

Mountain View School

2022 - 2023

Student and Family Handbook

Dear Mountain View Families:

It is a great pleasure to welcome you to our school. Mountain View School takes great pride in our tradition of being a family-oriented, child-centered school where students learn in an atmosphere of safety and security. We invite you to join us in this wonderful adventure of learning.

This Handbook has been developed to state clearly the routines and rules of the school. We ask for your assistance, support, and partnership in promoting a safe and quality education for our students. Together we will provide a caring environment where children can succeed, reach their potential, and contribute positively to our school community.

Please review the Handbook and discuss it with your student. After your review, you must sign and return the Handbook form, indicating you have read the materials and discussed its contents with your child. The handbook form can be found on this website and was also sent home on the first day of school. If you have any questions, please call me during school hours for clarification. Your participation is very important.

We welcome you, and eagerly anticipate a wonderful year together!

Sincerely,

Dr. Jill Pasquini-Torchia, Head of School

Judy Averill, Principal PK-2

Andrea McCallum, Principal 3-5

Meredith Balise, Principal 6-8

Heather Dean, Social Emotional Learning Coordinator

MOUNTAIN VIEW SCHOOL MISSION STATEMENT

The primary focus of Mountain View School is to meet the educational and developmental needs of all students. The staff and administration are dedicated to providing our students with a variety of opportunities to better understand the academic, physical, emotional, and social changes encountered in grades PK-8.

Website Information: <http://www.epsd.us>

Our schools' home page is a convenient way to contact faculty and staff, and to access links to teachers' web pages, a calendar of events, breakfast and lunch menus, and other important information.

MOUNTAIN VIEW SCHOOL COUNCIL

A School Council is a representative, school building-based committee of principal, parents, teachers, and community members. School Councils were created to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards.
2. Identifying the educational needs of students attending the schools.
3. Reviewing the annual school building budget.
4. Formulating a school improvement plan.

Elections for membership in school councils will be held at the beginning of each school year as existing terms expire. Important to note, however, is that the meetings which are normally held monthly, are open to anyone wishing to attend. This is a great way to get involved!

PARENT TEACHER ORGANIZATION

The Easthampton Parent Teacher Organization supports the schools in many ways, including providing funding for enrichment activities in the schools, hosting community events, and organizing volunteers throughout the year. The PTO meets monthly and always welcomes new participation. Read the PTO Newsletter for times of meetings and upcoming events. Or visit their website at www.easthamptonpto.com.

STAFF DIRECTORY**Mountain View School 2022-2023****Elementary School**

Head of School	Jill Pasquini-Torchia	
Principal PreK-2	Judy Averill	
Principal 3-5	Andrea McCallum	
SEL Coordinator	Heather Dean	
Administrative Assistant	Tracy Indyk	Shelby LaBumbard
School Psychologist	Kelly O'Connor Rodrigue	Christina Howard
School Counselor	Riane Dermody	Kristan Eklund
Special Education Coordinator	Heather Cuthbertson	
Nurse	Kelly Sudnick	
Preschool	Ashley Graham Michelle George	Lindsay McCloud Clark
Kindergarten	Amy Skowron Jessica Sico Ilise Dempesy	Patty Bruso Mary Pat Schmalz
First Grade Teacher	Abigail Cadigan Emily Messer Emily Brida	Laurie McCullough Diane Niedzwiecki
Second Grade Teacher	Amy Gauger Doreen Bashista Jessica Rida	Michaela Parent Beth Hodgeman Brenda Ryan
Third Grade Teacher	Kelly Loring Emily King Kelly Przekopowski	Moriah Sterling Jillian Carriere Trisha Wilson
Fourth Grade Teacher	Hannah Elliott Rachel Breton Jill Collins	Siri Scott Sara Rudd Mary Franke
Fifth Grade Teacher	David Doele Scott Cavanaugh Ryan Copeland	Marsha Messer Anthony Popielarczyk
Physical Education	Mike Powers/Richard Weinberg	
Music Teacher	Cindy Cloutier	

Library/Media Specialist	Gillian Keenan		
STEAM	TBD		
Art Teacher	Kate Aylward		
Special Education Teachers	Jaimarie Ely - 2,3 Heidi Doten - 4,5 Kaycee Pereira - SOAR 1-4 Dan Stern - SSP 3-5 Jessica Falcon - 2,3 Anne Catuogno-Rewis - LEAP 3-5	Karen Smith- 4,5 Marci Canton - RISE PreK-1 Patrisha Nulph - LEAP K-2 Maura Taupier - AIM 3-5 Kelly Melanson - SSP K-2 Julie Gilfeather-Girton - K,1	
Title I	Morgan Jones - 2,3 Tamara Geffin - K,1	Kelley Carnes - 3-5	
Speech	Leida Barman Christina Belfakih	Jaclyn Freniere Elizabeth Ryan - PreK	
OT	Carey Goldenberg	Kayla Howard	
ELL	Sally Imbimbo		
Literacy Coordinator	Jodi Alatalo		
Instructional Coach	Margaret Betts		
Para-educators	Baker, Carrie- PreK Beebe, Tricia - SSP Bowler, Allyson - PreK CiFuentes, Gabriel - EL Clark, Jesse - LEAP Coffelt, Sarah - K Covalli, Sarah - SSP Cross, Jeff - Library Czerwiec, Abigail - PreK Downer, Michelle - K Dupre, Karen - LPN Fleury, Stephanie - SOAR Gagnon, Janet - SSP Gomez, Sidney - SOAR Graeme, Tim - PreK Gray, Troy - SOAR Grygorcewicz, Kelly - SSP Hogan, Lisa - Title 1	Huse, Emma - LEAP Jenkins, Martha - PreK Johnson, Boni - PreK Jones, Jennifer - RISE Kazunas, Samantha - RISE Kubacki, Julie- PreK LaBarre-Rogers, Melissa - SOAR Lambert, Michele - K Moore, Kayla - K Mullarney, Sheila - SSP Pruner, Kate - SSP Robare, Andrea - K Schmitt, Kim - SSP Scott-Smith, Sarah - RISE Sheehan, Barbara - SSP Starcun, Brittany - LEAP Turcotte, Patty - AIM Winnie, Amy - SSP	
Custodians	Mark Veto	Aaron Sparko	Bob MacDonald

Middle School

Head of School	Jill Pasquini-Torchia	
Principal 6-8	Meredith Balise	
Administrative Assistant	Sarah Magee Rose Mason	
School Psychologist	Linda Perlmutter	
School Counselor	Jon Norman Heidi Baj	
Special Education Coordinator	Nancy Weld	
Nurse	Kara Bachand	
6th Grade	Donna Barcomb Angel Boissonault Michelle Connelly	Adam Czerwiec Jessica Reed Amy Whalen
7th Grade	Kristan Dupras Cristen Johnson Anna Lawrence	Samantha Majjad Adam Szymkowicz
8th Grade	Jeff Bucs Brianna Capen-Parizo Joanne Drumm	AJ Perez Tracy Poulin
Physical Education	Chris Abild	
Music Teacher	Charlotte Ross	
Art Teacher	Alexandra Fischer	
Health Teacher	Daniel O'Donoghue	
Library/Media Specialist	Jackie Janulewicz	
Band	Brandon Goulet	
Special Education Teachers	Candace Benoit Renee Cantwell Alison Garvey Liz Nelson	Christina Norman Alyssa Pehowic Annie Rose-Weiss Katherine Sears
Speech	Amanda Rosenburg Jaclyn Frenier	
ELL	Maureen Phaneuf	
Para-educators	Alicea, Tanya - PACE Amoroso, Sara - STEP Bailey, Linda - STEP Brodeur, Kristin - SSP Cheverette, Amy - AIM Corbeil, Samantha - SSP	Deluca, Christie - SSP Deluca, Haley - STEP Eisentrager, Evan - STEP Karnolisz, Wendy - EL Nartowicz, Gail - PACE Tate, Vaniel - PACE
Custodians	Corey Holmes Bob Evans	

GENERAL SCHOOL INFORMATION

Attendance

Under Massachusetts General Laws Chapter 76 Section 2 states that: A child is considered truant if more than seven (7) full days or fourteen (14) partial days are missed in a six (6) month period. The law makes both the parent and the child responsible for regular school attendance. Failure to comply with these requirements may result in legal action taken. Your child's absences and tardy record will be monitored throughout the year. Each Principal or designee shall meet with any student, and that student's parent/guardian, who has missed five or more unexcused school days in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

The morning of the absence, to report your child absent, please call:

- ♣ Elementary School - 529-1545
- ♣ Middle School - 529-1530

You will be contacted by the school if your child is not in attendance and a phone call has not been received. After every absence, no matter for what reason, parents/guardians will provide written explanation for the absence or tardy of a child. This will be required in advance for types of absences where advance notice is possible. That note should be addressed to the teacher, contain the name of the pupil, give the date or dates of absence and state the reason for the absence.

Please see our full district absence policy in the district section of the handbook.

Entering School

Students who walk to school are to come directly to school. They are not to trespass on private property or loiter on streets and adjacent areas. Students who wait at bus stops should be respectful of private property, be considerate regarding noise, and follow instructions regarding bus stops. Students will not be supervised before school until 8:00 a.m. For middle school, students enter the building at 8:00 a.m. and report to homerooms by 8:15 a.m. ready for morning announcements. For elementary school, students enter the building at 8:45 a.m. and report to homerooms.

Dismissal

Students who are to be dismissed during the school day must have written permission from a parent/guardian. This permission will include the date, time and the reason for the dismissal. Students are to get an early dismissal slip as soon as they enter the building in the morning. The student will come to the main office, sign out and wait for parent /guardian to come into the office for pick up. The parent/guardian will introduce himself or herself to the administrative assistant before leaving with the student. Children will only be released to a

parent/guardian unless the parent/guardian provides written authorization to release the child to some other person.

Regular daily dismissal will begin at 2:35 p.m for the middle school and 3:10 p.m. for the elementary school. Students should proceed directly to lockers and on to their bus lines. All walkers must leave school grounds immediately upon dismissal.

Students who remain in the building after dismissal must have specific permission and be directly supervised by a staff member.

Homeroom Attendance/Tardy

All students are assigned to homeroom for attendance and information distribution purposes. Students must be in homeroom by 8:15 a.m. each morning for middle school and 8:45 each morning for elementary school. During the homeroom period, any necessary announcements will be made, and notices for students will be distributed.. If a student arrives at school late, he or she must report directly to the main office.

Tardy Detentions: four tardies in a one-month period of time will result in a lunch detention. Additional tardies in the same month will result in additional lunch detentions and guidance referral.

Walking and Biking to School

Bicycles/Scooters/Skateboards:

Students are permitted to ride a bicycle to school. Bicycles are to be parked in the racks provided. It is the responsibility of the student to lock his/her bicycle. The school accepts no responsibility for damaged or stolen bicycles.

Students are expected to follow all traffic safety rules. Failure to do so will result in the loss of bicycling privilege at school. Bicycling on school grounds or in the bus loading area is not permitted. Students are to walk bicycles to the crosswalks.

YOUR CHILD MUST WEAR A HELMET!

Please follow these rules:

1. Wear bicycle helmets.
2. Know and use bicycle hand signals.
3. Never ride two on a bicycle.
4. Keep bicycle under control and in good repair at all times.
5. Look in all directions before crossing a street
6. Ride your bicycle on the right-hand side of the street.
7. Be careful of walkers and, especially, cars.

Scooters, skateboards and rollerblades are not recommended safe modes of travel to school.

Walking:

1. Walk on sidewalks whenever they are available.
2. Walk on the left side of the road if there are no sidewalks.
3. Walk in an orderly manner, keeping alert to any dangers.
4. Come directly to school and go directly home.
5. Look in all directions before crossing any street.
6. Cross streets at proper corners.
7. Respect all public and private property, keeping off lawns, not cutting through private property

School Meal Program

Breakfast Program: Offered daily Monday through Friday from 7:55 a.m. to 8:10 a.m. for middle school in the middle school cafeteria and 8:30 a.m. to 8:45 a.m. for elementary school in the elementary cafeteria. If your student qualifies for a free or reduced lunch, it will also qualify your student for a free or reduced breakfast. When we have a delayed opening breakfast will NOT be served.

Lunch Program: A well balanced lunch is available to all students. The menus for each month are distributed to the children and are also listed on the school website. Milk may be purchased by those who bring their own lunches (milk is paid for on a daily basis). Lunches are available for free or reduced price for those families whose income qualifies for the lunch subsidy program. Application forms are available in the office. School lunches are consistent with federal guidelines for school lunch programs. Lunch programs will offer fiber rich fruits, vegetables and whole grains.

Lunch Procedures

- All food and/or drink must be consumed in the cafeteria.
- Students are not allowed to leave the cafeteria area without permission from the lunch monitor.
- Students are expected to clean up their own lunch materials.
- Students are expected to be courteous and respectful to both lunch monitors and cafeteria staff.
- If a student forgets lunch money, he/she will be given a sandwich and a container of milk. The student will not be allowed to purchase snacks. The lunch provided does not need to be paid back. If the situation becomes chronic it will be brought to the attention of the student's parent or guardian.
- A special table is provided at every lunch for students with food allergies.

The principal, teachers, and lunch room supervisors supervise lunch in the cafeteria as well as lunch recess. Students are expected to behave with proper decorum in the lunch room and must help maintain it as a clean, friendly place to eat by cleaning and clearing their places and properly disposing of their trash, trays and lunch bags.

Recess

Recesses outdoors are a part of the school program. Children are expected to come to school properly clothed for the weather conditions. Elementary students must go out to recess if they are in school as their classroom teachers are not available to supervise children who remain inside. An occasional loss of recess time may be a consequence of misbehavior. Middle school students are offered outside time during their scheduled lunch time.

Snacks/Classroom Celebrations

We encourage parents/guardians to consider alternatives to sugar based or fatty treats that they send into school. Please use the list under "Everyday Snacks" below for a list of healthy alternatives to celebrate your child's birthday. Please also be mindful of portion size.

In addition, the following is a list of others ways to celebrate with your child's class: Stickers - Pencils - Mini Puzzle Books - Erasers - Decks of Cards - Books for Classroom
In lieu of sending in sweets and the like during the holidays, parents/guardians can consider (no obligation) donating items to the classroom such as classroom materials, books, tissues, etc. that will enhance the learning community of the class.

Everyday Snacks: We encourage parents/guardians to consider alternatives to sugar based or fatty snacks that they send into school. Some ideas for healthy snacks are:

Baked Chips Fruit Wedges Veggie Sticks Pizza with Skim Milk Dried Fruit Mix Yogurt
Low Fat Granola Bars Pretzels Water Fresh Fruit Low Fat Popcorn 100 Calorie
Snack Bags 100% Fruit Juice Low Fat Milk Low Fat String Cheese Graham Crackers
Raisins Vitamin-Enhanced Water Animal Crackers

Field Trips

Field Trips to nearby destinations and points of interest are scheduled by various classroom teachers throughout the year. These trips are designed to supplement students learning by connecting to the surrounding area and/or resource(s) and to the school curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will always be asked to sign field trip permission forms. (See Discipline Code Regarding Field Trips)

Toy Policy

Toys divert a student's attention from learning, cause arguments, create issues of theft, and/or get damaged. Due to these reasons, students are strongly discouraged from bringing toys from home. The school and staff will not be held responsible for safeguarding

students' personal property or expending valuable time resolving lost and/or stolen property.

Hall Passes

As a general rule, students will remain in all classes for the entire class period. When there is an important need to leave the classroom, a hall pass must be obtained from the teacher and students will sign in and out of the room. Students who have a medical need to leave the room at frequent intervals should bring a note of explanation from a physician. A special form will be issued by the school nurse for students to show teachers when they need to leave a classroom.

Hall passes must be carried by the student and presented to staff members when requested. When a student returns to the classroom, the hall pass must be returned to the classroom teacher.

Library/Media Center

Students may use the Library/Media Center individually or as part of a small group for study purposes. Books, except reference and reserve books, may be checked out by students for a two-week period. Students will be liable for late, lost, and/or damaged books. A fine of 10 cents a day per school day will be charged for overdue materials up to the cost of replacement. Parents will be billed the replacement cost for any books not returned or renewed in 30 days.

Lost and Found

When you find an article, take it to the main office. If you lose something, inquire at the office either before or after school. Each year many items of clothing are turned in at the office, unidentified and never claimed. Please mark all your children's clothing, boots, hats, lunch boxes etc. The school is not responsible for lost articles, but will cooperate in trying to find what is lost. Students are advised not to bring valuables or large sums of money to school. Lost and found articles can be retrieved from the cafeterias.

After School, Evening, Weekend Activities

All school policies will be in effect. Students must not loiter outside during the activity. If they do not choose to attend the activity, they must leave school property. Noisy and disorderly conduct will not be tolerated. Students found in unauthorized sections of the building will be asked to leave and can expect further disciplinary action. Students who are absent, internally or externally suspended from school requirements will be prohibited from after-school activities.

Electronic Devices

Electronic devices, including cell phones cannot be used in school or on busses without administrative permission. Such items will be confiscated by staff members and turned in to the office. If students are given permission by a staff member to bring an electronic device

to school such as a camera, electronic book reader, etc., the student is responsible for it. The school is not responsible for lost or broken items.

On the second offense for bringing the above items to school, the item will be confiscated and returned at the end of the school year.

Cell Phones

Cell phones must be turned off and in lockers during school hours. Students should not have their cell phones on their person at any time in the building. If a cell phone is activated (incoming call/text or in use by internet, etc.) then the phone will be collected, and sent to the office, and the student may receive a consequence. If there is a second offense, then the parent/guardian may need to pick up the student's cell phone from the office and the student may have consequences. Any future cell phone violations will result in parent/guardian and administration conference with further consequences. Cell phones will not be returned until the conference is held. The school is not responsible for a lost or broken cell phone if a student chooses to bring it to school.

Emergency Information

In case of emergency, each student is required to have on file at school the following information:

1. Name of parent(s) or guardian(s)
2. Complete and up to date address
3. Home phone and parents work phone numbers
4. An emergency phone number of a friend or relative
5. Physician's name and phone number
6. Medical alert information

Please inform the office immediately of any change(s) as they occur.

Student Visitors

1. No student visitors are allowed without prior permission of an administrator.
2. The host student must gain permission for the visit from each teacher and an administrator at least one full day in advance. On the day of the visit, the host student and guest will report to the school office and receive a visitor's pass. The visiting student will follow the class schedule of the host student.
3. No local students will be allowed to visit Mountain View School when school is in session.

ACADEMIC INFORMATION/HOMEWORK

A student is expected to give his/her best effort every day in school. Being a successful learner involves self-discipline and organization. Good study habits are extremely

important, so important in fact, that the teachers will be teaching study skills. Every student will be provided a list of necessary educational supplies.

Homework is a major component and vital part of the middle school program. It is an extension of the regular daily school program and, as such, should have the same thoughtful, creative consideration and planning given to other aspects of the program. The goal is to help students develop good homework/study habits through regular homework assignments.

In evaluating student achievement, teachers will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized-test results, and teacher observation of student performance. The principal shall direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards. The guiding philosophy for determining promotion or retention will be what is in the best interest of the student.

Academic Honesty

The school expects all students to be academically honest. Students have the responsibility to acknowledge the work of others, only taking credit for work that is solely their own.

Cheating on tests, copying assignments, or sharing work in any way not directly assigned by teachers are forms of academic dishonesty. Giving or receiving help on tests or projects unless specifically permitted by the teacher are also forms of cheating.

To use the ideas or words of others without giving them credit is plagiarism. Cheating and plagiarism are prohibited in all areas of study, including, but not limited to, the following areas: homework, tests, quizzes, lab reports, research papers, and projects.

This policy applies to any student who cheats or plagiarizes and/or any student who willingly assists another student in cheating or plagiarizing. In the event that a student cheats or plagiarizes, the process will be as follows:

- The student receives no credit for the assignment.
- The teacher will notify the student's parent(s)/legal guardian(s) of the incident.
- The teacher will notify the administration, which may take further disciplinary action, including a conference with the parent(s)/legal guardian(s), student, and guidance counselor as well as detention, or suspension if deemed necessary.

Report Cards and Progress Reports

Mountain View School students are responsible for bringing home and sharing with their parents all reports and correspondence from the school.

Report cards listing students' achievements in each subject area are issued three times a year. In middle school, progress reports are issued midway through each marking period, and will indicate a grade at that point in time.

Computers are used to print report cards. The report card verification form must be signed by parent/guardian and returned. Dates when report cards are issued will be published so that parents/guardians will know when they should be receiving this document.

Honor Roll

Each term 7th and 8th grade students who have excelled with above average-grades are recognized on the Mountain View School Honor Roll.

- **FIRST HONORS:** All effort and conduct ratings are good or excellent. Grades in all subjects are “**90**” or higher.
- **SECOND HONORS:** All effort and conduct ratings are good or excellent. Grades in all subjects are “**80**” or higher.

Controversial Issues in the Classroom

An important goal of public education is to help students develop the capacity to participate in the discussion and analysis of controversial issues using respect, critical thinking and positive engagement.

Discussion and analysis of controversial issues has a legitimate place in our schools and should enable all participants to learn from one another. All staff and students have a right to express their opinions and a right to a respectful hearing. All opinions are to be equally open to support, question, or challenge. Staff must be sensitive to the differing views of their students and take care that their own personal opinions have no privileged status. Whenever outside persons are invited to speak on controversial issues, care will be taken to assure that a reasonable range of opinions on the issue at hand are presented in an equitable manner.

1. If an issue is important to the subject under discussion and if the issue relates to the goals and objectives of instruction as determined by the teacher, that issue may be introduced. All views pertinent to the goals and objectives of instruction may be heard.
2. The classroom teacher should avoid discussions of controversial issues that are not relevant to the subject under study. Such discussion should be reserved for private conversation so that class time is focused on prepared units or course objectives.
3. Learning materials which best provide the pertinent information may be used by the teacher. It is not possible or required that objectivity be located in each book or other unit of information. Objectivity resides in the aggregate of readings, presentations, and classroom discussions that comprise the learning unit.
4. In the discussion of a controversial issue, the quality of evidence and its presentation are subject to evaluation so that opinion is viewed as requiring sound reasoning. Interpretation, belief, or theory are to be evaluated on the grounds of evidence and reasoning and not on the conclusions solely.

Incomplete/Make-up Work

In case of illness or other excused absences, students may be given a grade of “**incomplete.**” All incomplete grades and make-up work will be remediated on an individual basis.

Promotion and Retention Policy

It is the policy of the Easthampton School Committee to encourage and assist each student in achieving academic success. The School Department recognizes individual differences in all children, and the importance of considering a wide array of information regarding academic progress when recommending student retention. The principal shall direct a process used in evaluating the student’s academic, social, and emotional needs.

Students will progress annually from grade to grade. A student who fails two or more academic courses may be considered for retention. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best interest of the students involved.

Grade retentions/advancements will be made after prior consultation with each student’s parents.

Should the child’s parent or guardian wish to appeal the retention decision, the principal will aid them in contacting the superintendent or designee to initiate appeal.

ELEMENTARY SCHOOL INFORMATION (PRE-K – 5)

Curriculum

Literacy: The literacy curriculum, Making Meaning and Being a Writer, which is aligned with the Massachusetts Curriculum Frameworks, emphasizes children’s

development and application of reading, writing, listening, and speaking skills. The literacy curriculum is taught in a “workshop” structure during which the teacher models a skill or strategy the children are learning, the children have a chance to try that skill or strategy out on their own and/or with teacher support, and the whole group reflects on their learning. Social skills are emphasized along with literacy learning in order to support children as they interact in the classroom community.

Math: The Elementary schools use a program called Math Expressions as our core mathematics program. Small group, whole group, and individual instruction are used to teach mathematical concepts and skills which are aligned with the Massachusetts Curriculum Frameworks. The curriculum also contains components of the standards for mathematical practice: make sense of problems and persevere in solving them, reason abstractly and quantitatively, construct viable arguments and critique the reasoning of others, model with mathematics, use appropriate tools strategically, attend to precision, look for and make use of structure, look for and express regularity in repeated reasoning.

Science/Social Studies: The Social Studies and Science curriculums are aligned with the Massachusetts Curriculum Frameworks. The elementary social studies framework focuses on United States History and geography, as well as the concepts of freedom, equality, and democracy. The curriculum begins with learning about community, jobs, social skills in the early grades, and builds to formal study of Massachusetts, and US history and geography in the upper elementary grades. The science curriculum revolves around the four strands of the Massachusetts Frameworks, Earth/Space science, science, physical science, and technology.

More specific information regarding grade level curriculum will be available at the fall open house, or by contacting your child’s teacher.

Testing and Assessment

The Easthampton Elementary Schools utilize a variety of assessment and evaluation tools to monitor and report on the academic progress of children.

Teacher Assessments: Teachers teach concepts, knowledge, skills and learning processes to students and they also assess students understanding and mastery of what is taught. Teachers rely on a number of assessment tools such as: traditional pencil-paper tests, written response, performance tasks, self-assessment, interviews, observation, work samples, etc.; which are scored by the teacher in order to assess student performance and to plan for future instruction.

State Administered Tests: Information about state administered testing for 3rd and 4th grade students, including dates, will be sent to parents as soon as it becomes available.

Kindergarten

School Registration Requirements for entrance into Kindergarten are:

1. Entrance age 5 on or before August 31st
2. A private physician's examination is part of the school entrance procedure.
3. The following immunizations are needed for entrance into kindergarten:
 - ♣ Diphtheria/pertussis/tetanus - five (5) doses
 - ♣ Polio vaccine - four (4) doses
 - ♣ Two doses of measles/mumps/rubella vaccine administered after 15 months of age
 - ♣ Hepatitis B - three (3) doses
 - ♣ Varicella – One (1) does for all students without a physician certified reliable history of chicken pox
 - ♣ Screened for lead poisoning - the date of the test must be documented.

Children must meet all state immunization requirements or face legal exclusion from school prior to school entry. Immunization records are verified and reviewed by the school nurse.

MIDDLE SCHOOL INFORMATION (6-8)

At Mountain View School we strive to maintain a school culture that balances a rigorous and engaging learning community with a child-centered environment that honors the individual talents and struggles of every child. We acknowledge that, in the middle school years, our students face some of the most dramatic physical, social and emotional growth of their lives. Thus, it is our responsibility, in partnership with parents, to teach critical skills and provide the adult guidance that will help students grow to lead confident, responsible and productive lives.

Teaming

Teaming is the organizational structure used at the middle school. The teachers on a team share the responsibility for planning classroom programs, interdisciplinary units, and field trips. The team meets regularly to discuss their students and foster a strong learning community.

The Virtues Project

The middle school adopted The *Virtues Project* an award winning, non-sectarian program that teaches simple elements of character honored by all cultures. The *Virtues Project International Association* is a global grassroots initiative to inspire the practice of virtues in everyday life, sparking a global revolution of kindness, justice, and integrity in more than 100 countries.

The *Virtues Project* fosters academic excellence while creating a culture of social responsibility, integrity and leadership. It nurtures children in the skills and qualities they need to be successful in school and in life. Although they are the oldest practices in the world, virtues are essential to the true goal of education – intelligence plus character.

The *Virtues Project* is not a curriculum but rather a simple process and a language intended to bring out the best in our students and is most effective when used during teachable moments within lessons, during morning meeting circle (CPR), and any interaction with students that calls on a need to draw out the best that they can be.

The *Virtues Project* teaches students about virtues that are held in high regard within most cultures. Students will be able to identify virtues in themselves and others. Teachers, school staff, and parents become mentors helping our children to become compassionate, courageous, respectful, confident and purposeful.

A core component of this program is to engage families and community members as partners in the character-building effort. Participation is fundamental to the success of the *Virtues Project* at our school. Our goal is to generate a positive outlook on the students, parents, teachers and staff who make up our school community and create momentum towards a unified effort to enrich the learning environment of Mountain View School!

Extracurricular Activities

The following school activities are available to all middle school students:

Beginner Band, Jazz Band, Concert

Band

Guitar Club

Chorus

Art Club

Mountain Bike Club

Game Club

STRAT (Students and Teachers Raising Awareness Together)

Locker Policy

Students will have a locker assigned to them by their homeroom teacher. **STUDENTS MUST ASSUME FULL RESPONSIBILITY FOR THE POSSESSIONS WHICH THEY KEEP IN THEIR LOCKERS.** Lockers are school property made available to students for the limited purpose of storing items on school premises and are subject to administrative search at any time for any reason. Lockers must be kept clean and orderly at all times. For your own protection, do not disclose your combination to anyone.

CODE OF CONDUCT AND DISCIPLINE POLICY

Student Rights and Responsibilities

Students have the right to pursue an education and the right to due process.

Student responsibilities include regular school attendance, promptness to school and class, a conscientious effort in classroom work, and conformance to school and classroom rules.

Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning.

No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of all whom are involved in the educational process.

Statement on Civility

Our school is a place where students live, work, and grow together. Nothing is more important for students and families than a safe, orderly, and supportive school environment. In order to maintain such an environment, students are expected and required to treat one another in a respectful, civil manner. Students are expected to respect the spirit, differences, and feelings of schoolmates, and to refrain from the use of insults and name-calling. Further, disorderly conduct or violence committed for reasons based on race ethnicity, or sexual preference will not be tolerated.

Students who believe their civil rights have been violated in any of these ways should report their concerns to an administrator who will investigate the complaint. If it is determined that civil rights have been violated, disciplinary action will occur.

Students are expected to:

- Accept responsibility for their own actions.
- Express appropriately their own ideas and feelings without infringing on the rights of others.
- Recognize the effect of their behavior on others.
- Demonstrate perseverance in working to accomplish goals.
- Recognize and respect individual differences.
- Demonstrate physical self-control (i.e. physical activity appropriate to time, place, and setting).
- Respect materials, possessions, and facilities.

RULES REGARDING GENERAL CONDUCT IN SCHOOL

Cooperation

1. A student may not disrupt the instructional program of any class.
2. A student may not use abusive, obscene, or otherwise offensive language.
3. Students are expected to follow the rules of procedure specific to each class or other school situation.
4. At times, in order to manage a crisis or difficult situation, students are expected to respond immediately to directives from adults. Students who fail to respond appropriately in this sort of situation will be subject to disciplinary actions.

Conduct Toward Others

1. Running, playing, or loitering in areas so as to impede passage, cause disruption, or endanger others is not allowed.

2. The guiding principle for conduct between students is to maintain respect for others. The following behaviors are not allowed:
3. Abusive name calling, teasing or taunting
4. The use of racial or ethnic epithets (names)
5. Cursing or shouting obscenities
6. Intimidation of others, including phone and/or “cyber” bullying
7. Fighting
8. Pushing, striking, kicking, or other hurtful physical behavior
9. Taking something belonging to another without permission; attempting to force such permission

OTHER SCHOOL RULES AND PROCEDURES

Dress Code

Public Schools are delegated with the responsibility of educating students and maintaining an effective and orderly learning environment. The following guidelines promote school safety and enhance the learning environment at Mountain View School.

Personal dress and appearance that violates reasonable standards of health, safety, cleanliness, and or propriety; or disrupts or substantially interferes with the educational process or with another student’s ability to receive an education is prohibited.

- Students shall not wear anything that depicts drugs, violence, obscene words or pictures, profanity, sexually suggestive words or images, or that promotes violence or illegal activities for students which may include alcohol, guns, knives, and other.
- Undergarments should not be exposed.
- Attire covering the top of the body must extend over the shoulders and be long enough to cover the navel and the torso.
- Students must wear clothing or jewelry which is safe in school, such as no sharp or pointed studs, no sunglasses, and appropriate footwear that is secure on the foot.
- Hats with brims.
- Pajamas and/or flannel pajama bottoms.
- Gang apparel or symbolism is not permitted.
- Hate speech on clothing is barred.
- Student's personal dress and appearance must comply with all OSHA and safety regulations.

School administrators will make final decisions about the implementation of the dress code. Students not adhering to these guidelines will be asked to change into other clothes or have

a change of clothes brought in for them. If the student refuses to comply, disciplinary action may be taken.

DISCIPLINE

Goals/Philosophy of the Code of Conduct and Discipline Policy

One of the goals of Mountain View School is to help students develop personal responsibility. We want students to recognize that they are in control of and accountable for their actions in a community which balances structure and support. Mountain View's detailed disciplinary system is an attempt to clarify our expectations of students' behavior and to clearly articulate the consequences of poor decisions. For this reason, it is crucial that students and parents/guardians spend some time together to discuss what MVS expects of its students and how the school will respond in a disciplinary situation. It is our belief that students operate effectively in a community in which expectations and consequences are clear, consistent and just. To this end, the school will try to respond to every disciplinary situation consistently. Every student will be treated equally. The following rules attempt to make clear the way in which students can expect the school to react to specific guidelines. However, this serves only as a guideline. Circumstances can require action, for the sake of the community, that is more appropriate.

Procedures in the Classroom

Teachers are responsible for establishing standards of conduct within the classroom. They should use common sense to diffuse or stop situations that interfere with the educational process. They should recognize the individual differences of students. Teachers are strongly encouraged to refer students to guidance counselors when inappropriate, as there may be underlying causes for a student's disruptive behavior.

In their attempts to effect student behavior, teachers are encouraged to utilize all school resources including school counselors, nurses, the Building Support Team, other teachers and administrators. Teachers should utilize these resources before situations need the attention of the Principal.

Teachers are encouraged to contact parents/legal guardians when appropriate to enhance communication between home and school.

Some areas of discipline should remain in the classroom and be handled by the classroom teacher. These include, but are not limited to:

- Tardiness to class
- Being unprepared for class
- Talking and other minor disruptions
- Minor horseplay
- Food in the classroom
- Non-participation in classroom activities/assignments

A student should be sent to the administration for repeated offenses or serious disruptions as outlined in Section I, II and III of this policy.

Teacher Detention

Detention is defined as the time a student is assigned to stay after school for infractions of unacceptable student behavior. When assigned a detention, students will serve the next day. All detentions must be served within 24 hours of being assigned. This notice may only be waived by mutual consent of both teacher and parent.

Each teacher is responsible for the students he/she detains after school. A student may be detained according to the discipline code.

The student is charged with the responsibility of notifying his/her parent(s)/guardian. Teacher detention length is at the discretion of the teacher and should not last beyond 3:30 p.m. Un-served teacher detentions will result in a sixty (60) minute office detention or two lunch detentions.

Office/Lunch Detentions

Office/lunch detentions must be served as assigned by the Principal after school or during lunch in the office. Office detention times will be set at 60 minutes. Lunch detention times are to be served during the student's assigned lunch period. A student serving lunch detention goes directly to the room of the assigning teacher or to the office after getting their lunch.

Office/Lunch detentions are assigned to a student by the administration. The infractions below may result in a minimum of one (1) sixty-minute office detention or two (2) lunch detention:

- Unexcused tardiness to class/school
- Insolence
- Defiance
- Disruptive, rude or discourteous behavior
- Disorderly behavior in school, on school grounds, or at school events
- Failure to follow directions
- Disrespect
- Unexcused absence from lunch
- Misuse/falsifying school passes or tardy slips
- Failure to identify oneself properly to one in authority
- Unexcused absence from class
- Failure to serve a teacher detention

Club meetings, artistic or instrumental rehearsals, or any other after school commitments do not exempt students from completing their assigned detentions.

Behavior While in the Office

Students who are sent to the office to see an administrator for disciplinary reasons are expected to follow the directions listed below:

- a. Report directly to the office.
- b. Check in at the office counter.

- c. Take a seat and remain silent.
- d. Follow directions given by office staff

Student Computer Use: Students are responsible for proper behavior on school computers and networks. The Easthampton School Committee has adopted a student use policy and consequences for misbehavior.

Offenses and Misbehavior:

- ♣ Sending or displaying offensive messages or pictures
 - ♣ Using obscene language
 - ♣ Harassing, insulting or attaching others
 - ♣ Damaging computers, computer systems or computer network
 - ♣ Violating copyright laws
 - ♣ Using others' passwords
 - ♣ Trespassing in others' folders, works or files
 - ♣ Intentionally wasting limited resources
 - ♣ Employing the network for commercial purposes
- Consequences of Misbehavior
- ♣ Violations may result in loss of access
 - ♣ Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior
 - ♣ When applicable, law enforcement agencies may be involved, along with fines and punishment

Home-School Partnership

The Mountain View staff encourages and urges the participation of parents in their child's educational process and on-going home-school communication. Positive progress in all areas of educational growth and social development requires the combined efforts of

school and home. In an effort to facilitate communication, the following opportunities are provided throughout the school year:

1. Parent Conferences are scheduled in the fall and winter for all grades. However, individual parentteacher conferences may be scheduled throughout the school year as needed. Conferences may be initiated by either the school or the parent.
2. PowerSchool is our school-to-parent communication system, which allows our school to send, via the phone, periodic and personalized messages concerning important upcoming events, information, school cancellations, emergencies and attendance notification. In most cases a timely notice will also be sent in writing to you. It is important to keep our school office informed of any recent changes to your phone number, so that you can be reached at all times.
3. In addition to parent-teacher conferences, parents may contact their child's teacher via a note sent through the student or by calling the school office. A call during regular school hours may be made to leave information or a message that a return call is requested.

Communication with the community occurs through news releases to the media, Easthampton Cable Access TV, public meetings and performances, involvement of students in the community, volunteers, and participatory groups such as the School Council, and the Parent Teacher Organization.

There are many ways parents and community can become involved with the school as a volunteer. From being a regular classroom volunteer, to a one-time helper for a project or chaperone for a field trip, to cutting out patterns at home, there is bound to be a way you can help if you're interested. If you are interested in becoming a volunteer, please contact your child's teacher.