

MOUNTAIN VIEW ELEMENTARY SCHOOL

6410 Olcott St.
Tujunga, CA 91042
(818) 352 - 1616

HANDBOOK FOR PARENTS

2019-2020 School Year

Sosie Kralian, Principal
Janie LaPointe, APEIS
Lucy Martirosyan, Coordinator



Please keep this handy for the entire school year.
It contains necessary school information.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Mountain View Elementary School

Welcome, Mountain View Families!

Our Mountain View Eagles are known for academic excellence! We are looking forward to a learning, growing, playing, and working together with you this school year at Mountain View.

This handbook contains information about school procedures and policies. We hope that you will take the time to review this information with your student(s). Above all, we hope that each family will become an active member of our school community by participating in the daily life of our school and working together with us for the benefit of all our students.

By working together, I know that we will continue to make our school and students SOAR to success!

Sincerely,

Sosie Kralian
Principal

GENERAL INFORMATION

SCHOOL HOURS

Regular Days

Grades TK - 5

8:10 a.m. – 2:35 p.m.

Banked-Time Tuesday Dismissal

TK – GRADE 5

8:10 a.m. – 1:35 p.m.

Minimum Day Dismissal

TK – GRADE 5

8:10 a.m. – 12:45 p.m.

SCHOOL CALENDAR

School Closed on the following dates:

Friday, August 30, 2019

Monday, September 2, 2019

Monday, September 30, 2019

Wednesday, October 9, 2019

Monday, November 11, 2019

Monday – Friday, November 25-29, 2019

Monday-Friday, December 23, 2019-January 10, 2020

Monday, January 20, 2020

Monday, February 17, 2020

Friday, April 3, 2020

Monday-Friday, April 6-10, 2020

Monday, May 25, 2020

Banked Time Tuesdays, early dismissal (1:35 p.m.) on the following dates:

August 20, 2019

August 27, 2019

September 2, 2019

September 10, 2019

September 17, 2019

September 24, 2019

October 1, 2019

October 8, 2019

October 15, 2019

October 22, 2019

October 29, 2019

November 5, 2019

November 12, 2019

November 19, 2019

December 3, 2019

December 10, 2019

January 14, 2020

January 21, 2020

January 28, 2020

February 4, 2020

February 11, 2020

February 18, 2020

February 25, 2020

March 3, 2020

March 10, 2020

March 17, 2020

March 24, 2020

March 31, 2020

April 14, 2020

April 21, 2020

April 28, 2020

May 5, 2020

May 12, 2020

May 19, 2020

May 26, 2020

June 2, 2020

June 9, 2020

Minimum Day Dismissal (12:45 p.m.) on the following dates:

Monday, November 18, 2019 – Parent Conferences

Wednesday, November 20, 2019–Parent Conferences

Thursday, November 21, 2019 – Parent Conferences

Friday, November 22, 2019 – Parent Conferences

Friday, December 20, 2019

Wednesday, March 4, 2020–Parent Conferences

Monday, March 5, 2020 – Parent Conference

Friday, March 6, 2020 – Parent Conferences

Friday, May 29, 2020 – Cultural Day

Friday, June 12, 2020 – Last Day of School

School Events (Not Listed Above):

Tuesday, August 20, 2019 – First Day of School

Thursday, August 29, 2019 – Back to School Night

Friday, September 27, 2019 – Awards Assembly

Friday, October 25, 2019 – Awards Assembly

Friday, November 22, 2019 – Awards Assembly

Mon-Fri., Jan 27 – Jan 31, 2020 – Great Kindness

Challenge

Friday, February 28, 2020 – Awards Assembly

Mon-Fri., March 2-6, 2020 – Read Across

America Week

Friday, May 1, 2020 – Awards Assembly

Tuesday, May 5, 2020 – Volunteer Celebration

Friday, May 29, 2020 – Cultural Celebration

POLICIES AND PROCEDURES

After-School Programs

At Mountain View Elementary, we have two regular after school programs available to our students. Both programs begin on the first day of school, require students to have specific paperwork on file, and are cost free to our students.

Youth Services

This program is ONLY for students in grades 2-5. It operates after school until 6:00 p.m. daily. This is a permissive program. Although students are supervised, they may leave campus if they please. Parents can pick up their child from this program between 2:40 and 6:00 p.m. Cooperative behavior and good sportsmanship are essential requirements for all participants. Students must abide by school and District rules in order to remain in the program.

Woodcraft Rangers

This program is available for all students in grades TK – 5. Woodcraft Rangers clubs engage students in activities that allow them to discover new interests, enhance self-esteem, and master new skills. Students are provided with a structured program that includes time for homework and playground activities among other academically enriching activities. There is limited space for this program. Children participating in this program are required to stay until 5:30 p.m. each day. If you would like more information about this program you may come to the Main Office and leave a message for Ms. Andrea Alejo-Guerrero.

Attendance

Regular attendance and punctuality are important factors in your child's school achievement and character development. Students who are tardy miss valuable teaching time, disrupt classroom procedures, and distract other students from their learning. Regular and prompt attendance is a mandate of the Los Angeles Unified School District. All students who are Tardy (entering the classroom after 8:10 a.m.) or absent will receive an automated call.

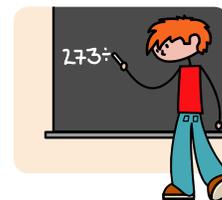
Absences

Schools are required by law to secure an absence excuse from a parent or guardian when a child has been absent. A student returning to school after being absent for one to four days, must bring a written note from his/her parent stating the reason for the absence. When the reason for the absence is illness, the specific nature such as cold, fever, sore throat, etc. must be given. The student will be considered Truant until the classroom teacher receives this note.

A student returning to school following an absence of 5 or more days, or following a serious illness, injury, surgery, or other hospitalization, must have written permission by the health care provider to attend school. Any recommendations regarding any limitations to physical activity should be included in the directives.

Tardies

The front gate will close promptly at 8:10 a.m. daily. Students arriving after the gate closes at 8:10 a.m. must come with their parent to the Main Office to receive their tardy slip, and parents must sign them into the late arrival book. If your child is Tardy more than 30 minutes, we ask that you provide a signed and dated note stating the reason. Conferences will be scheduled with the principal for parents who consistently drop off their children late to school.



Releasing Children Before Dismissal

Occasionally, you may need your child to be released before the regular dismissal time. We can do this only under two circumstances:

1. The parent or an adult listed on the emergency card is present in the office to request the child.
2. The parent may authorize in writing another adult (18 years or older) that can come to the office to request the child. That person must present a valid identification. By Board of Education Rule, we cannot honor telephone requests.

Students cannot be released to anyone under the age of 18. We do not allow children to wait in the office to be picked up for appointments as this results in children losing instructional time. **No child will be released by a telephone request.** All children leaving at other than the regular dismissal time must be released through the main office.

Birthday Celebrations

Although we understand the desire behind each request for birthday and other celebrations, experience indicates that such accommodations disrupt the educational program. Since it is our desire to make maximum use of instructional time, celebratory refreshments are not permitted.

The Los Angeles Unified School District recently began to fully implement a "Blueprint for Wellness" in order to meet the requirements of the federal law under the **Healthy, Hunger-Free Kids Act of 2010**. This means that all food and beverages sold or served to students during the school day must meet specific nutritional standards.

The teachers and staff at Mountain View Elementary are committed to teaching our students about healthy living. That in addition to the District's *Health and Wellness* policy and the growing number of students with food allergies, we will no longer be celebrating students' birthdays with food or edible treats. Students



will **not** be allowed to eat cupcakes and unhealthy foods during the instructional day. Parents may want to send your child with non-edible treats - such as pencils, stickers, books. You may choose to donate a book to the school library in honor of your child's birthday. **Please do not send cupcakes, cakes, unhealthy food, goodies or balloons to school on birthdays as they will not be delivered to classrooms during the instructional day.**

Only items on the "Approved Snacks" and "Approved Beverage" lists may be served to children during the school day. No "party" or event may compete with the School Breakfast Program or National School Lunch Program.

Based on our commitment to preserving instructional time, we will not have birthday celebrations at school. We thank you in advance for supporting healthy eating habits and focusing on instruction with our students.

Classroom Interruptions

In an effort to cut down on classroom interruptions, we are asking you to help us by making every effort to set your day's plans with your children before sending them to school each day.

We are asking you to help us by doing the following:

- Do not ask the office to relay messages to your child unless it is an emergency.
- Inform your child **before** they leave for school in the morning of any plans for after school that they may need to know such as who is picking them up after school.
- Be sure your child has all school items ready and arrives at school with the items each day. Interrupting your child's learning for a forgotten item is disruptive to their learning.
- Send a note to the teacher letting him/her know of any plan to pick up your child before the end of school for an appointment. The teacher can then have your child ready at the scheduled time.
- Make every attempt possible to schedule all appointments during non-school hours.

Emergency Information Cards

Annually, parents are required to complete an emergency card for each child. It is extremely important for your child's health and safety that the Emergency Card is filled out properly and returned to school promptly. In case of illness or injury, it is essential that we be able to reach a parent or other specified person by phone at all times. If you have not filled out this card prior to the opening day of school, please complete, sign and return it with your child immediately. It is also essential for you to notify the school whenever changes of information on this card occur.

Lost and Found

Mountain View has a Lost and Found for all items that students have forgotten. Our Lost and Found is located inside the entrance to the auditorium. Parents and students are allowed to enter the auditorium after school to look for lost items. Please check the Lost and Found rack anytime you are on campus for events. All unclaimed items will be donated to a charity twice during the school year – before winter break and at the end of the school year.

Lunch and Breakfast Program

We are happy to serve a hot breakfast and lunch to all our students. The District will provide free breakfasts. Lunch can be purchased by students. Lunch is offered at \$3.00 with the reduced rate of 40 cents.

Students may bring a nutritious lunch and/or snack to school if they would like. Recommended foods include fruits, vegetables, and granola bars. **CANDY, CHIPS, COOKIES AND SODA IS NOT ALLOWED.** Lunch may be eaten in the lunch area only. Students must remain seated and follow the directions of the lunch supervisors and all litter must be thrown away. Glass containers are not safe at school. Parents are not permitted, by health code, to eat in the lunch area with their children.

For health and equity reasons, we ask that you do not bring fast food to the office for your child to eat during lunch. Any soda included in the lunch will either be disposed of or saved to send home with the child. If you have any questions regarding our breakfast or lunch programs, please feel free to contact our Cafeteria Manager.

Medications

A student who needs to take medication during school hours must have a "Request for Medication During School Hours" form on file at the school, **signed by the prescribing physician and the parent/guardian. This form needs to be completed every year.** The prescribing physician must complete the form before we can allow any medication to be taken on school grounds. The required forms are available in the Main Office.

School health personnel do not prescribe medication or give other care beyond first aid. Medications must be in their original container with a prescription label including the child's name, name of physician, dosage, expiration date and brought in by an adult.

MEDICATION MUST BE DELIVERED TO THE OFFICE BY THE PARENT OR GUARDIAN. AT NO TIME ARE STUDENTS TO HAVE PHYSICAL POSSESSION OF ANY MEDICATION.

Morning Drop-Off and Afternoon Pick-Up

In order to ensure student safety, parents are not allowed on campus at any time without a visitor's pass issued at the Main Office. All students should be dropped off and picked up according to the following procedures:

Before School 7:30 – 8:10 a.m.

We request that students arrive no earlier than 7:30 a.m. We do not have supervision for children prior to 7:30 a.m. Please remember that instruction begins promptly at 8:10 a.m. To avoid your child missing valuable instructional time, it is imperative that he/she arrives no later than the 8:05 a.m. bell.

For those who walk to school, it is recommended that you escort your younger children to school every day rather than letting them walk by themselves. Students are not to enter the school through the office. The front Olcott Street is open daily at 7:30 a.m. for all students to enter.

For safety reasons, please do not block the driveways of private residences, Double Park, or make U-Turns on any street around the school. These actions can possibly jeopardize the safety of our students.

Please do not drop off your children in the school parking lot. This can cause a safety hazard for our children.

The front gate will be open until 8:10 a.m. Students arriving after the gate closes must come with their parent to the office to receive their tardy slip, and parents must sign them into the late arrival book.

Valet Program

In an effort to make our morning drop-off as efficient and safe as possible, Mountain View Elementary School uses the Valet Program to bring students safely into the school. This program provides reduced traffic problems, and a safer environment for students as they are dropped off. See the flyer included in this packet for instructions on how to participate in this system.

Please keep a few things in mind in the mornings:

- As you arrive, simply line up your car along the curb as you approach the front entrance on Olcott Street.
- Volunteers will come up to the first cars in the "CONE ZONE" and open the car doors to allow the students to exit the cars with their backpacks and other necessary items.
- Volunteers will close the car doors to allow parents to drive away.
- While in line, please do not get out of your car. This will assure efficiency in the system and keep the line moving.
- Wait until you reach the Cone Zone to drop off your children. Parents who allow their children to exit the car before the Cone Zone, and then drive away will add to the traffic. This will cause a more dangerous situation for all cars and students.

Dismissal After School

Kindergarten students will be dismissed from the Kindergarten yard. Students in First Grade are dismissed from the auditorium. All other students (grades 2-5) are dismissed from the green gate at the front of the school. If you know you are going to be late picking up your TK – 1st grade student, please call the office. TK-1st grade students will be brought to the Main Office until they are picked up. Students in Grades 2-5 will be sent to Youth Services after 2:40 p.m.

Pedestrian Safety Rules

In order to ensure the safety of our students when they walk to school, please follow the pedestrian safety rules:

- Obey and respect the crossing guard.
- Use the crosswalks.
- Cross only at corners so drivers can see you.
- Look left, right, left before crossing the street to see cars.
- Make eye contact with drivers of vehicles.
- When crossing, watch for cars that are turning left or right.
- Never cross the street from between parked cars. Drivers can't see you.
- **Jaywalking anywhere, especially near schools during drop-off and pick-up times, puts both pedestrians and drivers at risk.**
- It is recommended that you wait for at least five people to cross the street together.

Parking

The parking lot is for staff parking. You may park on the streets around the school whenever you need to come into the school. For the safety and security of our staff and students, the parking lot will be locked promptly at 8:00 am. and will not be re-opened until 2:36 p.m. The curb in front of the Main Office is NOT for loading or parking. When a vehicle is left there, the entrance to the school parking lot is blocked.

Please be mindful of the parking signs posted around the school as they are regularly enforced by the Los Angeles Parking Enforcement.

Personal Belongings

Children are not to bring valuables to school. Toys, playground equipment, money, baseball or trading cards, electronic game devices, iPods and other personal items are not permitted in school. **The school cannot assume responsibility for damage to or loss of such possessions.**

Please label your child's clothing. We have many items lost on a daily basis. Unclaimed clothing may be donated to charity.

Progress Reports/Report Cards

Students bring Report Cards home three times a year: November 2019, March 2020, and June 2020. A parent-teacher conference may be held at any time on an as needed basis to discuss a student's progress. If necessary, progress reports are sent home in the middle of the reporting period to notify parents that the child will be receiving an unsatisfactory grade in a particular subject area unless improvement is shown. The Notices should be signed by the parent and returned to the teacher. Two formal conferences will be scheduled with all parents to review student progress, November and March.

Restitution of Property

California Education Code section 48904 states, in pertinent part, that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of the District or its employees shall be liable for all damages caused by the minor up to \$10,000. District property includes buildings and grounds, as well as textbooks, library books, computers, and sports equipment. A parent or guardian is liable to the District for all District property loaned to a minor and not returned upon demand.

We will be discussing the meaning of this responsibility with all students. We need your help in making sure that District property is kept in good condition and that loaned items are returned to school upon demand. Parents will be expected to pay the replacement or repair cost for any lost or damaged District property. The school is legally authorized to withhold the grades, diploma, and transcripts of students until the obligation is cleared.

The following are ways to help your student understand this responsibility:

- Model careful handling of textbooks, library books, and other school property.
- Help students find a safe place to keep books during the borrowing period.
- Inform students that vandalism is not only a crime, but parents or guardians may be held financially responsible for the damage.

Safety and Emergencies

The safety and welfare of our students and staff is our highest priority. In order to maintain the safety of our school community, we adhere to the LAUSD closed campus policy. During the school day only the Main Office entrance will be available. All other gates will remain locked for the safety of our students and staff.

Mountain View Elementary School conducts emergency drills regularly throughout the school year. The goals of the training drills are to improve our ability to protect students, save lives, and reduce injuries. Students are taught how to react and what to do in the event of an emergency.

During an emergency, students will remain at school unless a parent or guardian arrives at school to take a child home. In the event of an earthquake or other disaster, all school entrances and exits must be controlled. All doors and gates will be locked as quickly as possible. Students will remain in a safe location with their teacher or school staff member and will be released to you from the reunion gate.

Textbooks

We consider lost or damaged textbooks a serious problem. Your cooperation is requested in the careful use and proper return of textbooks. **Replacement fees are charged for lost and/or damaged book.**

Vandalism

When damage occurs to a school, it is sometimes the result of off-hour activity. All cases of vandalism are handled by our school police and reports become a matter of record. Encourage your children to keep away from the buildings and grounds during non-authorized times. If you witness or suspect vandalism, call School Police at (213) 625-6631.

Volunteer Opportunities and Opportunities for Parent Engagement

The various talents of our parents, grandparents, and community members contribute to the success of our school. There are many ways to get involved. Each person who volunteers must meet the District requirements and have a form completed online. Please see Ms. Aileen Ginossian, our Parent Community Representative, for guidance.

Our PTA can always use more participants. They are a wonderful group of people that are dedicated to our school.

Our School Site Council and English Learner Advisory Council meet once a month. Please see flyers sent home for more information about these councils and their meetings.

