

Welcome to Mountain View!

Student & Family Handbook
2020-2021



MOUNTAIN VIEW
SCHOOL

3550 Logan Avenue, San Diego CA 92113

www.mountainview.sandiegounified.org

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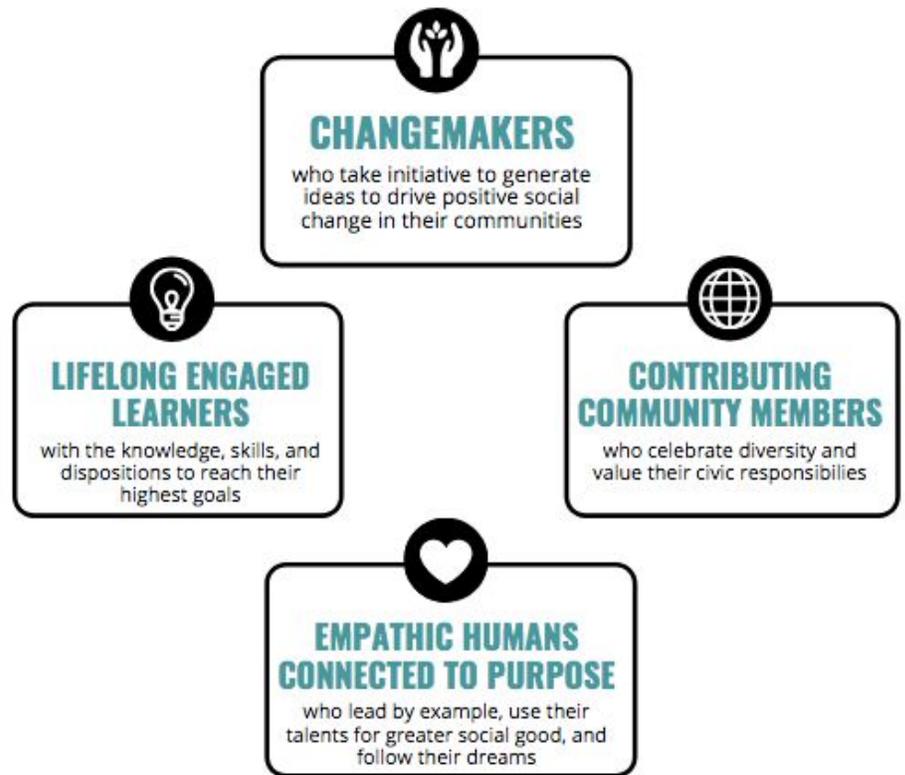
Welcome, Mission & About Us

Welcome to Mountain View School! We're glad you're here.

Mission

Mountain View School is a learner-centered community of changemakers where children are empowered to develop the skills to become lifelong engaged learners, contributing community members, and empathic human beings with connection to purpose. Mountain View places large emphasis on family and community engagement, meaningful relationships, and social-emotional literacy as a basis for long-term, deep learning and academic growth.

MOUNTAIN VIEW STUDENTS ARE:



History

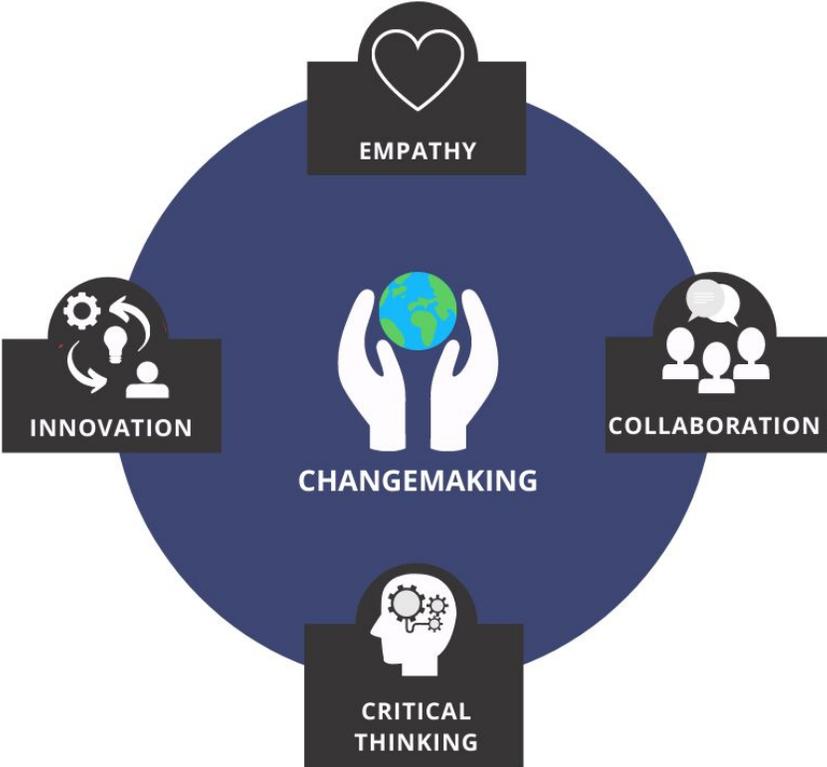
Mountain View was founded in 2013 as a progressive, family cooperative charter school option for elementary students founded on the principles of whole-child, constructivist education. Co-located on the Emerson-Bandini campus, the school served students from the Mountain View, Southcrest, and Logan Heights neighborhoods as well as all over San Diego county. The school

slowly grew, adding grade levels each year, until becoming a full TK-8th grade school in 2017-2018. In the summer of 2019, a group of parents and staff members began working with San Diego Unified School District to become a Pilot School- a district school with additional freedom to innovate. Staff, families, and students agreed that becoming a district pilot school would best allow our school to continue to grow, innovate, and best serve our students and families. On May 12th 2020, our school was officially approved by the Board of Education to become SDUSD's first Pilot School. We are proud to provide a high-quality schooling option for the families of San Diego.

Changemaking and Social Justice

Mountain View is a leader in innovative and transformative urban public education that supports children as changemakers - individuals with the skill set and connection to purpose that enables them to generate ideas and take initiative to effectively solve problems and drive social change.

Students develop a nuanced understanding of the complexity of social issues and learn to see themselves as agents of change who develop creative solutions to the problems they see in their communities. Throughout the year, students have multiple opportunities to develop their core changemaking skills of empathy, collaboration, critical thinking, and innovation through our project-based changemaking curriculum.



Covid-19 School Closures

During the time of school closures due to the global Covid-19 pandemic, the district and Mountain View School provide additional resources and support to families and students. The policies, procedures, and information in this handbook are designed for an in-person, brick and mortar learning environment. While schools are closed due to the pandemic, classes are taking place virtually. For any questions or concerns regarding online learning, please contact your child's teacher or administration.

Families can access information on school meals by visiting: <https://sites.google.com/sandi.net/covid19/resources/food-services> All students are eligible to receive free meals at any of the district food distribution sites.

All students are given a Chromebook to access online learning. For technical support, please visit: <https://sites.google.com/sandi.net/instructionalcontinuityit/technology-support-for-families> Families can also find information on support for accessing the internet by visiting this website.

Please stay up to date with the latest information on school reopening and district resources by visiting www.sandiegounified.org.

If your family or child is in need of any additional support during this challenging time, please do not hesitate to reach out.

School Calendar & Bell Schedule

Mountain View School 2020-2021 Calendar

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
JULY			1	2	3 H	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31 F				
SEPTEMBER		1	2	3 M	4	7 H	8	9	10 M	11	14	15	16	17 M	18	21	22	23	24 M	25	28	29	30		
OCTOBER				1 M	2	5 c	6 c	7 c	8 c	9 c	12	13	14	15 M	16	19	20	21	22 M	23	26	27	28	29 M	30
NOVEMBER	2	3	4	5 M	6	9	10	11 H	12 M	13	16	17	18	19 M-P	20	23 NI	24 NI	25 NI	26 H	27 H	30				
DECEMBER		1	2	3 M	4	7	8	9	10 M	11	14	15	16	17 M	18	21 NI	22 NI	23 ni	24 H	25 H	28 NI	29 NI	30 NI	31 H	
JANUARY					1 H	4	5	6	7 M	8	11	12	13	14 M	15	18 H	19	20	21 M	22	25	26	27	28 M	29
FEBRUARY	1	2	3	4 M	5	8	9	10	11 M	12 H	15 H	16	17	18 M	19	22	23	24	25 M	26					
MARCH	1	2	3	4 M	5	8	9	10	11 M-P	12	15	16	17	18 M	19	22 c	23 c	24 c	25 c	26 c	29 NI	30 NI	31 NI		
APRIL				1 NI	2 NI	5	6	7	8 M	9	12	13	14	15 M	16	19	20	21	22 M	23	26	27	28	29 M	30
MAY	3	4	5	6 M	7	10	11	12	13 M	14	17	18	19	20 M	21	24	25	26	27 M	28 NI	31 H				
JUNE		1	2	3 M	4	7	8	9	10 M-P	11	14	15 L	16	17	18	21	22	23	24	25	28	29	30		

- H** Holiday
- F/L** First/Last Day of School
- NI** Non-Instructional Day (No School)
- I** Instruction Day
- P** Project Night
- M** Minimum Day
- C** Half Days for Conferences

- Blue**
- Orange**
- Green**
- Yellow**
- Purple**
- Grey**

Mountain View School Bell Schedule

Start Time: 8:30 AM
 End Time: 3:00 PM
 Minimum Day: Thursdays
 Minimum Day Release Time: 12:30 PM

Arrival & Dismissal Procedures

For the safety of our students, please follow the guidelines below for dropping off and picking students up from school.

School begins at 8:30 am, and classrooms open at 8:15 am. Please drop your child off between 8:15–8:30 am. Students should not arrive earlier than 8:15, as there is no before-school care or supervision. Any students arriving in class after 8:30 am will be marked as tardy. Our school day begins promptly at 8:30 am so we appreciate your support in ensuring your child doesn't miss any of the morning routines and activities.

Students are dismissed at 3:00 pm, and should be picked up between 3:00–3:15 pm. Any student not enrolled in aftercare who hasn't been picked up by 3:15 pm will be sent to the office to call home.

Aftercare is available on a limited basis, and we encourage you to sign up early if you are in need of after school child care.

Attendance

Our classrooms are true communities, and absences impact the entire class. Students regularly work together in groups and partnerships, and being at school, on time at or before 8:30 am, every day, is important for your child's learning and to create collaborative classroom communities. We ask that you please schedule vacations during school breaks whenever possible, as the learning that happens in our classrooms simply cannot be replicated through make-up work.

If your child is feeling unwell, has a fever, or has other symptoms of illness, we do ask that your child please remain home until they are free of symptoms.

Please call our office in the event that your child will be absent so that we can update our attendance records accordingly.

Students who arrive in their classrooms after 8:30 am will be marked as tardy. Please ensure your child has ample time to arrive to class between 8:15 am - 8:30 am.

Dress Code

All students should dress comfortably for learning and playing. We encourage students to dress in layers, or bring layers, as the temperature in classrooms and outdoors on the playground can vary during the day. Clothing should be appropriate for school (no profanity, obscenity, or vulgarity, please).

Safe Schools Commitment

Mountain View is a safe, welcoming, and inclusive environment for all staff, students, families, and community members. We love and respect all members of our community for who they are, and believe that our diversity is our strength.

Students whose legal name and gender do not match their identity can submit a name or gender change request to update our records. Parents/guardians, students, or a MV staff member may fill out a [form](#) to submit a name or gender change request for any student who requests it. For more information, please reach out to your child's teacher or our school counselor.

Mountain View commits to ensuring that all students, regardless of immigration status, have the right to a free public education in a safe, welcoming school environment. The supreme court has ruled that undocumented students have a constitutional right to a free public education, and schools may not discriminate against undocumented students. Further, schools cannot request information regarding immigration status, and cannot adopt policies or practices that discourage participation by undocumented students or their families. Mountain View is a safe school environment for all undocumented students and families.

San Diego Unified's Board of Education recently passed a [resolution](#) affirming its commitment to protecting the rights of all students and their families, regardless of immigration status. Further, ICE and Border Patrol agencies have pledged not to conduct immigration enforcement activities at schools. Schools have been considered "sensitive areas" by both ICE and the Border Patrol, and they do not carry out raids or other activities on school campuses.

The district is also committed to maintaining the confidentiality rights of students under the Family Educational Rights & Protection Act ("FERPA"). This law prohibits the release of student records without parental consent, including information that might indicate immigration status, unless mandated by law. Mountain View and the district will not release records to ICE.

Breakfast & Lunch Information

Mountain View participates in the Breakfast in Classrooms program, and all students receive a free, nutritious breakfast to begin their day when they arrive to their classroom. All students are also eligible for the school lunch program and may receive a free school lunch. Students are also welcome to bring their own lunch, but please note there are no refrigerators or microwaves available for student use. All classes have a scheduled morning snack break and students are encouraged to bring a healthy snack to school each day.

Health

For the health and safety of all children and staff, please keep your child at home if they are ill. There are no facilities at school to take care of ill children except on a temporary basis. Students may return to school if fever free the preceding evening/night without the help of medication. Do not send your child to school if the following symptoms are present: undiagnosed rash, untreated skin sores, fever of 100.5 or more, chicken pox, frequent vomiting or diarrhea, or difficulty breathing. Please notify the school attendance clerk if your child is staying home due to illness.

Medication at School:

Parents of children taking medication at school must follow the district's medication procedures. Parents must personally bring the medication to the school office, in the RX container, along with the Physician's Recommendation for Medication form filled out by the doctor. The nurse will keep the medication in a locked cabinet in the health office and give it to the child at the proper time.

Guidelines for Administering Medication:

Only the health office staff can give non-prescription medications to students who submit a completed Health Information Exchange Consent form. Inhalers/Epipens must have the proper doctor's authorization and are kept in the nurse's office for use as needed.

Student Injuries:

School staff will take care of all minor injuries occurring on site. In the event of a more serious injury, parents are notified and required to come to the school site. It is very important to have up to date phone numbers on file in case of an emergency. If no one can be reached and the injury is life threatening, 911 will be called.

Student Insurance:

San Diego Unified School District does not carry medical or dental insurance for students injured on school grounds, while under school jurisdiction, or while participating in school district activities. However, the district does provide access to optional accident insurance. Student insurance booklets are available in the office upon parent request.

Safety

If you drop off or pick up your child at school by car, your child should enter and exit your vehicle on the school side of the street and away from traffic. If you must cross the street to get to school, families and child(ren) should always be sure to cross the street at the crosswalk. Students should never cross streets outside of a crosswalk or between parked cars. Double parking is illegal and endangers the lives of our children. To protect the safety of all of our students, please drive with caution and look twice at crosswalks. As a reminder, there is no supervision before 8:15 in the morning or after 3:15 pm, unless children are enrolled in the aftercare program, and students should be dropped off between 8:15-8:30 am.

Bicycles:

The San Diego Police Department requests that only students in grades four and above ride bicycles to school. Although the school has designated an area for students to park bicycles, the San Diego Unified School District is not responsible for theft, damage, or loss of use to any bicycle, equipment or article left in or around this area. All such risk is assumed by the student.

All bicycles should have locks. Students are urged to secure their bicycles in an appropriate manner by using a high-quality lock and chain or other devices.

Helmets are required by California law. Students not wearing helmets may lose the privilege of parking a bike on school grounds. As defined in Vehicle Code Section 21212, any person under 18 years old must wear a properly fitted and fastened helmet when riding a bicycle. Helmets must also meet the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC).

For safety reasons, skateboards are not allowed on campus at any time.

Animals:

Pets and other animals are not to be brought onto school grounds at any time. Animals are permitted at school by permission only when needed for instructional purposes and when under the strict control of qualified instructors or handlers.

School – Home Communication

Parent –Teacher Conferences:

All families should plan to attend parent – teacher conferences in the fall and in the spring to learn about your child’s progress in school, discuss your hopes and dreams for your child’s school experience, and share any concerns. It is important to have a strong home-school partnership in order to best support our students.

Parent/Guardian Contact Information:

In case of illness, accident or other emergency, the school will attempt to contact a child’s parent or guardian. Please make sure the school has current contact information, including home, work, and cell phone numbers. In addition, be sure to keep the office informed of any changes in emergency contacts or child care arrangements.

School Information and Flyers:

Whenever possible, school and community information is sent home with students throughout the week. Please check for this information every day in your child's backpack or via email or Class Dojo. Please ensure you provide an up-to-date email address to receive school-wide email communications.

Facts for Parents:

At the beginning of the year each student should receive a copy of the San Diego Unified School District's Facts for Parents publication. This is a yearly publication that contains essential information about the district. You are encouraged to review the information with your child(ren). The school provides a copy of the signature page for you to fill out and return.

Classroom Visits:

If you would like to make a special visit to your child's classroom during school hours, please make arrangements with the teacher at least one day prior to your visit. Be sure to sign in at the main office when you arrive, and our staff will give you a visitor's badge to wear.

Emergencies:

Please be sure the school has up to date phone numbers on file for your child. When your home or work numbers change, please call the office or write us a note. The law requires that we have the phone number of an emergency contact. If your child is sick or injured and a parent or authorized adult cannot be reached, school district policy requires us to call the police.

Parent Communication Process:

We encourage families and staff to resolve problems collaboratively. It is important that we work together to support your child's education. Should there be a problem with a student at school, please follow the steps outlined here. It is very important to include the child's teacher in the process as the first line of contact.

Step 1: Always start with the person with whom you have a concern.

Step 2: If the problem or conflict is unresolved, the school principal should be included in the process of resolving your concern.

Step 3: If the issue cannot be resolved at the school site with the principal, parent may address concerns or conflicts with the Quality Assurance Office at qualityassurance@sandi.net or (619) 725-7211.

Get Involved

If you are interested in volunteering on campus, helping to drive on a field trip, or working with students in any way, it is necessary for you to have a background check, submit a current tuberculosis screening, and be fingerprinted. Since this process does take time, please begin the process well in advance of the day you intend to volunteer. Our office staff, Priscilla Ramirez or Cecilia Giesing, can answer any questions you may have.

You will need to complete several forms to begin the process:

- Volunteer Screening
- Volunteer Code of Conduct
- Tuberculin Screening Card
- Volunteer Application

All forms are available in our office or by emailing our office staff.

All visitors and volunteers must sign in at the office and wear an identification badge while on campus. Classroom volunteers should schedule times with the classroom teacher in advance.

All families are automatic members of our Parent-Staff Association (PSA) and are welcome to attend all meetings, volunteer with the PSA, and support fundraising efforts. More information on the PSA can be found on their website at <http://mvspsa.com/>.

We also encourage families to get involved in our committees and governance teams on campus. Our School Site Council, Site Governance Team, and English Learner Advisory Committee are open to all families. Our committees meet regularly and all meetings are open to the public. Meeting agendas will be posted on our school website in advance. If you are interested in applying to be a parent representative on any of our committees, please reach out to the committee chair. More information on each committee can be found on our website.

School Discipline Philosophy & Expectations

Mountain View is a caring community that is committed to ensuring that all students feel safe, loved, and cared for. We embed social-emotional learning into our daily curriculum, and teach students age-appropriate conflict resolution skills. We actively support our students in practicing empathy, kindness, and understanding.

At the core of our school are relationships and community. We follow a restorative justice approach when relationships are damaged or a community is harmed. Restorative justice is a philosophy that emphasizes the importance of community and relationships by taking a holistic approach to conflict resolution that is grounded in empathy, understanding, and justice.

During a restorative justice circle, all involved parties come together to restore relationships and repair harm. A facilitator guides the process, and additional participants including parents, teachers, or witnesses may join, depending on the incident. During the circle, all parties will have an opportunity to speak and share their perspective, and then all participants work together to develop a plan for rebuilding relationships and community.

When the circle begins, the facilitator reviews the norms for the circle.

Examples of norms include:

- Speak Your Truth: Speak of your experiences, your perspectives.
- Mindful Listening: Let go of stories that make it hard to hear each other.
- Trust Yourself: Trust that you know what to say, no need to rehearse.
- Say Just Enough: Don't feel rushed to be concise, but respect the time of others.

The circle begins with each participant responding to prompts from the facilitator:

1. What happened?
2. What were you thinking at the time of the incident?
3. What have you thought about since?
4. How have you/others been impacted by what happened?
5. What needs to happen to make things right?

Once each participant has shared their perspective, the participants then work together to develop a resolution that is satisfactory to all participants and is grounded in relationships and community.

Cell Phone Policy

Students may bring cell phones to campus, but these devices must be kept out of sight and turned off during school hours and while in the classroom. The use of cell phones during school times can cause distractions to the learning environment. In the event of unauthorized use of cell phones during school hours, teachers or other school personnel may bring student devices to the office for safekeeping. Students may use cell phones once school is dismissed at 3:00 pm. Parents who need to contact their child during the school day may call the office.

Theft or loss of student personal devices will not be investigated by the school or school personnel, and students bring personal devices at their own risk.