

Mountain View School

2023 - 2024

Student and Family Handbook

August 31, 2023

Dear Mountain View Families:

It is a pleasure to welcome you to our school. Mountain View School takes great pride in our tradition of being a student focused 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 clearly state 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 child. After your review, you must sign and return the handbook form, indicating you have read the materials and discussed its contents with your child. If you have any questions, please call us 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

We envision a future where Easthampton Public Schools are the heartbeat of our community, where all are accepted and able to authentically participate in academic, emotional, and social learning within a setting that is welcoming, inclusive, and adapted to the needs of all students.

The mission of Easthampton Public Schools is to facilitate the academic, social, and emotional development of all students so they can lead full lives, exercise informed choice, and contribute to their communities.

Our guiding principles:

- Demonstrating kindness, respect, and support towards each other, by appreciating the contributions of others, valuing diversity, and honoring ourselves and others through words and actions.
- Working to create a community that is nurturing, inclusive, and equitable, by welcoming all and fostering a sense of belonging within our school community so we can overcome challenges together and work collaboratively toward our shared goals.
- Engaging as learners who persevere through challenges, who see setbacks as opportunities to learn, grow, and demonstrate resilience.
- Fostering awareness of our place within a broader global community, and recognition of our interdependence by promoting social, economic, and environmental justice.

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.

HOME-SCHOOL PARTNERSHIP

The Mountain View staff encourages and urges the participation of caregivers 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. To facilitate communication, the following opportunities are provided throughout the school year:

1. Parent Conferences are scheduled in October and March for all grades. However, individual parent-teacher 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.

4. We use the REMIND Application, a texting app used by many teachers to communicate with families.

5. To reach a staff member by email, please type the first initial, last name @epsd.us example jdoe@epsd.us

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

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 (PTO)

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.

MOUNTAIN VIEW ELEMENTARY FACULTY AND STAFF 2023-2024

Jill Pasquini-Torchia, Head of School

Judy Averill, Principal PK-2

Andrea McCallum, Principal 3-5

Preschool	Room #
Czerwiec, Abigayle	1008
George, Michelle	1006
McCloud, Lindsay	1004
Kindergarten	Room #
Bruso, Patty	1014
Dempesy, Ilise	1015
Schmalz, Mary Pat	1017
Sico, Jessica	1013
Skowron, Amy	1016
Grade 1	Room #
Bashista, Doreen	1011
Brida, Emily	1044
Cadigan, Abigail	1041
McCullough, Laurie	1028
Messer, Emily	1026
Niedzwiecki, Diane	1043
Grade 2	Room #
Gauger, Amy	1069
Hodgeman, Beth	1058
Parent, Michaela	1068
Rida, Jessica	1071
Ryan, Brenda	1070
Exploratory	Room #
Aylward, Kate - Art	2001
Cloutier, Cindy - Music	1055
Keenan, Gillian - Library	2004
Kelley-Bagg, Megan - STEAM	209
Powers, Mike - PE	Gym
Weinberg, Richard - PE	Gym
Counseling	
Eklund, Kristan	2037
Nash, Riane	1035
River Valley Counseling	1021/2030

Grade 3	Room #
Carriere, Jillian	2022
	2023
Loring, Kelly	2009
Przekopowski, Kelly	2006
Sterling, Moriah	2011
Wilson, Trisha	2010
Grade 4	Room #
Breton, Rachel	2052
Collins, Jill	2041
Elliott, Hannah	2043
Franke, Mary	2032
Rudd, Sara	2036
Scott, Siri	2042
Grade 5	Room #
Cavanaugh, Scott	2061
Doele, David	2059
Boissonault, Angel	2051
Popielarczyk, Anthony	2057
Copeland, Ryan	2060
Main Office	
Keefe, Jessica	Admin Assistant
Saalfrank, Jennifer	Admin Assistant
Nurse	
Cassidy, Lauren	3-5
Saad, Stephanie	PK-2
Custodial Staff	
Holmes, Corey	Head Custodian
Anderson, Ralph	
Evans, Bob	
Lussier, Dan	
MacDonald, Bob	
Sparko, Aaron	
Veto, Mark	

Jill Pasquini-Torchia, Head of School

Heather Dean, Social/Emotional Learning Coordinator

Special Education	Room #	Program	Para-educators	Program
Alton, Sandra	1033	Inclusion	Amoroso, Sara	SSP 3-5
Cuthbertson, Heather	201B	Coordinator	Bailey, Linda	SOAR II
Doten, Heidi	2026	Inclusion	Baker, Carrie	PreK
Ely, Jaimarie	1062	Inclusion	Blackwell, Samantha	SOAR I
Falcon, Jessica	1062	Inclusion	Bowler, Allyson	PreK
Gilfeather-Girton, Julie	1033	Inclusion	Cheverette, Amy	AIM 3-8
Gordon, Peter	2050	LEAP 1-5	CiFuentes, Gabriel	EL
Howard, Christina	1039	SSP K-2	Clark, Jesse	SOAR II
Kidrick, Matthew	1042	SOAR II	Downer, Michelle	K-Skowron
Parker, Bree	1009	RISE	Fennell, Sophie	SSP K-2
Pereira, Kaycee	1056	SOAR I	Fleury, Stephanie	SOAR II
Pruner, Kate	2019	SSP 3-5	Gagnon, Janet	SSP 3-5
Smith, Karen	2026	Inclusion	Gagnon, Tara	SSP 3-5
Taupier, Maura	1061	AIM 3-5	Gomez, Sidney	SOAR 1
School Psychologist	Room #		Graeme, Tim	PreK
Rodrigue, Kelly	201C			
BCBA	Room #		Grygorcewicz, Kelly	SSP K-2
Cavanaugh, Shannon	2004		Hogan, Lisa	K-Dempesy
Intervention	Room #		Jenkins, Martha	PreK
Betts, Margaret	1063		Johnson, Boni	PreK
Carnes, Kelley	2056		Jones, Jennifer	RISE
Geffin, Tamara	1063		Jordan, Samantha	LEAP 1-5
Jones, Morgan	1063		Kazunas, Samantha	RISE
Speech/Language	Room #		Kubacki, Julie	PreK
Barman, Leida	2054		LaBarre-Rogers, Melissa	SOAR I
Belfakih, Christina	1060		Lambert, Michele	K-Sico
Freniere, Jaclyn	307		Moore, Kayla	K-Bruso
Ryan, Elizabeth	1023		Piekarski, Carlana	SSP K-2
OT	Room #		Pierson-Buell, Melissa	SOAR I
Goldenberg, Carey	1003/307		Rutkowski, Melissa	SSP K-2
EL	Room #		Schmitt, Kim	SSP 3-5
Imbimbo, Sally	2056		Scott-Smith, Sarah	RISE
Literacy Coordinator	Room #		Sheehan, Darby	SSP 3-5
Alatalo, Jodi	1022		Simpson, Areecia	K-Schmalz
			Starcun, Brittany	LEAP 1-5
			Turcotte, Patty	AIM 3-5
			Winnie, Amy	SSP K-2
			Zheng, Ye	SSP K-2

MOUNTAIN VIEW MIDDLE FACULTY AND STAFF 2023-2024

Jill Pasquini-Torchia, Head of School

Meredith Balise, Principal 6-8

Grade 6	Subject	Room #	Special Education	Program	Room #
Barcomb, Donna	ELA/Sci	119	Benoit, Candance	AIM 6-8	114
Connelly, Michelle	ELA/SS	122	Cantwell, Renee	Inclusion	312
Czerwiec, Adam	ELA/SS	118	Garvey, Alison	SSP 6-8	217
Reed, Jessica	Math/Sci	120	Nelson, Liz	STEP	109
Whalen, Amy	Math/SS	123	Norman, Christina	PACE	220
			Pehowic, Alyssa	Inclusion	117
Grade 7	Subject	Room #			
Dupras, Kristan	Math 7/8	223	Rosenburg, Amanda	Speech/Language	307
			Rose-Weiss, Annie	Inclusion	207
				Reading	
Johnson, Cristen	Science 7/8	219	Sears, Katherine	Specialist	311
Lawrence, Anna	ELA/SS	222	Weld, Nancy	Coordinator	201D
Majjad, Samantha	Math/Sci	214			
Szymkowicz, Adam	ELA/SS	212	EL	Program	Room #
			Madera, Rebekah	EL	308
Grade 8	Subject	Room #	Paraeducators	Program	
Bucs, Jeff	Science	313	Alicea, Tanya	PACE	
Capen-Parizo, Brianna	ELA/SS	316	Brodeur, Kristin	SSP 6-8	
Drumm, Joanne	ELA/SS	314	Cheverette, Amy	AIM 6-8	
Perez, AJ	SS 7/8	310	Corbeil, Samantha	SSP 6-8	
Poulin, Tracy	Math	317	Cross, Jeff	SSP 6-8	
Exploratory	Subject	Room #			
Abild, Chris	PE	Gym	DeLuca, Christie	SSP 6-8	
Averill, Will	Music	34	Eisentrager, Evan	STEP	
Fischer, Alexandra	Art	22	Karnolysz, Wendy	AIM 3-8	
Goulet, Brandon	Band	37	Nartowicz, Gail	PACE	
	Library 6/7	301	Schenck, Dara	STEP	
Talley, Anne	Health	216			
Guidance		Room #	Main Office		
Baj, Heidi	M-Z Counselor	202A	Magee, Sarah	Admin Assistant	
Norman, Jon	A-L Counselor	202D	Mason, Rose	Admin Assistant	
Perlmutter, Linda	School Psychologist	201A	Nurse		
			Bachand, Kara		

GENERAL SCHOOL INFORMATION

Attendance

Regular attendance is essential to student success in school. Although we recognize that there are times your child may be sick, have appointments, or have family emergencies, consistent attendance is expected.

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.

- Excused: Student brings a note from physician or student is excused by the school nurse
- Absent: Parent / Guardian has notified the school to report the absence
- Unexcused: Parent / Guardian has not notified the school to report the absence and the student does not bring a note from physician

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.

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 will result in school-based meetings or legal action. Your child’s absences and tardy record will be monitored throughout the year.

Entering School

Students who walk to school are to come directly to school, elementary students no earlier than 8:30 a.m., middle school students no earlier than 7:55 a.m. Students will not be supervised before these times. Students are not to trespass on private property or loiter on streets and adjacent areas. For middle school, students enter the building at 7:55 a.m. and report to homerooms by 8:15 a.m. ready for morning announcements. For elementary school, students enter the building at 8:30 a.m. and report to homerooms.

Dismissal

Students 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 the parent /guardian to come into the office for pick up. The parent/guardian will identify themselves to the administrative assistant before leaving with the student. Students 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 middle school and 3:10 p.m. for elementary school. Students should proceed directly to lockers and on to their bus lines. All walkers must leave the 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.

Bus Expectations

School rules extend to buses and bus stops. Students who wait at bus stops should be respectful of private property, be considerate regarding noise, and follow school expectations. Failure to comply with bus expectations will result in a bus incident report and may result in loss of bus privileges. Expectations include:

1. Follow the driver's instructions.
2. Remain in your seat, facing forward, at all times.
3. Keep your hands and feet to yourself. Keep all body parts, voice, and objects inside the bus at all times.
4. Use a quiet voice to speak to others sitting in a seat near you.
5. Use school-appropriate language.
6. Filming or recording others is prohibited.
7. No food, snacks, and drinks on the bus at any time.
8. Open the windows only when the driver has indicated it is safe to do so.
9. Ride only your assigned bus to and from your assigned stops.

Bicycles/Scooters

Students are permitted to ride a bicycle to school. Bicycles are to be parked in the racks provided. It is the student's responsibility to lock their 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.

Please follow these rules:

1. Wear bicycle helmets.
2. Know and use bicycle hand signals.
3. Never ride two on a bicycle.
4. Keep the 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, vans, buses, and cars.

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. 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. 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 students and are also listed on the school website. 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.
- A special table is provided at every lunch for students with food allergies.

The principal, teachers and lunch monitors supervise lunch in the cafeteria and recess. Students are expected to follow school rules in the lunchroom 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

Outdoor Recess is part of the school day. Students are expected to come to school properly clothed for the weather conditions. An occasional loss of recess time may be a consequence of misbehavior. Middle school students are offered outside time during their scheduled lunch time.

Elementary Snacks/Classroom Celebrations

We encourage parents/guardians to consider alternatives to sugar based or fatty treats that they send into school for daily snacks. *Please refrain from sending in outside food for celebrations.*

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 field trip notices well before the scheduled date and will always be asked to sign field trip permission forms.

Toys

Toys divert a student's attention from learning, cause arguments, create issues of theft, and/or get damaged. Due to these reasons, students should not bring toys from home. The school and staff will not be held responsible for safeguarding students' personal property or spending valuable time resolving lost and/or stolen property.

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. Parents will be billed the replacement cost for any books not returned or renewed in 30 days.

Lost and Found

Please mark your student's personal items (coats, hats, mittens, lunchboxes, backpacks, etc.). Lost and found boxes are in each cafeteria. 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. Lost and found items will be donated monthly if not claimed by the owner. 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 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. Disorderly conduct will not be tolerated. Students found in unauthorized sections of the building will be asked to leave and can expect disciplinary action. Students who are absent or suspended (internal or external) from school will be prohibited from after school activities.

Extracurricular Activities

The following school activities are available to middle school students:

Beginner Band, Concert Band, Jazz Band

Guitar Club

Chorus

Art Club

Mountain Biking Club

Game Club

STRAT (Students and Teachers Raising Awareness Together)

Cell Phones

*Cell phones must be turned off and in lockers(middle school)/backpacks in cubbies(elementary school) 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. On the first offense, the student may pick up the cell phone from the office at the end of the school day. 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 will receive consequences. Any future cell phone violations will result in parent/guardian and administration conferences with further consequences. Cell phones will not be returned until the conference is held. Filming or recording at school or on buses is strictly prohibited. The school is not responsible for lost or broken cell phones.

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 parent/guardian 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.

ACADEMIC INFORMATION

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 copying another student's work is prohibited. To use the ideas or words of others without giving them credit is plagiarism. Cheating and plagiarism are prohibited.

Report Cards and Progress Reports

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

Report cards listing students' achievements in each subject area are issued three times a year. 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.

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 an appeal.

Testing and Assessment

The Easthampton 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 several 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 to assess student performance and to plan for future instruction.

State Administered Tests: Information about state administered testing for grade 3-8 students, including dates, will be sent to parents as soon as it becomes available.

Curriculum

Literacy: The literacy curriculum is aligned with the Massachusetts Curriculum Frameworks, emphasizing 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 to support children as they interact in the classroom community.

Math: PK-8 uses a program called *Illustrative Math* 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 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.

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.

Students will not interfere with the education of other students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Statement on Civility

Easthampton schools are 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. To maintain such an environment, students are expected to treat one another with respect and civility. 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.

Respectful, responsible, and safe 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 RESPECTFUL, RESPONSIBLE AND SAFE CONDUCT IN SCHOOL

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. It is our belief that students operate effectively in a community in which expectations are clear and consistent.

Teachers are responsible for establishing expectations within their classroom. Teachers are encouraged to utilize all school resources including school counselors, nurses, the Student Support Team, other teachers, and administrators. Teachers will utilize resources in collaboration with families.

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

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 situations.
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.

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.

- Appropriate school attire is expected.
- 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, drugs, guns, knives, and other.
- Undergarments should not be exposed.
- Students must wear appropriate footwear (no flip flops).
- No hats with brims.
- Hate speech on clothing is not allowed.

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.

Restorative Discipline

Restorative discipline is one of the tools administrators may use in response to a disciplinary incident. Restorative discipline focuses on the repairing of relationships as primary to changing behaviors. The goal of restorative practices is to empower students to give back to the community in a comparable manner to how that student's offense harmed the community. For example, a student who has used derogatory language may be able to volunteer with the population that the derogatory term harmed. If a student continues exhibiting similar behaviors, the severity of the discipline will also increase. All information available will be considered for decisions regarding discipline, from which administration will arrive at a fair consequence.

Alternative Remedies

A student shall not be subject to suspension until after alternative remedies have been employed, such as mediation, conflict resolution, restorative justice, and collaborative problem solving. The use and results of the alternative remedies will be documented and directly respond to the

specific incident or incidents. Alternative remedies will not be employed if there is a specific reason documented as to why alternative remedies would be unsuitable or counterproductive, such as in cases where the continued presence of the student in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

Suspensions

General Information Suspension involves the exclusion of a student from school and/or school-sponsored activities. As administered by the Easthampton Public Schools, suspension shall include: (1) removal of the student from class; (2) removal of the student from the school building if the student's parent or guardian can be contacted; and (3) continued exclusion of the student from school, school grounds, or attendance or participation in school-sponsored activities until the period of suspension has run and the student has been readmitted to school.

Due Process for Suspensions

Notice of Proposed Suspension Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language: a. the disciplinary offense; b. the basis for the charge; c. the potential consequences, including the potential length of the student's suspension; d. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing; e. the date, time, and location of the hearing; f. the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate. The principal, or their designee shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal, or their designee, must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal, or their designee, sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations. All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal, or their designee, and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

Emergency Removal

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's, or their designee, judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal. During the emergency, removal the principal, or their designee, shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal, or their designee, shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing

is otherwise agreed to by the principal, student, and parent/guardian. The two (2) days emergency removal may count towards the duration of the long-term suspension or short-term suspension. A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a Principal's, or their designee, determination in a long-term suspension or short-term suspension, as applicable.

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 attacking 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 Computer 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

Revised 8/28/23

Student & Family Handbook Acknowledgment Form 2023-2024

Student Name _____ Grade _____ Teacher _____
(print first and last name in full)

IF YOU HAVE ACCESS TO THE INTERNET and do not need a printed copy of the handbook, complete this section.

I understand that it is my responsibility to read the information contained in the handbook and ask the appropriate school personnel questions if I need clarification of any section. The complete 2023-2024 Student-Family Handbook will be online at www.epsd.us. I understand that I am expected to abide by all rules, regulations, policies and procedures contained in the handbook.

Student Name (please print): _____

Student Signature: _____ Date: _____

IF YOU NEED A PRINTED COPY OF THE HANDBOOK, complete this section.

I understand that it is my responsibility to read the information contained in the handbook and ask the appropriate school personnel questions if I need clarification of any section. I understand that I am expected to abide by all rules, regulations, policies and procedures contained in the handbook. I do not have Internet access and need a printed copy of the handbook. I will review the handbook with my parent or guardian.

Student Name (please print): _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN SIGNATURE (required)

I have read the Mountain View School 2023-2024 Student-Family Handbook and discussed it with my student. I will support the school's efforts to consistently provide a safe and productive learning environment. I hereby release Easthampton School District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school's computer system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

Parent/Guardian Signature: _____ Date: _____

If the signed acknowledgement form is not received by September 30, 2023, then the school district will nonetheless presume that the parent/guardian has read and accepts the handbook.

