Roanoke County Attendance policy 7.7 states:*

1. Student attendance is a cooperative effort and the school board shall involve parents and students in accepting the responsibility for good attendance.
2. Each parent / guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law.
3. A reasonable effort shall be made to contact a parent/ guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is not indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.
4. **Students who are absent must bring a valid note stating the reason for the absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent.**
5. Students shall attend school for a full day unless otherwise excused.

### EXCUSED ABSENCES

Excused absences from school include, but are not limited to, hospitalization or extended illness, doctor or dental appointment, mandatory court appearance, approval from administration prior to absence, death in family/funeral and school sponsored activities. Failure to obtain an acceptable excuse will lead to an unexcused absence. **A WRITTEN EXCUSE FROM THE PARENT OR PHYSICIAN IS REQUIRED AND SHOULD STATE THE REASON FOR THE ABSENCE.**

### Notification of Absences

Virginia State Law requires that parents be contacted when a child is absent from school. Parents are asked to call the school when their child is going to be absent. Please call the office before 8:30 AM. If the parent is unable to call, school personnel will contact the parent as early in the day as possible. School

#### **MAKE-UP WORK FOR EXCUSED & UNEXCUSED ABSENCES**

Please see **MAKE-UP WORK** referenced under **GRADING POLICY**.

#### **RECOGNITION FOR OUTSTANDING ATTENDANCE**

Attendance certificates will be given at the end of the year. Perfect Attendance certificates will be given for students who have zero absences and no more than 5 tardies.

#### **LATE ARRIVALS**

Students arriving in the classroom after 7:55 AM are considered tardy.

Tardies can adversely affect a student's progress because the student misses the instruction at the beginning of the day. Tardies will be noted on attendance records.

Parents should sign their child in at the office and the student should receive a tardy pass before proceeding to class.

#### **HOMEWORK ASSIGNMENT REQUESTS**

Parents are asked to call the school prior to 8:30 AM during the school day if they would like for our teachers to have the assignments and make-up work ready by 2:15 PM.

#### **EARLY RELEASE POLICY**

To assure the safety of the children, release of pupils during the school day requires these procedures to be followed:

- 1.The parent (or other named adult in the note) **MUST COME** to the office and sign for the child.
- 2.All children **MUST BE** signed out in the office.
- 3.If any person other than the parent or guardian is to pick up the child, the school **MUST** have a statement from the parent or guardian specifying the necessary information.

### **COMMUNICATIONS**

#### **REPORT CARDS**

Report cards will be sent home at the end of each nine weeks except for Kindergarten. Kindergarten students receive their report card at the end of each semester. Students in grades K-2 are evaluated using a checklist on their report cards. Second graders will receive grades in language arts and math during the second, third, and fourth nine weeks.

The parent and the child have a right to know how the student performs in relation to his ability, in relation to established standards, **Policy 6.17**

The parent and the child have a right to know how the student performs in relation to his ability, in relation to established standards, and in relation to school and national norms. In the Roanoke County School System, such information is made available to parents and students by a full range of evaluation and reporting procedures. The standard testing program reflects the student's ability and his level of achievement in relation to school and national norms. Conferences provide the opportunity to communicate in depth the performance of the individual student within the content of a particular class. A letter grade cannot provide all this information fro grades 2 through 5.

*Grade 2 ( second semester) - Grade 5*

The improvement of learning is the main function of evaluation; therefore, a letter grade should measure the degree to which educational programs have succeeded in helping students master material within the level assigned. This material may be on or below grade level.

The proper function of a letter grade should be to assess knowledge and understanding and not for reward or punishment. Attitudes, abilities, disabilities, and work habits may have a bearing on the level of the student's mastery of material. The letter grade should reflect student performance as objectively and accurately as possible and be understood by the teacher, the student, and the parent.

**GRADING SCALE:**

**A** 94-100      **D** 70-77

**B** 87-93      **F** 0--69

**C** 78-86

**INTERIM REPORTS**

All schools are required to send interim reports in each subject area to parents of students who have an average of "D" or "F" in that subject. These reports are sent home during the middle of each nine weeks grading period.

**INTERIM REPORT PERIODS AND REPORT CARDS**

<u>Report Period</u>	<u>Interim Date</u>	<u>Interim Sent</u>	<u>Report Cards Sent</u>
1st Nine Weeks	Sept. 22	Sept. 29	Oct. 30
2nd Nine Weeks	Nov. 30	Dec. 7	Jan. 22
3rd nine Weeks	Feb. 17	Feb. 24	March 26
4th Nine Weeks	May 3	May 10	June 10

**PARENT-TEACHER CONFERENCES**

A parent teacher conference will be held as needed with each child's parent (s) during the school year. Conferences can be arranged by calling the teacher ahead of time to schedule a meeting. **PLEASE DO NOT JUST DROP IN ON A TEACHER DURING SCHOOL HOURS ( 7:45 -2:00 )** Unscheduled visits disrupt the instructional programs and valuable school class time is lost. Instructional time cannot be taken for conferences. Conferences should be held before or after school hours .

Scheduled Conference Days for 2008--2009 are **November 4** and **February 2**.

**MULTIPLE HOUSEHOLD COMMUNICATION**

Upon request, Mountain View will make available to the non-custodial parent any information unless otherwise instructed by the court.

**POLICY 6.18 EVALUATION-STUDENT**

**PROMOTION POLICIES**

A. The schools of Roanoke County shall develop such programs as best meets the needs of all students and which can be efficiently administered by the staff of the respective schools in compliance with the provision established by the State Board of Education in Standards for Accrediting Elementary and Secondary Schools in Virginia.

B. Promotion or retention of a student is of necessity based upon state and local requirements.

## 1. Elementary Schools

### Promotion/ retention

Individual student promotion shall be based upon satisfactory performance as follows:

- a. First- fifth grade must pass at least two (2) of the following : mathematics, social studies, science, English. A pupil may be retained if the final grade of "F" is received in English or mathematics. A pupil may be retained if he/she consistently works below grade level in English, mathematics, social studies, or science.

### **MAKE-UP WORK POLICY 7.7**

Students in grades k-12 are expected to make up all missed work from an absence within 10 school days upon the student's return to school. The student and the parent shall be responsible for contacting the teacher to arrange for completing the make-up work. If the student does not complete the make-up work within that time frame, he/she shall earn a zero for work not completed.

Assignments made prior to an absence are due upon return to school. Exceptions ay be granted by individual teachers.

Teachers are expected to contact parents regarding the completion of make-up work in an effort ensure that the student completes the work and meets the 10 school day deadline.

**Excused and School Related Absence:** Students are required to request make-up work on the first day of return to class. Students will be given 10 school days to make-up the work. Exceptions for a longer time period for make-up work may be granted by individual teachers.

**Unexcused Absences:** Students are required to begin to make u all work missed on the first day of return to class. Students will be given 10 school days to make up work. The maximum grade given for such makeup work shall be a "69." Time extensions will not be granted.

**Incomplete work:** A grade of incomplete (I) will be entered on a student's report card when make-up work has not been completed, and the allowed make-up time extends across the end of a grading period into another. After make-up work is completed, a corrected grade will be submitted by the teacher. If the work is not completed by the established deadline, the incomplete will be changed to the computed average with the incomplete work averaged as a zero.

**HOMEWORK POLICY 6.14**

Elementary teachers will not assign homework and tests during their grade level SOL testing window.

**HOMEBOUND INSTRUCTION/SPECIAL NEEDS POLICY 6.28**

Homebound instruction is offered without cost to parents for any pupil who is unable to attend school for fifteen (15) days or more because of disability (injury, disease, emotional disorder, deformities, etc.) as determined and certified by a licensed physician, psychiatrist, or licensed clinical psychologist. All paperwork may be completed in advance of the student's absence in those cases where the physician can determine in advance the need for a student to be absent for fifteen or more days. For more information, please contact Mountain View or the office of Pupil Personnel Services.

**SCHOOL TRANSFERS**

Parents who plan to leave the Mountain View community and transfer their child to another school must contact the school for a transfer form which is presented to the new school for proper transfer of student records.



## CONDUCT/WEAPONS/DISCIPLINE

The faculty and staff feel strongly that listening to and following directions is one of the most important skills that your child must learn. This skill is essential for you child to grow academically.

At Mountain View, you will hear about choices. Each student is responsible for the choices that he/she makes.

We expect students to make appropriate choices on the bus, in the halls, cafeteria, assemblies, and in the classrooms. If the choices are inappropriate, consequences will be given.

If the student continues to make inappropriate choices, the teacher will be asking for you support with consequences at home also,

Educating your young student is a team effort between home and school. Your support is essential.

You should have a copy of the Roanoke County Student Conduct Code. Please read and discuss this booklet with your child.

### CONDUCT

An atmosphere for learning must exist in any school if quality education is to prevail. In order to preserve an orderly and productive atmosphere for education, the Roanoke County School Board has adopted a Student Conduct Code.

Each year parents receive a copy of the **Student Conduct Code** and must sign and return the "Acknowledgment of Receipt" form indicating receipt of the code and the "Notice of Parental Responsibility and Involvement Requirements". These documents set forth the standards of conduct expected of all students and the nature of the responsibility of parents to assist the school in disciplining their student.

After reading the Student Conduct Code and returning the signed portion, parents should keep the document for review and referral in the event that it should become necessary.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

CARRYING, BRINGING, USING, OR POSSESSING ANY FIREARM, DEVICE, OR WEAPON WITHOUT THE AUTHORIZATION OF THE SCHOOL OR THE SCHOOL DIVISION IS PROHIBITED AND IS GROUNDS FOR DISCIPLINARY ACTION. VIOLATION OF THIS POLICY SHALL REQUIRE THAT PROCEEDINGS FOR THE STUDENT BE INITIATED IMMEDIATELY BY THE PRINCIPAL.

FOR A SPECIFIC LISTING OF ITEMS THAT ARE CONSIDERED TO BE WEAPONS OR DANGEROUS INSTRUMENTS, SEE STUDENT CONDUCT CODE RULE 1.

Specific consequences for violations of this rule are listed in the Student Conduct Code RULE 1.

### **DISCIPLINARY ACTION**

The violation of any of the rules of conduct as stated in the Student Conduct Code shall be subject to such disciplinary action as may be appropriate. Appropriate disciplinary action can range from a conference, warning, reprimand, assignment to the in-school disciplinary program, and out of school suspension, to expulsion.

#### **Disciplinary Records**

The following laws relate to school disciplinary records.

1. Disciplinary actions for violating school board rules must be included in scholastic records.

#### Code of Virginia, Section 22.1-289

Any school record related to disciplinary action taken against a student for violating school board rules or policies on school sponsored events must be included in the student's record. The disciplinary record must be kept in a Category II file for the student, regardless of whether or not the student had a Category II file prior to the disciplinary action. Whenever a pupil transfers from one school division to another, the scholastic record (or copy), including disciplinary records, shall be transferred to the school division to which the pupil transfers upon request from such school division. Permission of the parent, guardian, or other person having control or charge of the student shall not be

required for transfer of such scholastic record to another school or school division within or outside Virginia.

"Scholastic Records", identified in federal regulations as "education records", are those records that are (1) Directly related to a student; (2) Maintained by an educational agency or institution or by a party acting for the agency or institution. The term does not include records of instruction, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Such information or data may be recorded by any medium including, but not limited to, handwriting, print, tapes, film, microfilm, and microfiche.

2. Upon registration, an affirmation statement must be signed indicating whether a student has been expelled.

**Code of Virginia, Section 22.1-3.2**

Prior to admission to any public school of the Commonwealth, a school board shall require the parent, guardian, or other person having control or charge of a child of school age to provide, upon registration a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of the school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. Any person making a materially false statement of affirmation shall be guilty upon conviction of a Class 3 misdemeanor. The registration document shall be maintained as a part of the student's scholastic record.

**MEDICAL INFORMATION**

**POLICY 7.13 ADMINISTERING MEDICATION TO STUDENTS**

To protect the safety of all students from the misuse of medication, the policy of the Roanoke County School Board for administering medication is as follows:

1. School personnel shall give medication to students only when prescribed by a physician or dentist and written parent permission and instructions are supplied to the school. Parents must deliver the

prescribed medication in person to the school in its original container. The pharmacy label is acceptable as the prescription and must include the name of the child, the name of the medication, dosage, name of physician, and time to be given.

2. If over the counter (OTC) medication is required, it must be supplied to the school in the original container by the parent. Written parent permission must be provided with specific directions for administration. Cough drops can be distributed by the classroom teacher with a note from the parent. Lotion, chapstick, or Vaseline may be carried in the student's book bag. None of the above items may be shared with other students.

3. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal or designee.

#### **ADDITIONAL GUIDELINES**

Medication to be given to the student by school personnel must be brought to the school by the parent or guardian. Form 1505 must be completed by the parent. Medication should be picked up by the parent at the time it is discontinued. Medication will not be kept at school from one school year to another and will be destroyed if not picked up.

Parents should monitor their child's medication and supply additional medicine as necessary. Since only the physician and the parent know whether a child is to continue medication, it is not the responsibility of the school to notify parents or physicians if a child needs additional medication.

Self administration of medication in elementary schools is **not** allowed.

#### **HEALTH SCREENINGS**

The speech therapist conducts speech screening for all students new to the school. The health nurse and trained volunteers conduct hearing, vision, and scoliosis screenings.

#### **NURSE**

We have the services of a full time county nurse. She provides treatment for minor illness and injuries. If a child becomes ill or is injured parents are contacted.

#### **ILLNESS**

Please notify the school if your child will be absent for an extended period of time due to illness.

## **ALLERGIES**

If your child has been diagnosed with specific allergies, please send written notification to the office or your child's teacher.

## **MEDICAL APPOINTMENTS**

Children will be excused for dentist and doctor appointments. Late arrivals should get a tardy pass from the office. If your child needs to leave school for a doctor or dentist appointment, it would be helpful to write a note to the teacher.

## **TRANSPORTATION**

### **BUS RIDERS**

For the safety of all students who ride buses to and from school, we must require good behavior at all times while on the bus. This can be done by speaking in a quiet manner, remaining seated, not throwing articles, and not disturbing the driver.

Most students ride the bus for a short distance and it should not be difficult to behave for that length of time. Any student who chooses to misbehave on the bus will be taken off for a given time. During the time the child cannot ride the bus, it will be the responsibility of the parent to see that the child has a ride to and from school. Please read carefully Pupil Transportation section of the Student Conduct Code.

### **DISMISSAL/PERMISSION NOTES**

Students must ride their regular bus to home or day care.

#### **Students who wish to ride a different bus MUST:**

- Bring a note from their parents.
- The note MUST have the bus number and the address.
- The note is to be taken to the office to be approved and given to the bus driver.

#### **Students who wish to get off at a different stop with a friend MUST:**

- Bring a note with the bus number and the name and address of the friend.
- The friend's parent must also write a note stating that they are aware that the other child is coming home with their child.
- Both notes need to be taken to the office for approval and then given to the bus driver.

No one except regular walkers may walk home without a note from home and/or the

approval of the principal. This also applies to children who wish to stay after school.

Walkers and car riders will be dismissed after the buses have left the school grounds.

If you need to pick up your child earlier than 2:00, then please go to the front office and sign out your child after he/she has been called to the office.

Parents should **NOT** wait in the hallway or lobby when students are being dismissed. We need your cooperation to ensure a safe dismissal procedure for all students.

#### **CAR RIDERS**

Morning car riders: Students are NOT to be dropped off until 7:30 AM. Teachers are prepared to supervise their students at 7:30 AM.

After School car riders/Pick-ups: Students who are being picked up in cars after school, **MUST** go to the gym. Parents need to wait outside the gym door until 2:10. At 2:10, the doors will be opened and parents will come in to sign their child out. Please do not pull your child out of line. It is confusing and unsafe when this situation occurs. It's very difficult for those on duty to monitor the students if this procedure is not followed.

### **SAFETY**

#### **BAD WEATHER OR EMERGENCY CONDITIONS**

Please listen to your local radio and television stations when it appears that the school schedule will be affected by bad weather or some other emergency condition. Please do not call the school to inquire about school closing. Instead, call the **Roanoke County Hotline** at 772-8705.

If worsening weather conditions force the early closing of the school, radio and television stations will carry the information as soon as they are notified by the School Superintendent. If the school is closed early, students will be sent home by the usual method unless you have noted on the early dismissal form for your child to go someplace else.

Since parents are not always at home, please make arrangements and have an understanding with your child about where he/she is to go when he/she returns home early due to bad weather.

If school opening is delayed, then regular dismissal will be observed.

#### **SAFETY DRILLS**

Students are instructed in the necessary safety procedures to follow in case of an emergency. Fire drills are practiced monthly, bus drills, and tornado drills are practiced twice a year.

#### **VISITATION BY PARENTS**

To ensure the safety of all the children and personnel in the building, **ALL** visitors to the building must stop by the office, sign in and receive a visitor or volunteer badge to wear while you are in the building.

It is requested that parents **not go to the classroom during school hours** unless you have checked in with the front office. This helps to minimize interruptions to instruction.

#### **SAFETY AND SECURITY PLAN**

Mountain View's Safety and Security Plan follows county-wide guidelines to promote consistency in dealing with a crisis situation.

Mountain View's crisis team is made up of school personnel and the central office administration. This team continually monitors and updates the safety and security plan.

What is a "crisis"? A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

Communication with parents during a crisis situation will be handled in the most effective, comprehensive manner possible. We are confident that we will have your support and cooperation.

Crisis situations may be handled by evacuating the school or by holding student and personnel in the secured building. Evacuation will be under the supervision and direction of the Roanoke County Police Department and the Roanoke County School Administration.

## **FINANCES**

#### **TEXTBOOK**

Roanoke County no longer has rental fees for textbooks. However, a textbook contract is sent home at the beginning of school for parents to sign. Any loss or damage to the textbooks will result in a charge based on the cost of replacement.

#### **LUNCH PROGRAM**

Serving Hours approximately 10:00 a.m.—12:30 p.m.

Hot, nourishing breakfasts are provided to students for **\$1.00** per day. Hot nourishing lunches are provided to the students at a cost of **\$2.00 per day**. (prices are subject to change). A lunch menu from the county is sent home monthly.

Each child has a breakfast/lunch account that money can be deposited into. Students are encouraged to use money from their account to purchase breakfast and /or lunch to cut down on lost or forgotten money.

Those students who bring their lunch from home or those who wish extra milk, may purchase milk at \$0.50 ( prices are subject to change).

Parents who wish to eat lunch with their child may purchase an adult lunch for \$2.50 (prices are subject to change).

Since the cafeteria is the school's dining room, the students are expected to conduct themselves in an appropriate manner for a public dining area.

All students are expected to eat in the cafeteria. Because of limited space, parents who visit to eat lunch with their child are asked to go to the tables provided in the hall going to the gym. For safety reasons, other students who are friends of your child may NOT go with you to eat.

**Milk Allergy-** If your child has been identified by a medical doctor as having an allergy to milk, then the school should be provided a written note stating this. In this case, juice may be substituted for milk if there is a note on file in the school.

**Food allergies.** Please notify the homeroom teacher and /or the office IN WRITING if your child has other food allergies.

#### **BORROWING LUNCH MONEY**

Please work out a system at home for your child to have lunch money or a packed lunch (with a drink or money to purchase a drink). It is Mountain View's policy not to loan lunch money. We will follow food services guidelines in regard to overdue lunch money.

#### **JUICE/ICE CREAM**

Orange, grape, and apple juice as well as ice cream are available each day. Juice and ice cream cannot be used as a lunch substitute. Money for ice cream and juice cannot be charged. Ice Cream is \$.50 and juice is \$.30 ( prices are subject to change)

**If a child has charged lunch money, no ice cream or orange juice can be**

bought until the lunch money is repaid.

**MONEY AND VALUABLES**

Students should only bring to school the money they need for one day. Valuables and money are not to be left in the student's desk at any time. Students are encouraged to keep their money in their pocket or in a wallet or change purse.

**INSURANCE**

Each year school insurance is offered for those who wish to purchase coverage for their child. Information is sent home during the first few days of school. The school will collect the fees.

Dental insurance information is also sent home but we do not collect fees for this.

**PICTURES**

Student pictures are taken each year for school records. Parents may purchase the pictures if they wish. Proceeds from the sale of the pictures are used to purchase instructional supplies.

**FINANCIAL DRIVES AND CAMPAIGNS**

The Roanoke County School Board authorizes financial campaigns in schools which support the programs of the United Way of Roanoke Valley and which run concurrently with the United Way campaign. **United Way** distributes money to thirty-six local health and human service organizations to fund their programs and services. These are enumerated in the brochures.

Each school has the privilege of deciding to which groups it wishes to give its funds. All school funds collected by teachers and students shall be deposited in the bank by the school bookkeeper as prescribed by school bookkeeping regulations.

The Roanoke County School Board does not necessarily endorse the philosophy of some agencies and reserves the right to deny its advocacy of that group.

**FIELD TRIPS**

Field trips are planned by the classroom teachers to extend and enrich instruction. Trips are related to curriculum and usually help to meet SOL objectives.

Parents ***must complete the required field trip permission forms*** sent home in order for your child to go on the trip. Telephone or oral permission is **NOT** acceptable.

Students may be denied the privilege of participating in a field trip if his/her

behavior would cause a safety concern for other students or interfere with the learning of other students.

## **PROGRAMS AND ACTIVITIES**

### **GUIDANCE**

The Guidance program is a developmental and preventive program which develops a wholesome attitude toward self, others, and the world in which one lives.

### **KINDERGARTEN BUDDY PROGRAM**

The Kindergarten Buddy program is an opportunity for 5th graders to serve as role models for the kindergarten students. Special activities are planned monthly.

### **PEER MEDIATION**

4th and 5th grade students may be involved in the Peer Mediation program which emphasizes the resolution of peer conflicts through learned skills and problem-solving techniques.

### **DIFFERENTIATED AND GIFTED PROGRAM**

It is the position of the Roanoke County School Board to actively promote and develop a differentiated educational program for gifted students. The School Board shall establish a local advisory committee for the gifted education program. Annually, the committee shall review the gifted education program, including any revisions to the program. The committee shall also determine the extent to which the program for the previous year was implemented by the division. The recommendations of the committee shall be provided in writing through the Superintendent to the School Board. The program shall be in compliance with the Standards of Quality and the Code of Virginia.

generates a portfolio comprised of nomination data rendered by the parent, classroom teacher, and art instructor (s); a drawing depicting the student's interpretation of a still life; and a drawing evolving from creative transformation of a line segment.

A student transferring from a program for the gifted or talented in another school system is not enrolled automatically in Roanoke County's program for the gifted or talented. With parental permission, the student will be screened to determine eligibility.

#### **SPECIAL SERVICES**

Mountain View has many programs available if a child has needs that require special educational services. Some examples are : Learning Disabilities, Emotionally Disturbed, Preschool Handicapped, and Autistic.

#### **LIBRARY**

Each student in the school has a scheduled library period each week. During this time students select books, learn reference skills and enjoy a variety of literature.

Books are checked out for one week, but can be renewed if needed. Students in kindergarten, 1st, 2nd and 3rd grade check out three books. Those in 4th grade may get four and 5th graders get five.

No fines are charged for overdue books, but students should be encouraged to bring their books back weekly. Overdue notices are sent out about every six weeks.

The library is open throughout the school day for check-out, reference work, and computer use. Reference books may be checked out on an overnight basis. They should be returned daily. Classroom teachers send students at convenient times for additional Accelerated Reader books and other items the children need.

#### **ACCELERATED READER PROGRAM**

The Accelerated Reader program is available at Mountain View as a resource for improving reading skills. This computerized testing program gives students the opportunity to read books on their grade level and take a five or ten question test. The test checks to see if students thoroughly understand what they read. Students accumulate points towards incentives. Each grade level has its own incentive system.

Students new to the school will receive a booklet of the Accelerated Reader book titles which can be tested. It is a helpful handbook to keep.

#### **MUSIC/ART**

Each student has two scheduled music periods per week. Students in grades 2-5 have a scheduled art period each week.

#### **PEX**

On days that children do not have a scheduled PE class, they will engage in some kind of physical activity under their teacher's supervision.

#### **PHYSICAL EDUCATION**

Physical education is an integral part of the total educational program at Mountain View Elementary. Our physical education curriculum includes a variety of skills, movement concepts, games, rhythms, and dance experiences designed to enhance the cognitive, affective, motor, and physical development of every child.

Physical education is provided in a safe, learning environment for all students preschool through fifth grade. Students participate in physical education for thirty minutes, twice a week. Proper footwear (tennis shoes - flat bottom, no heel) is required for participation in physical education activities to ensure the safety of each individual. Children that need to be excused from physical activity must bring a note from a parent/doctor explaining the reason he/she cannot participate.

Above all, physical education will provide meaningful learning experiences that are FUN for all those involved.

#### **TECHNOLOGY**

Mountain View is continuously striving to improve technology in our school. The building is networked to the county and each classroom has a computer. The computer lab is equipped with 25 computers which make it easier to teach the required SOL technology skills in each grade level. With the new construction each classroom will have a TV monitor mounted on the wall. More printers are being placed in classrooms and Laser printers are in the lab and the library. The school will also have a portable computer lab that the teachers will check out for use in the classroom.

#### **SCA**

The Student Cooperative Association (SCA) is composed of the entire student body. There are officers from the upper grades who are elected. Each classroom also has a representative who attends monthly meetings.

The purpose of our SCA is to support community projects and to promote school spirit. Each year the SCA donates money towards a worthwhile school project.

#### **PTA**

Mountain View's PTA is active in and supportive of the total school program. It provides a wide range of programs and activities designed to improve educational opportunities for our children and enhance school-community relationships. It sponsors fund-raising activities which provide much-needed equipment, instructional materials and operating expenses for special programs for our students. All fund-raising activities prohibit door-to-door solicitation, in compliance with Roanoke County School Board Policy.

You are encouraged to join the PTA and attend the meetings. Notices will be sent home prior to each meeting and a calendar of meetings is published in the

#### **PARTIES**

There are school-wide parties each year at Mountain View. The room parents usually provide three parties( October Fall Party, Winter Break Party, Valentine's Party) during the year.

Parents wishing to provide treats for the class in honor of their child's birthday should deliver them to the office so as not to interfere with instruction. Treats should be limited to items that can be passed out by the child in a quick and efficient manner. Birthday parties at school are not permitted. Flower and/or balloon bouquets are discouraged, as they may not be delivered to the classroom, and may not be taken home on the bus due to safety precautions.

Distribution of birthday party invitations at school is prohibited unless there is an invitation for every class member.

All other celebrations/observances must be approved by the principal.

#### **VOLUNTEERS**

Mountain View School has a very active PTA -sponsored volunteer program which includes parents, grandparents, and neighbors who assist our faculty and staff with everyday activities. The volunteer program is an open invitation to be a part of your children's educational experience. The volunteer program also provides the opportunity to build a relationship between school and community.

At the beginning of each school year, a Volunteer Coffee is held for participants to learn about the various activities and services needed. You can always contact your PTA President or Volunteer Coordinator to participate.

#### **SAFETY ADVISORY COMMITTEE**

This committee is made up of parents, teachers, and administrators. The purpose of the committee is to provide advice, counsel, and suggestions for improvement for the school. This committee will also help to promote an effective partnership with the parents. The Advisory Committee will meet periodically throughout the school year. We encourage you to feel free to contact members of the committee with suggestions or concerns you have that could improve our school.

Members of the Parent Advisory Committee will be announced at the beginning of the school year.

#### **DRESS CODE**

## DRESS CODE COMMITTEE RECOMMENDATIONS

### **Clothing**

#### *General Guidelines:*

- Short/skirt length should be no higher than 5" from the top of the knee.
- Sleeveless shirts are allowed; however, shoulder straps must be a minimum of 3 inches in width.
- No undergarments, cleavage, or midriffs should be exposed.
- Safe shoes are required at all times. (Healies will NOT be allowed)

#### The following should not be worn in school:

- Sleeves with oversized armholes
- See through garments
- Form-fitted shorts (i.e., biker shorts)
- Cut offs, torn, or ripped clothing
- Shirts with spaghetti straps
- Tube/tank tops
- Heavy or long winter coats
- Pajamas/bedroom slippers
- Healies

### **Accessories**

#### The following should not be worn in school:

- Heavy, metal chains
- Any accessories with spikes (jewelry, belts, etc.)
- Dog chains or collars
- Sunglasses
- Headgear including hats, caps, sweatbands, bandanas, wave caps, or scarves

(except for religious beliefs)

In choosing student dress, the parents and students should consider modesty, safety, weather, and scheduled activities. Students should not wear clothing that disrupts the education process of the school.

Hair styles and dress should be neat and not distracting to the class. Pants that touch the floor are not allowed because of safety. Parents will be notified if dress is inappropriate.

Anything considered dangerous, distracting, or disruptive to the instructional environment is prohibited.

Clothing or accessories should not bear messages or pictures that are profane, obscene, offensive to others, or promote gangs, violence, drugs or alcohol.

Please mark your child's clothing and other possessions with his/her name. There is a lost and found area in the school. Please check in the office.

**Remember: Tennis shoes are required for daily physical activities. Also, students are required to wear tennis shoes on the playground.**

**The administration at each school reserves the right to judge appropriate appearance.**

#### MISCELLANEOUS

##### TELEPHONE USE

Please understand that instructional time cannot be used to return calls. Most return calls will be made after the students have left for the day.

**Students should not be called during the school day** except in emergency situations. Students are not allowed to make phone calls home unless they have permission from the classroom teacher or the office staff.

CODE OF VIRGINIA 22.1-79.3

In accordance with state law, we shall advise the parent of each student enrolled in the school division of the availability of information in the school division of the availability of information in the *Sex Offender and Crimes Against Minors Registry*. The location of the internet website is: <http://www.sex.offender.vsp.virginia.gov>

