

Mountain View Elementary Family Handbook 2017-2018



36803 Alder School Road
Purcellville, VA 20132

Office Hours:
7:30 am - 4:00 pm

Phone	540-751-2550
Absence Call-In Line	540-751-2551
Absence Email	MTV-Attendance@lcps.org
Fax	540-338-0821
MTV Web-Site	http://cmsweb2.lcps.org/mountainview

This handbook has been developed by the administration and staff of Mountain View Elementary with the purpose of communicating school policies, procedures and services. Please take the time to read it. This document contains school information that you will find helpful throughout the school year. Keep it in a handy place for future reference.

Practices and Procedures

Allergies

Please inform the principal, teacher, clinic aide and office staff if your child has severe reactions or allergies to bee stings, foods, etc. This information will also be given to the Classroom Teacher, Cafeteria Manager, Librarian, PE, Music and Art teachers.

Academic Programs

A wide variety of programs and enrichment experiences are held throughout the year to showcase the learning that takes place at Mountain View.

Reading Incentives

Library Reading Incentives include short-term contests to get students excited about reading. The time that every student and every class spends reading is logged and displayed in the library. Students and teachers work collectively to meet or exceed the school goal.

Summer Reading Program - Our Reading Team determines a fun theme for the summer reading program. Information on the program is sent home at the beginning of June. Students who return a completed reading log at the beginning of the school year participate in an exciting event in September. Students will self-select the books that they are interested in reading. Many visit the public library during the summer months. Past events have included a “buggy” breakfast, wildlife assembly, and a police canine demonstration.

Continental Mathematics League

A national organization that provides students the opportunity to learn and practice Euclidean & Pythagorean math. Students in grades 2, 3, 4 and 5 that join the League take challenging tests that involve problem solving and critical thinking skills. After the test is scored, the answers are explained. Students must be skilled mathematics students who excel in this area. Teachers determine who is eligible to participate. Students in grades 2 and 3 begin in January and end in March. Students in grades 4 and 5 begin in November and end in March. Medals are awarded at the end of the year for the top finalists in each grade level. Parent volunteers run the program.

Geography Bee

It is sponsored by the National Geographic Society. The school level competition typically takes place in February. This contest is open to students in grades 4 and 5. First, classroom level competition in grades 3, 4 and 5 narrows down the contestants. Next, an assembly for 4th and 5th grade is held to determine the school winner. The school finalist takes a written test. He or she will advance to compete at the county level event. All Loudoun County elementary schools and middle schools participate in the Geography Bee.

PTA Reflections Contest

This contest is sponsored by the National PTA. A different theme is chosen each year. Students in kindergarten through high school may enter their original photography, drawing, writing or musical creation based on the theme. Prizes are awarded at the school, state and national level.

Spelling Bee

Students in grades 3, 4 and 5 participate in spelling elimination rounds. Top winners from grades 4 and 5 then compete at a school assembly. The 5th grade winner then advances to the county level competition. All Loudoun County elementary schools participate.

Odyssey of the Mind - O.M.

An international educational program that provides creative problem solving opportunities for kindergarten through fifth grade students. Students work in groups and apply creativity to solve problems. There are local, state and world level competitions. We have had teams compete at all of these levels!

Word Masters

It is a nationwide competition, in which three analogy tests are given during the year. The vocabulary words are given in advance for students to prepare. The top ten results from each grade level are then sent into Word Masters to be ranked nationally. The top student at each grade level receives a medal.

Announcements

Morning announcements are made daily beginning at 7:50 AM for students and staff over the closed circuit TV. Special announcements are made at the end of the day over the PA system when needed. Students assume responsibilities for various aspects of the daily announcements.

Attendance (Absences, Early Dismissal, Tardy)

All students have the responsibility to be in school and on time each day. **Mountain View's instructional day begins at 7:50 AM.** Parents should set the example by stressing the importance of regular, on-time attendance and by planning vacations and appointments on weekends, holidays and after school hours whenever possible.

Absences

If your child will be absent from school, please call our **Absentee Phone Line (540-751-2551) prior to 9:00 AM or email us at MTV-Attendance@lcps.org**. This line is available 24 hours a day. Please only use these if your child will be out of school, not for an early dismissal.

Whenever a student is absent from school, documentation is required to verify the reason for the absence. Parents are required to notify the school as to the reason for the absence. This may be done through the school's Absentee Phone-in line. Any absence not confirmed by the parent will be considered unexcused. If the parent has not called the school to verify the absence, the school will make a reasonable effort to call the parent to verify the day's absence. Upon the student's return to school, a written explanation from a parent or guardian is required for each absence. The note should include: date(s) of the absence, reason for the absence and signature of the parent/guardian.

Students are excused for personal illness, a death in the family, medical or dental appointments, court appearances, religious holidays, illness in the immediate family or emergencies that require the student to be absent.

If a student is absent for more than ten days or 10% of the total number of days of membership, whichever is determined appropriate by the principal, the school will send a letter to the parents requiring a physician's note for all further absences. At the principal's discretion, contact may be made sooner or waived due to extenuating circumstances.

At the point at which a student accumulates five unexcused absences, a referral will be made to the Attendance Officer.

Early Dismissals

Parents are encouraged to keep their children in school for the entire duration of the school day. Like tardies, early dismissals can also disrupt the orderly instructional process of the school.

Parents who desire early dismissal from school for their children should send a written request signed by the parent/guardian, stating time and reason for dismissal. **Parents picking up their children for an early dismissal must come into the school office and sign out their child.**

Parents seeking a waiver from regular full day attendance must obtain permission to do so from the Division Superintendent. See Mrs. Broadus for more information. Please refer to the Student Rights and Responsibilities Handbook and School Board Policy for further explanation.

Tardies

All students have the responsibility to be in school on time each day. The Mountain View tardy bell rings at 7:50 a.m. A student who arrives after 7:50 a.m. will report to the office. **Parents need to escort their child into the building and sign them in so they can obtain a tardy pass. We are required by school board policy to ask the reason for the tardy.** If a student is tardy more than ten times in a quarter, a letter will be sent to the parent as notification of the school's concern for the student's non-attendance, and a physician's note may be required. If the pattern of tardiness does not improve, a referral is made to the Attendance Officer.

Occasional tardiness for a valid reason is understandable. However, repeated or habitual tardiness fosters undesirable habits and disrupts the orderly instructional process of school. Please help us by stressing the importance of regular, on-time attendance to your child.

After School Activities

The PTA sponsors various after-school activities at different times throughout the year. Permission from the parents is required in advance for a student to participate.

After School Day Care (CASA) The Loudoun County Parks and Recreation Department personnel run an after-school program for students on regular school days from 2:35-6:00 p.m. **The program does not operate on school holidays, snow days or early dismissal days.** For more information and to sign-up, call the department at (703) 777-0357.

Awards

Mountain View provides students with incentives and awards to recognize achievement. Classroom teachers select the students who meet the criteria for Honor Roll, Citizenship and Most Improved Awards.

Honor Roll

We love to recognize our students. Students in grades 3, 4 and 5 who have earned all “A’s” and “B’s” in the core areas of Reading, Written Communication, Oral Communication, Math, Science, Health and Social Studies receive an Honor Roll certificate. Certificates are awarded each quarter and are based on that quarter’s grades. It is not cumulative.

Citizenship

We recognize good citizenship in kindergarten through fifth grade. This certificate is awarded each quarter. Students who receive this award demonstrate outstanding work habits and excellent social and personal skills with others.

Most Improved

We also recognize students who have demonstrated improvement in kindergarten through fifth grade. This certificate is awarded each quarter. Students who receive this award demonstrate improvement in the areas of academics, effort and/or behavior.

President’s Academic Awards

These awards are presented to fifth grade students based on criteria set by the National Association of Elementary Principals (NAESP). One award is based solely on academic performance and achievement test data. The other presidential award is based on academic improvement in school in spite of obstacles to learning.

Birthdays

A very special part of a young child’s life is the celebration of his/her birthday. Each child will receive a birthday pencil and a happy birthday greeting during morning announcements. **Students are not permitted to bring in cupcakes, ice cream, toys, goodie bags or any other item to their classmates as a means of celebrating their birthday.** Please see your child’s teacher for alternative means of recognizing your child’s birthday.

Children’s feelings are easily hurt. Therefore, only invitations that include the entire class will be passed out at school. Invitations for small groups of students or individuals should be made outside of school.

Bus Routes and Bus Safety

Bus routes and stops as well as time schedules are planned and established by LCPS Department of Transportation. Students are expected to maintain appropriate behavior while riding on a school bus. Riding the bus is a privilege and can be revoked due to improper behavior. All students receive appropriate instruction in bus safety rules during the first week of school. (See the Student Rights and Responsibilities Handbook) **In order for a child to ride a different bus home, office personnel MUST receive written permission signed by the parent.** Office personnel will then issue a bus pass. Students should be at their bus stops at least five, but not more than ten minutes before their designated time.

Breakfast

Breakfast is served in the cafeteria from 7:30 AM until 7:50 AM. A full price breakfast costs \$2.10. Students who qualify for free/reduced lunch are also eligible for free breakfast. A breakfast menu is sent home and posted on the school’s web page. Tardy students will not have the opportunity to go to the cafeteria for breakfast.

Clinic

Loudoun County employs clinic assistants for all elementary schools. Band-Aids are dispensed, aspirin-free medication is given to the students whose parents give permission on the emergency card, and students are permitted a period of rest, if appropriate. After a student has rested, the child either returns to class or the parent is called to come for the student. In the event of a medical emergency, the parent and the Loudoun County Rescue Squad will be called.

Medication

If your child needs to take medication while he/she is at school, a Medication Form needs to be completed and kept on file in the clinic. This written authorization, including the name and purpose of the medication, dosage and exact time of administration, possible side effects and measures to be taken if side effects occur, and the termination date for administering the medication, must be signed by the parent. **Forms for prescription medicines must also be signed by the physician.**

Any medication dispensed to students at school must be in the original container, labeled with the student's name, and carried by a parent or guardian. **Medicine cannot be transported to or from school by students, and must be kept in the school clinic. Cough drops also fall into this category.**

All medicines must be taken by students only under the supervision of the principal, assistant principal, clinic assistant, secretary, or principal's designee. Responsibility for coming to the clinic to take medicine rests with the student.

Communication

Communication Folders "Thursday Folders" will be sent home each Thursday with your child. These folders will include newsletters, event information, Parks and Rec information and more. Please empty these folders each Thursday and review all information. Folders should be returned to school each Friday morning.

In an effort to reduce paper and streamline information to be sent home, we will be sending certain items (Administration monthly newsletter and certain PTA flyers) home with the Oldest child in each family.

Each classroom teacher will communicate via monthly class/team newsletters to keep parents informed about class activities. Letters will be posted on teachers' web pages. Teachers often include suggestions for home activities that reinforce school learning and dates of important events.

Communication between teachers and parents can also be made through phone calls or email. The administration requests that emails be brief and do not contain confidential information. **Parents, please do not email anything that is time sensitive. Our teachers may not be able to check email until after dismissal.** Teachers will respond to emails and phone calls within 24 hours, Monday through Friday (this does not include holidays).

Conduct

Mountain View is a Positive Behavioral Interventions Support (PBIS) School. PBIS is a school-wide system to assist students, parents, teachers and staff members understand and meet behavior expectations to create a climate that promotes high student achievement in academics and as individuals.

The idea of this system is to continually reinforce positive behaviors so that students are regularly rewarded for making choices that represent the best of who they are. Guidance is provided through constant reinforcement of the PBIS idea with staff modeling of behaviors, and praise, guidance lessons and support from the staff and parents. Respecting self, others and property is a simple reminder strategy for students. You can see these posters supporting our Mountain View Manners Rules throughout the school (bathrooms, hallways, classrooms, cafeteria, etc...).

With the PBIS System in place, all Mountain View students are expected to be courteous, respectful, helpful and serious about the business of learning. The behavior expected from students in school is a combination of common courtesy and safety considerations. Students having problems meeting these expectations are handled individually with, we hope, full parent-school cooperation.

When a child has been referred to the office, parents may need to be contacted to discuss the information about their child's involvement. We believe that children need fair and consistent treatment. We address each case individually and each child individually. Our ultimate goal is to teach children the correct way to solve problems and how best to work with others. In most instances, problems are resolved by talking with the students involved. Should corrective actions be necessary for students who violate rules and regulations, every attempt will be made to "get the facts" and to provide a fair meeting for all of the student(s) involved. Unless School Board policy directs a specific action for an offense, the administrators are responsible for determining the appropriate measure in each disciplinary case.

Curriculum

Classroom teachers and specialists are responsible for selecting and defining instructional objectives in each curriculum area. They follow the State of Virginia Standards of Learning (SOL's) and county guidelines in implementing the curriculum. Teachers work together in grade level teams to discuss needs and determine the scope and sequence of instruction. Teachers utilize a variety of grouping strategies and methods to differentiate for academic and behavioral needs of students.

Specialists provide instruction in fine arts, physical education, library skills, special education, technology, speech and gifted education. All students in grades one through five receive the services of a music specialist, art teacher, librarian, and physical education instructor. Kindergartners receive library time once a week. Students in grades K-4 will participate in a SEARCH lesson every other week. The school counselor is available to meet with students, parents or staff during school hours, by appointment. The counselor works with individual students and small groups. Parents, teachers and administrators can make student referrals to the counselor. The counselor also conducts guidance lessons in every classroom.

Student Dress Code

All students who attend Loudoun County Public Schools are expected to dress appropriately for a K-12 educational environment. A student's attire should facilitate the participation in learning as well as the health and safety of students. This policy is intended to provide guidance for students, staff and parents.

Appropriate Student Attire. Students must wear clothing that is appropriate to a K-12 educational environment and that does not or is not likely to cause a substantial disruption that includes the following attire:

1. Clothing must cover the midriff.
2. Tops with straps greater than one inch wide.
3. Clothing that covers private areas should be opaque and appropriate undergarments must be worn.
4. Clothing that does not reveal undergarments and/or private areas.
5. Clothing should be suitable for all scheduled classroom activities where unique hazards exist.
6. Clothing that is required in specialized courses, such as sports uniforms or safety gear.
7. Clothing that includes head covering if worn for religious purposes, as a matter of safety, medical condition, or in connection with a school-sponsored program, activity, or event.
8. Faces should be clearly visible by other students and staff, as a reasonable measure of safety and security.
9. Clothing free from language that is profane or images that depict, advertise or advocate illegal, violent or lewd conduct, the unlawful possession or use of weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana or other controlled substances or are discriminatory.
10. Clothing and/or head coverings free from gang related or associated symbols, such as words or drawings that could pose a reasonable threat to the health or safety of any other student or staff.

Emergency Drills

- Fire drills are conducted once each week during the first month of school, and monthly thereafter.
- An Emergency Response Plan that addresses procedures and responsibilities for staff is in place and communicated to staff during the teachers' first week of work.
- If, during the day, it becomes necessary to evacuate the school, parents will receive a Connect Ed phone call with instructions.
- School bus emergency exit drills are practiced twice yearly with the first drill occurring during the first thirty instructional days of school.
- Tornado, lock down and earthquake drills are practiced throughout the year.

Emergency Information

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

1. Parent(s) or guardian(s) name(s);
2. Complete and current address;
3. **Working** home, cell and work phone numbers;
4. Emergency phone number of a friend or relative;
5. Physician's name and phone number; and
6. Medical alert information.

Field Trips

Field trips are an important extension of the curriculum. Teachers are encouraged to take field trips to sites relevant to class studies. Parents are informed prior to the trip and are asked for their written permission. Parents are often asked to act as chaperones on field trips. Please note that children not enrolled in the class taking the field trip *cannot* accompany anyone acting as a chaperone.

Fundraising

The PTA and the school hold fundraising activities in order to enhance the school's instructional program. Please be advised: *Virginia law prohibits elementary students from participating in any door-to-door solicitation for fundraising.* Your participation in these fundraisers is voluntary.

Gifted Program

Programs are available for gifted students at all grade levels in all Loudoun County Public Schools. Differentiated instruction is provided to gifted youngsters in grades K-5 and is the responsibility of the classroom teacher. The SEARCH classroom resource program is part of the K-4 standard curriculum; and the countywide, center-based program (FUTURA) serves identified gifted students in grades 4-5.

Guidance Counselor

The elementary guidance program provides classroom lessons to all students. The guidance counselor is available for small group or individual counseling. Teachers and parents can refer children to the counselor. Also, students may ask to meet with the counselor. Parent permission must be granted for a student to meet regularly with the counselor in a small group or individual setting. The guidance counselor provides services to parents pertaining to their children in small groups or on an individual basis.

Health Screenings

In conjunction with the Loudoun County Health Department, vision, hearing, and dental screenings have been established. All students new to LCPS will be screened in the areas of hearing and vision. Third grade students will also receive this screening. Each year, local dentists volunteer to do a dental screening at school. Parents must give written permission for this optional dental screening.

Health and Welfare

Contagious Diseases – The School Board outlines procedures and regulations to follow should students develop blood-borne or other contagious or infectious diseases.

Suspected Child Abuse or Neglect - School Board Policy outlines school personnel's duties and procedures for reporting suspected child abuse or neglect to the local Department of Social Services.

Hours

7:30 AM – Students begin to arrive. (Teachers should be in the halls welcoming students)

7:50 AM – Tardy Bell Rings –Students should be in the building and on their way to class or will be marked tardy

7:50 AM – Morning Announcements

2:30 PM – Warning Bell/ Prepare for dismissal

2:35 PM – Dismissal Bell for Kiss and Go CASA

2:36 PM – Dismissal Announcement for K and 1st Grade Bus Riders

2:38 PM – Dismissal Announcement for 2nd and 3rd Grade Bus Riders

2:39 PM – Dismissal Announcement for 4th and 5th Grade Bus Riders

Arrival

Students may enter the building at 7:30 AM. They are not permitted to arrive before this designated time, as staff members are not on duty for supervision. For your child's safety, please adhere to this rule. Parents who drop students off at school prior to 7:30 AM on a regular basis will be contacted by the principal to resolve the problem. **Students who arrive tardy must report to the office with their parent for a tardy pass.**

Dismissal

Car riders will exit the building near the Music Room and be released to parents by the staff members on duty. Parents are asked to form a single file line when picking up students. Your cooperation and patience in this matter will be greatly appreciated.

Teachers are instructed never to dismiss a student to any adult waiting in the hallway or outside their classroom. If you wish to have your child dismissed early, please come to the Main Office, sign the Early Dismissal Log and the office staff will call for your child. Office personnel are authorized to ask for identifying information, if necessary.

Any changes in dismissal procedures for your child will need to be in writing. Please do not email these requests as email may not be checked until after dismissal. We will not be able to accept a child's verbal change of plans. This policy holds true for any change for car and bus riders. Your support in following this procedure promotes greater safety for all of our children. Children will be dismissed in the manner documented on your Daily Dismissal Form. Any changes to a normal routine need to be filed.

Last minute pick-ups at the end of the day cause confusion in the office, classroom, bus ramp and Kiss and Go area. It also interrupts our dismissal procedures. Once students are on their bus, it is our policy not to remove them. **Plan to arrive at school before 2:15 PM for any last minute pick-ups.** Parents needing to pick up students during the school day for appointments should notify the teacher by sending in a note in the morning. Students will be called to the office **after** parents have signed them out and presented identification. Allow yourself a few extra minutes for this transaction to take place.

Interim Reports

Interim reports are sent home to communicate your child's progress. Teachers send home these reports if there is a concern about your child's progress. Should you have questions or concerns regarding the contents of the interim, you may schedule a conference with the teacher.

Kiss and Go

If you choose to drive your child to and from school, we ask that you follow the "Kiss and Go" procedures. Staff members will be on hand to monitor Kiss & Go arrivals from 7:30 AM until 7:50 AM, and all dismissals at 2:35 PM. Please be on time when dropping off or picking up your child. In addition, for your child's safety, only drop off or pick up within the designated area during this time. At all other times, park and walk your child to the front office.

Lost and Found

Articles of clothing and lunch boxes are put on the "Lost and Found Table" outside the cafeteria. Eyeglasses, jewelry and valuables are stored in the school office. Please be sure to put your child's name on all personal items (coats and sweaters, lunchboxes, book bags, etc.) for ease in returning found items. **Students should not bring any valuable items to school, not even for the purpose of show and tell.**

Lunch

Students have a daily 30 minute lunch period. They may pack a lunch or purchase a hot meal with a choice of entrees. We are asking that every child establish a lunch account with a minimum balance of \$5.00 for emergencies that may arise, such as forgotten lunch, spilled drink in lunch box, etc... It is often difficult for parents to respond to the "I forgot my lunch/money" phone call from their child on such short notice. This emergency account enables your child to get a hot meal/drink and take care of the situation. Be sure and send \$5.00 (check or cash) to your child's teacher. Label the envelope with your child's name, teacher's name, and EMERGENCY LUNCH MONEY. The cafeteria manager will establish the account.

Students may purchase a variety of milk items for their packed lunches. Students buying lunch receive milk as part of the purchase price. Cookies, ice-cream and frozen fruit bars are available to purchase daily.

Prices are as follows:

- \$3.05 – student lunch
- \$2.10 – breakfast
- \$4.10 – adult lunch

Minute of Silence

The Code of Virginia requires a "Minute of Silence" to be held at the opening of each school day during morning announcements. The law states:

Minute of Silence Continued...

"In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the commonwealth, either to engage in, or to refrain from religious observances on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.

During such one-minute of silence, the teacher responsible for each classroom shall take care that all students remain seated and silent and make no distracting display to the end that each pupil may exercise his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract or impede other pupils in the like exercise of individual choice."

Parent Conferences

All parents are required to attend a conference during the first grading period. This is an important meeting to determine your child's academic strengths and areas needing improvement. It is also an opportunity for you to establish a line of communication with your child's teacher. If you desire to have an administrator or specialist (music, PE, reading, art, counselor...) attend your conference, simply tell the classroom teacher.

Parents desiring to schedule a conference with a teacher during other times of the school year may do so by either calling the school to leave a message for the teacher or by writing to the teacher for an appointment. We will not interrupt a teacher while he/she is delivering instruction to answer the telephone or to hold an impromptu conference. The teacher will return your call within 24 hours.

Parent Teacher Association – PTA

Mountain View Elementary has a wonderful Parent Teacher Association (PTA). The PTA is an integral partner with our school organization. The PTA organizes events for the students and their families such as the Spring Carnival, Bingo Nights and After School Enrichment Classes. Fundraising campaigns generate monies that are used to enhance the school's instructional program by purchasing books, equipment, and classroom materials. Consider becoming a member of the PTA. For a small membership fee, you too can help Mountain View be the best it can be. The PTA accepts all volunteers to help with their programs during the year. Meetings are held once per month, and all parents may attend.

Parent Liaison

Mountain View Elementary is assigned a Parent Liaison who works with our guidance counselors and staff, as well as other Parent Liaisons in Loudoun County. The Parent Liaison is here to provide needed support and resources for our students and their families.

Parties

Delivery of instruction is first priority. However, classes are permitted three parties during the school year. Usually, teachers request parent volunteer assistance with these parties. Prior to all parties, all materials dropped off should be left in the main office so instructional time is left undisturbed.

Physical Education

In order for a child to be excused from physical education class, a parent must write a note to the teacher with a reason for the student to be excluded from physical activity. Even though a child may not be able to actively participate he/she will be expected to attend class and observe, keep score, or participate in some non-active capacity. If a child is unable to participate for more than three days, a doctor's excuse is required. **SNEAKERS or RUBBER-SOLED shoes that hold the foot firmly are REQUIRED.**

Pictures

Individual student pictures will be taken at the school in the fall. Individual student pictures and class pictures will be taken in the Spring. Purchase of the pictures is optional from various package choices and corresponding prices. Our picture vendor is Scherling Photography.

Recess

In grades K-5 recess is considered a part of the elementary curriculum. It is defined as “a daily, 15-minute, teacher-supervised, unstructured break from the teaching and learning routine.” Students go outside even in cold weather. Be sure a jacket or coat is brought to school.

Report Cards

Report cards are issued to all students at the end of each nine-week grading period. The Loudoun County primary grades report card is developmental in nature, providing parents with comprehensive information about important developmental milestones and learning stages for their young children. The intermediate grades report card reflects the academic achievement of students through the traditional grading process (A, B, C, etc.).

School Closing – Emergencies

Schools may be closed on order from the Superintendent if:

1. During the day emergencies arise to make later transportation hazardous.
2. Any hazardous condition that endangers health or safety of students or teachers.
3. In the event of snow or ice forming during the night and making bus travel dangerous, the Superintendent will direct that schools not open for a given day. Announcements will be made for each day schools are closed. If no announcement is made on a given day, it shall be presumed that schools will operate as usual.
4. In the event that weather necessitates the closing of school after school is in session, announcements will be made over the local radio and TV stations, and via the Connect-Ed Phone Messaging System, as well as posted on the Loudoun County Schools website: www.lcps.org.

Each family should have a plan for emergency school closings. A form on which parents should indicate their family’s emergency plan is included in the First Day Packet. If, for any reason, school is closed early, we will be able to remind children of the plans their parents have developed so that each child will know where to go if he/she should go home to an empty house. The classroom teachers will keep these plans in the classrooms and remind the children of the plan in the event of an early closing. Due to the large number of students in this school, we cannot call individual parents.

We receive our information about school closing by telephone or e-mail from the main office of the Loudoun County Schools. **PLEASE DO NOT CALL THE SCHOOL. PLEASE LISTEN TO YOUR RADIO.** If you have access to the internet, you can find out if school is closed or on a delay by logging onto www.schoolsout.com.

Delayed Opening

If school is delayed one hour – all programs will operate as usual except that they will start one hour late.

If school is delayed two hours – the following programs would be altered:

- **Morning ECSE** classes will begin two hours late (9:50 AM) and last for two hours, dismissing one hour late (12:50 AM).
- **Afternoon ECSE** classes will begin one hour late (11:35 PM) dismissing at the end of the normal school day (2:35 PM).
- **FUTURA** will operate as usual, except that it will start two hours late.
- **The school day** will end at the regular dismissal time (2:35 PM) unless weather conditions deteriorate, necessitating an early dismissal.

Student Scholastic Records

Scholastic records for all students are kept in the vault in the Main Office. These files contain a history of enrollment data, grades and report cards, standardized test results, health and physical fitness records, registration information, gifted and special education records, diagnostic testing information and any transfer records. Parents or legal guardians can review their children's files and request copies at any time. Otherwise, only those persons with a vested interest in a student may review the records. This includes the school administration, classroom teachers, special program teachers, secretaries, school nurse and state, federal or local education officials.

Telephones and Cell Phones

The office telephone is a business phone and is accessible to staff at all times and to students when necessary. Students are not to use the phone to make personal arrangements for after-school meetings with friends. Permission to use the office phone will be given to students who may have forgotten items or medicines.

Students are allowed to possess cell phones and other communication devices but they must remain in the child's backpack. Additionally, the devices must be powered off during school hours and may only be used when authorized by the classroom teacher or other school staff.

BYOT

In 2015, Loudoun County Public Schools began implementing BYOT, Bring Your Own Technology, which encourages students to bring their personal technology tools to school for learning. As students utilize their personal technology devices in school, they can learn new ways to use them for collaborating and interacting with their teachers and each other to research information, solve complex problems, create original products, and publish their work.

Students may use any privately owned electronic "Internet-ready" device, including, but not limited to, laptops, netbooks, tablets, cell phones, and e-readers.

Individual teachers will determine when the use of privately owned devices are appropriate and will support the intended learning outcomes of each lesson. Differences would exist among teachers regarding the extent to which the use of personal devices is encouraged/permitted. If a student is asked not to use his/her device in class, the student will follow those instructions. Access is available but not guaranteed in each classroom.

No unauthorized image, audio or video recording will be permitted. Specific permission will be granted by teachers for recording as needed to accomplish specific instructional activities. Use of devices in locker rooms or bathrooms is prohibited.

Testing

Formalized standardized tests and District-wide assessments are given at various grade levels throughout the year. Testing dates and grade levels involved will be announced in the school newsletter and posted on our web-page. Test results are shared with parents as soon as they become available from the test scoring services. The following tests are given:

- Cognitive Abilities Test (CogAT) – 2nd Grade
- Virginia Standards of Learning (SOL) Assessments – Grades 3-5
- Phonological Assessment Literacy Screening (PALS) – Grades K-2
- Direct Reading Assessment (DRA) – Grades 1-5
- Algebra Aptitude Test – Grade 5
- Student Growth Assessments – Grades 2-5

Textbooks

Loudoun County Public Schools provides a "free loan" of textbooks to all students with the understanding that all such texts are the property of the School Board. However, the expectation is that students will properly care for the loaned textbooks. The student or parent must pay for lost or damaged textbooks and library books.

Vacations

Families are strongly encouraged to schedule all vacations during breaks from school so that students do not miss instruction. This year's school calendar for students is included in this handbook. We realize that sometimes family schedules and/or emergencies dictate student absences from school. Please notify your child's teacher and/or the school administration in advance, if possible. **All vacations will be marked as an unexcused absence.**

Students will be expected to make up work missed during their absence in a reasonable amount of time. Teachers will not be responsible for preparing future assignments for extended vacations and unexcused absences.

Students missing standardized testing due to family vacations may not have the opportunity to make up the testing sessions. Our testing "windows" are determined by the state and LCPS testing coordinator and must be strictly adhered to that schedule.

Visitors and Volunteers

The Virginia Department of Education's publication, *Standards for Accreditation*, requires that the principal and staff protect instructional time from unnecessary interruptions. Hand-in-hand with protection of instructional time, we must also monitor all visitors and volunteers in the building and their whereabouts.

Visitors and volunteers are always welcome. Classroom visits must be arranged in advance with the teacher or principal. If your visit was not pre-arranged with the teacher, then you may not be permitted into the classroom. Classroom observations are limited and considered on a case by case basis.

We ask that you:

- All visitors and volunteers present a photo ID before entering the building.
- Begin your visit at the office by letting the office staff know the purpose and destination of your visit.
- LCPS require visitors to undergo background checks. Visitors must present a valid ID in the office that will be used to scan a national database that identifies sex offenders.
- After your driver's license is scanned you will be issued a sticker ID badge that includes your photo and name.
- Proceed to your destination and do not deviate to other areas of the building.
- Respect the teaching and learning experiences occurring in all areas of the school.
- Wait for students in the office.
- Without checking in at the office and receiving a visitor's pass, staff members will stop you and ask that you return to the office. Please comply.

Weapons

No student shall possess any weapon for any reason while under school control or supervision, as defined in School Board Policy 8-32. Any student in violation of the provisions hereof shall be subject to expulsion from Loudoun County Public Schools by the School Board.

Any student who uses or threatens to use a weapon (as herein defined) against another person, or who **displays** or **brandishes** an **artificial** or **toy weapon** in such a fashion so as to threaten or induce fear in another person shall be reported to the Principal or his/her designee and may be referred to the School Board.

Web Page

The Mountain View web page can be accessed at <http://www.lcps.org/mountainview>. The web page is designed and maintained by the Technology Resource Teacher and classroom teachers. Staff email addresses appear on the school's web page. Every effort will be made to check email at least once every 24 hours.

We are glad you are part of the Mountain View Elementary Community. Working together we will have a successful year!