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MOUNTAIN VIEW SCHOOL

77 Hampden Road
East Longmeadow, MA 01028
Telephone: (413) 525-5490 Fax: (413) 525-5447
Elaine Santaniello
Principal

August 2016

Dear Mountain View Families,

Welcome to the 2016-17 school year at Mountain View! Mountain View has terrific teachers, paraprofessionals, and support staff! We are very proud of the hard work and progress our students accomplish, and I feel lucky to be the principal.

This handbook is a "living" document, which means every year, the School Council and Principal's Advisory Committee look at the handbook and makes changes or revisions based on feedback. The handbook is intended to provide you with necessary information about the daily routines, procedures and expectations here at Mountain View. Since it is shorter than the District Code of Conduct, it is meant to be used as a ready reference during the school year. Please review it with your child and become familiar with its contents.

I am looking forward to another great year at Mountain View, and I hope all of you are also!

Sincerely,

Elaine Santaniello

Principal

MOUNTAIN VIEW STAFF 2016-2017 SCHOOL YEAR

| | | | |
|------------------------------|---|----------------------|-------------------|
| PRINCIPAL | Elaine Santaniello | CUSTODIANS | Don Potter/Day |
| SECRETARY | Melanie McCarthy | | Rick Maurer/Night |
| | | | Lisa Moyers/Swing |
| NURSE | Susan Thomas | FOOD SERVICES | Kim Beaudreau |
| GUIDANCE | Norma Campbell | | Debbie Bordoni |
| GRADE 3 | TEACHER | ROOM # | |
| | Nancy Adams | 1 | |
| | Mary Whelihan | 2 | |
| | Leanne Moussette | 3 | |
| | Kerri Laurenzo | 4 | |
| | Megan Bargatti, Special Education | 6 | |
| GRADE 4 | TEACHER | ROOM # | |
| | Sara Scibelli | 9 | |
| | Lori Fallon | 10 | |
| | Mary Broderick | 11 | |
| | Ann Marie Jagodowski | 12 | |
| | Catherine Hogan | 13 | |
| | TBD, Special Education | 14 | |
| GRADE 5 | TEACHER | ROOM # | |
| | Jennifer Creelman | 15 | |
| | Steve Guay | 16 | |
| | Robin Clifford | 17 | |
| | Matthew Karsten | 18 | |
| | Justin Mickiewicz | 20 | |
| | Brendan Quinn, Special Education | 19 | |
| ART | Therese Moriarty | | |
| GIFTED & TALENTED | Deborah Barry | | |
| LIBRARY | Lisa Galaska | | |
| MUSIC | Veronica Richter | | |
| | Amy Grossi | | |
| PHYS ED | Michelle Bongiovanni | | |
| READING | Nancy Flanagan | | |
| | Sue Nolan | | |
| LITERACY COACH | Susan Hucul | | |
| MATH COACH | Ann Zito | | |
| SPEECH | Dorita Henderson | | |
| SPECIAL EDUCATION | Kimberly McCluster, Transition II Program | | |
| | Stephanie Jacius, ASD Program | | |
| | Amy Pelzek, Psychologist | | |

PARAPROFESSIONALS

| | |
|---------------|-------------------|
| Marsha Akpan | Lisa Maki |
| Shannon Bates | Sheila McCandlish |
| Michael Cady | Judy Perusse |
| Joan Clark | Heather Quinn |
| Diane Goguen | Bev Tisdell |
| Leslie Gomez | Jane Tyler |
| Jamie Lloyd | |

NOON AIDES

| | |
|-------------------|---------------|
| Peri Fessenden | Laurie Wing |
| Leslie Gomez | Donna Perkins |
| Melissa Rodriguez | |

MISSION STATEMENT

The East Longmeadow School District has established Mountain View School as an intermediate elementary center for children in grades three through five. Our goal is to help prepare students to achieve academic excellence and to acquire the skills necessary to become life-long learners as they meet the challenges of the 21st century.

We continue to build on the foundations established at Meadow Brook School. We strive to maintain a safe and nurturing educational environment, promoting positive interaction and collaboration within the school community. We recognize the right of individuals to grow, to develop a sense of responsibility, and to interact creatively with the world, as they journey on to meet the challenges of Birchland Park Middle School.

The school and parents must work together so that the student receives all the benefits the school has to offer. Our mission statement supports our school motto and we ask you to help us support this motto:

WE RESPECT OURSELVES, OTHERS AND THE ENVIRONMENT

HOURS OF SCHOOL

| | |
|--|-----------|
| 8:10 | Arrival |
| 2:30 | Dismissal |
| *Half-day dismissal is at 11:35 | |

The doors of the school will not be unlocked before 8:00 am. In the interest of protecting your child, we request that you make appropriate arrangements for your child so that he/she does not arrive at school before 8:00 am.

If your child arrives later than **8:15**, he/she is considered tardy and must sign in at the office.

ACADEMIC PROGRAMS AND INFORMATION

Philosophy

The staff and parents of Mountain View School are committed to providing quality experiences for academic excellence by cultivating a learning environment that is safe, caring, and nurturing. We provide opportunities for children to become self-directed, life-long learners. We recognize the need for our students to develop into citizens with global awareness. We continually challenge all students to achieve their academic, social, emotional and physical potentials.

Field Trips

Field trips are a valuable part of the Mountain View educational program. Parental permission is required. Students on field trips represent our school and should understand that they remain under school supervision at all times. All policies such as no food or drink on the bus and no electronic devices apply to field trips. **CHECKS ARE PREFERRED** as payment for field trips. Please make checks payable to Mountain View School. Please contact the office if paying by check is a problem.

GT Program

Our mission is to provide services designed to meet the needs of our academically gifted students. We provide exploratory activities for all students in the classroom once per week. These lessons are an extension of the classroom. Fourth and fifth grade students who are formally identified as gifted and talented are served in a separate program in math and/or language arts each week.

Homework Policy

Regular homework is assigned Monday through Thursday. We encourage you to check your child's assignments to see that they are completed and ready on time. Use this as a vehicle for parent to teacher communication. Initial the book each night indicating that your child has completed his/her assignments. Lost assignment books may be replaced for a \$2.00 fee.

Each student is expected to **read independently** for at least 20-30 minutes in addition to the following:

Grade 3: Assignments are given Monday through Thursday and take generally 20 to 30 minutes, including math fact practice.

Grade 4: Assignments are given Monday through Thursday and take generally 40-50 minutes.

Grade 5: Assignments are given Monday through Thursday and generally take 50-60 minutes.

If a student or a parent finds that excessive time is being spent on homework, please contact the teacher to discuss the situation. You are encouraged to provide an appropriate environment for homework, but you are not expected to complete it for your child.

Library Services

The Mountain View School Library is open to all students and staff each school day. Students use the library for scheduled class times, project research and to browse for independent reading selections. Students become familiar with the OPAC software that is used in the library enabling them to search for topics of interest. Books and magazines are circulated for a two-week loan period. Books can be renewed, if necessary. **It is the responsibility of students to replace lost or damaged books. Replacement information may be obtained from the librarian.** Our *Celebration Book Club* is a way to honor a child's birthday, a special teacher or any other important event in a student's life. New books are purchased through our membership in the Junior Library Guild. Forms for the CBC are sent home in the fall but students may join at any time. Donations of like-new books are accepted as well. Please contact the library for more information.

Make-Up Work

When a student is absent, the following processes will be used in making up missed instructional work:

- A. Make-up work due to illness:
 1. Students should request, complete, and receive credit for make-up work for any absence during any school day or partial school day.
 2. Make-up work will be granted for absences upon the student or parent's request. Student requests for make-up work should be initiated within two (2) consecutive school days after returning from an absence. Make-up work shall be completed and returned to the respective teacher(s) following the absence(s), at the rate of one make-up day for each day of illness. Absences will be documented by the parent or by a physician and administration.
 3. **Students out only one day will receive missed work when they return to school.** Parents may request missed work if the student has been or will be out for more than one day. The work may be picked up or sent with another student at the end of the day following the request.
- B. Make-up work due to non-illness/vacations:
 1. Work will be made available to students **upon their return** from an absence from school. **Please do not ask teachers to prepare student assignments in advance of your child's absence/trip.** It is the student's responsibility to return work at an agreed upon time. All work will be offered to the student for full value credit upon the return of the student to class.
- C. Make-up work due to suspensions:
 1. Make-up work will be made available to students while on suspension in accordance with Massachusetts State law. Please contact the principal for arrangements.

Report Cards

Report cards are issued three times per year. Report card envelopes are to be signed by parents and returned as soon as possible to the teacher, except for the final report card.

Technology

Mountain View has 60 Chromebooks, 45 iPads, and 30 Mac Books for student use. Please make certain to read the Acceptable Internet Use Policy in the Code of Conduct book. Appropriate behavior is expected while using school technology and the Internet.

Each classroom has also been outfitted with Mimeo Teach systems, Mimeo document cameras and In-focus Projectors. This equipment allows teachers and students to use their whiteboard interactively, as if using a computer mounted on the wall, and also allows for paper documents and books to be shown on the whiteboard without making copies or using an overhead projector. The Mimeo Vote system is also available for teachers to use. This system allows students to answer questions using a handheld remote device, and gives teachers instant feedback as to how students are doing.

ATTENDANCE

Students have the responsibility to be in school and in class on time as well as to attend all classes and assigned activities. The school administration neither encourages nor condones students missing school for family vacations; however we do ask that the school calendar is referenced prior to planned absences. For example, **state-mandated testing takes place during the months of March and May, and make-up testing causes lost time in the classroom for those students absent during the testing windows.** Exact testing dates are sent home as soon as they are available. Please contact the school in advance of a planned absence. To insure your child's successful learning and advancement to the next grade, students must be in attendance 90% of the school year (absences may not exceed 18 days). All absences, whether illness or otherwise, will be counted. Seven tardies are counted as one day of absence. See Code of Conduct for complete policy. New State regulations state that we must notify parents when students have reached **five days of unexcused absences.** Therefore, if your child is going to be absent from school please call us and leave a message at 525-5490. If you do not call the school, we will notify you of your child's absence and ask that you call us to confirm. A letter will be sent home after each marking period to alert you if there have been a high number of absences.

Students who are absent will be expected to make up work upon their return to school. **If a student is absent on the day of a special, extra-curricular event, it is expected that the student will not be participating in the event.** For example, on the day of the Talent Show, students who are performing should be in attendance at school or they will not be permitted to perform in the show.

CAFETERIA SERVICE

School lunch menus are distributed monthly by the schools and posted on the school and district web site. Milk and water are also available for purchase.

The café uses a "Point of Sale" system. Each student has their own school meal account, and an ID badge allows them to purchase lunch. Parents deposit money into the students' account and the ID badge acts as a debit card. Please make checks payable to East Longmeadow School Lunch and send it into school with your child. Cash is still accepted for those wishing to pay that way. Students who receive free/reduced lunch **MUST** present their ID when receiving their lunch. Parents can contact the Food Service Director with questions about their child's account. Her email is lori.pahl@eastlongmeadowma.gov. The ability to check lunch balances online or add money to your child's card may be a possibility this year.

Borrowing Lunch/Milk Money

In an emergency, credit slips are available for lunch. Payment is expected the next school day. Parents will be notified in writing if payment is **more than 5 days overdue** or if charging privileges are being misused.

CANCELLATIONS AND DELAYS

It is the policy of the East Longmeadow Public Schools to remain open whenever buildings are in operating order and the buses can run. In doubtful cases, the final decision whether or not school will be in session is made before 6:00 a.m. If the decision is to cancel school or delay the starting time, you will also receive a phone call from our automated phone service (Connect-Ed) with a "No School" or "Delayed Opening" announcement. You may also tune in to the following television stations and their websites.

| | | |
|---------|------------|---|
| WGGB-TV | Channel 40 | www.WGGB.com |
| WWLP-TV | Channel 22 | www.WWLP.com |
| WSHM-TV | Channel 3 | http://www.cbs3springfield.com |

It is the policy of the East Longmeadow Public Schools never to dismiss students early due to weather without some advance notice. You may pick up your child early on days with inclement weather.

CELEBRATIONS

Each class has a simple party to celebrate Halloween, the December Holidays and Valentine's Day. Mountain View celebrates with "Party-in-a-Bag." Students are allowed to bring their own party snacks in a bag no larger than a standard brown lunch bag, and are not allowed to share their snacks.

CODE OF CONDUCT

All students are expected to meet the requirements for behavior as set forth in the East Longmeadow Student Code of Conduct. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Plan (IEP). See the full copy of East Longmeadow Student Code of Conduct for further information.

The teacher's primary duty is to teach. Please encourage your child to follow these specific rules of conduct in order to maintain the proper learning environment for all students:

Students:

- Are to stay away from parked cars and to use caution while exiting and boarding buses
- Are to remain on school grounds during the day
- Are to refrain from throwing snow, ice or other dangerous objects
- Are to refrain from using offensive language and gestures
- Are to refrain from fighting and threatening behavior, including bullying
- Are to refrain from chewing of gum
- Will be held responsible for the willful destruction of school property or the personal property of others
 - Damaged and/or lost books are to be paid for by the student or parent
 - Damages to the building, equipment, and other school property become the responsibility of the offending student or parent

Per new State regulations, suspended students have the opportunity to make academic progress while serving a suspension. Academic progress includes allowing the student to engage in alternative educational services while suspended.

COMMUNICATION

Website & Email

The Mountain View website is a link from the district website www.eastlongmeadowma.gov. Click on the Schools icon, and then the Our Schools link on the left-hand side of the page. Scroll down to Mountain View. Please go to the website to find our monthly calendar, grade level information, School Improvement Plans, a link to PTO events and flyers, etc.

School staff can be contacted via email. All email addresses include the first name.last name of the staff member, and are followed by '@eastlongmeadowma.gov'. For example, the principal's address is elaine.santaniello@eastlongmeadowma.gov. Our policy is to return emails or phone messages within 24 hours of receipt. It is also good practice to communicate issues to the appropriate staff member. Starting with the classroom teacher for example, if the issue is about something that happened in class, rather than first going through the administration is good practice. Communicating with administration if your issue is not resolved is certainly appropriate.

Conferences

Parent-teacher conferences are an integral part of the communication between home and school. Parents may request a conference with a teacher anytime during the school year; however we do have three scheduled, early-release days so that parents have the opportunity to meet with their child's teacher at least once during the school year. It is important that teachers be able to give you their full attention while discussing your child's progress, therefore rather than dropping in unexpectedly, please contact the teacher to arrange a convenient time to meet.

Open House

Each fall we welcome parents and students to attend our evening Open House. This time provides an opportunity to meet teachers, visit classrooms and tour the building. **If you need to talk to your child's teacher about any issue, please schedule a conference to protect your child's confidentiality. Open House is not the appropriate venue for discussing individual concerns.**

Visits to School

Our Safe School Policy requires that all parents and visitors sign in at the office upon entering the building and receive a visitor's pass to wear at all times.

If you would like to visit a classroom to observe, it is district policy that you make arrangements through the school principal.

If you have an item to drop off for your child, attach a note to the item with your child's name, and leave it on the counter. Also, please write your child's name on the easel outside the main office. Your child can check the office at noon to retrieve the item(s). We do not interrupt instruction at any time except for emergencies. It is also fine to not "drop everything" and run to school with forgotten items – this will hopefully encourage more responsibility on the part of the child. It is ok to make a mistake and then learn from it.

CORI

All school volunteers must have a CORI check done every three years. This applies to both in-school volunteers and chaperones on field trips. Please visit the school office to check your CORI status.

DRESS CODE

As per the District Code of Conduct, the following dress code applies:

- A. No exposed undergarments.
- B. No low-cut shirts.
- C. No backless, strapless, or one-shoulder shirts/blouses.
- D. No tops with less than one inch straps.
- E. No skirts, dresses, and shorts worn shorter than the finger tips when extended at your side.
- F. No clothing or accessories containing messages or pictures that disrupt the educational process including those containing vulgarity, or alluding to alcohol, illegal substances, tobacco, etc.
- G. Hats or head coverings may be worn for religious purposes. They may not be worn in the building for recreational purposes unless stated otherwise by the Principal.
- H. See the Code of Conduct for the complete Proper Dress policy.

Discussions with the principal regarding the dress code policy may take place.

Please make sure your child wears or brings sneakers for their PE days.

ELECTRONIC DEVICES AND RESTRICTED TOYS

Electronic, handheld games; iPods or other musical devices; or any other electronic devices are not allowed in school, **with the exception of electronic readers such as Kindles and Nooks, which can be used for reading only.** These items can be easily lost, stolen or broken and the school will not take responsibility for these items.

Cell phone **use** is not allowed during school hours. However, the School Committee does recognize that some families use cell phones as a safety precaution. Consequently, the district policy, found in the District Code of Conduct, states in part:

"Students may possess and carry cell phones or PDAs; however, these units must be turned off during the academic school day to ensure that disruptions and interference of the instructional and academic climate of the school do not occur."

Students **must** keep cell phones (turned off) in their backpacks during the academic day. For the complete district cell phone policy please see the District Code of Conduct.

INSURANCE

A student accident policy is available to all school children at a nominal fee. Application forms are sent home at the beginning of each school year.

LOST AND FOUND

Articles that have been found in the school or on school grounds should be turned into the school office where their owners may claim them. The Lost & Found area, located in the cafeteria, should be checked periodically. Articles of clothing that are left behind will be sent to a charity after the last day of school.

MEDICAL INFORMATION

Health Policies and Emergency Cards

Every effort is made to care for your child's physical, mental and emotional well-being while he/she is in school. Sick and injured children are given emergency care, but the responsibility for treatment rests with the family.

We send home a student Health and Emergency form the first week of school. This form requests information as to the place and phone number of the parents' employer. We also need the address and telephone number of at least two relatives or close friends who would be willing to care for your child, if you are not available. Make sure that the person you indicate as an "emergency number" is a person who is able to get to school to pick up your child if you cannot be reached.

The form also requests your permission to secure medical attention for your child in case it is needed and you are not available. The information on this form is extremely important, and we would request your cooperation in filling it out and returning it immediately. Parents should contact the school to update changes.

If your child has a particular health problem, please furnish us with any pertinent information, which will enable us to make your child's adjustment to school a happy one. ***We request that you call the school nurse throughout the year with any updates or changes.***

Illness and First Aid

Pupils should not come to school when they are genuinely ill, as they might be endangering others, and they will more than likely not be able to keep up with their schedule. If a child becomes sick while at school, attempts will be made to contact a parent or emergency contact to pick up the child. A sick child will remain in the health room until picked up, however this should occur within a reasonable amount of time, preferably no more than one hour. Parents must provide transportation; **no sick/injured child will be allowed to ride the bus or to walk home unaccompanied.** Injuries, skin irritations, and so forth, which arise outside school, should be cared for at home or through the family doctor. Accidents and injuries that occur during the school day must be reported to the adult in charge of the class or activity, who will then report them or have the child report them to the school nurse.

Administration of Prescribed Medication

The policy for the East Longmeadow Public Schools and a copy of the forms, which must be filled out by parents or legal guardians and the physician are available from the school nurse. **This applies to all medications, even those available without a prescription.**

Physicians and parents should make every effort to adjust any schedule of medication for a pupil so that medication is given while the child is out of school. The East Longmeadow Public Schools will cooperate in the administration of medication only when, in doing so, it will help in keeping the pupil in attendance and will protect the child. In the exceptional case, when a chronic or emergency condition exists and medication must be administered in school during school hours, the following conditions must be met:

1. There must be on file in the school of attendance a written order from the pupil's physician.
67092816. The pupil's guardians or parents must submit a completed pertinent data sheet asking that the pupil receive the medication during school hours.
67092817. The required medication must be kept in a locked cabinet in the school health room or office and be given by the school nurse or a person designated by the school nurse. ***Exceptions are Epi-Pens, and certain other emergency medications, which are kept unlocked for easier accessibility.***
67092818. The medication shall be issued by a pharmacist whose label on the container shall indicate:
 - a. The name of the child and the prescribing physician.
 - b. The name and strength of the medication.
 - c. The amount of each dose and schedule for administration of the medication.

Administration of Prescription Medications for Field Trips

The Commonwealth of Massachusetts, Executive Office of Health and Human Services, and the Department of Public Health, has granted registration to the East Longmeadow Public Schools solely for the delegation of prescription medication during field trips and short term school events.

The East Longmeadow Public Schools agree to comply with the Department of Public Health Regulations, 105 C.M.R. 210.005(E)(1)(o), to wit: Every effort shall be made to obtain a nurse or school staff member trained in prescription medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate prescription medication administration to another responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the prescription medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the prescription medication to the child. The responsible adult shall provide documentation of the administration of the prescription medication consistent with the Medication Administration Plan. Inhalers cannot be delegated to staff members. Students with asthma who have rescue inhalers at school may carry and administer their inhaler on field trips if this is agreed upon by both parent and school nurse.

Non-Prescribed Medication

Tylenol and other over-the-counter medications (**for students in grades 3 - 12**), as listed on the Health and Emergency Form, are available in the school nurse's office for students with a written parental permission. All other non-prescription medication must be accompanied by a written order *from the physician and written parental permission*.

Life Threatening Allergies

There are a number of students at Mountain View with life-threatening allergies. If your child is in a classroom with a student with a life threatening food allergy, you will receive a letter at the start of the year about which foods need to be avoided in that classroom. This allows all students to feel safe and comfortable in their classrooms.

If your child has a life threatening food allergy, we need a form from the physician telling about the allergy and the treatment necessary in case of exposure. Call the school nurse for proper forms and further information. You are also welcome to contact the school nurse to learn of the school-specific procedures used to help keep students with food allergies safe.

If you are unsure if your child's allergy is life threatening, you should talk with his/her physician as soon as possible. Please keep the school nurse updated on all information about your child's allergies.

Please refer to the East Longmeadow Student Code of Conduct for more information on health policies.

PARENT/TEACHER ORGANIZATION (PTO)

Parent/Teacher Organizations (PTO), by law, are and must be separate organizations from schools and school districts.

The mission of the Mountain View PTO is to enhance the education of our children, enrich school spirit and promote a positive, welcoming environment for our students and their families.

The PTO meets once per month during the school year, typically on the third Wednesday, at 7:00 PM. In addition to meetings, we sponsor Family Fun Nights and enrichment programs throughout the year.

Everything that the PTO sponsors and supports for our students, families and faculty is made possible through the generous donation of the time, money and resources of our families and the community. The PTO is a registered non-profit organization and all donations are tax deductible. 100% of all money raised goes directly back to the students and the school through the PTO.

We welcome all parents and guardians to attend our meetings and become a part of our board. The best way to express your concern, ask questions or share your ideas is by attending one of our meetings! New families are encouraged to jump right in and join our team, as it is a wonderful way to meet new people and do something positive for our students.

All of our officers are available by phone and email. Contact information can be found in the student directory or on the Mountain View School website.

Please contact the PTO if you are interested in volunteering. The laws of confidentiality bind all volunteers who are working in any capacity in the school setting. Information obtained through observation or participation in classrooms is completely confidential.

The law also requires volunteers to have a CORI check every three years. CORI checks must be done by the school system. If you have had one done by other organizations such as the recreation department you will still need to have one done by the school system. Chaperones for all field trips must have a CORI check.

RECESS

Students go outside each day for a 20-minute play period after lunch. Unless it is raining or is extremely cold (20° or less, including wind chill), all students are expected to take part in outdoor activity. Please make sure your child is dressed appropriately when the weather gets cold. Timing does not allow for playing in the snow during the winter months. If your child does wear snow boots to school, please send in sneakers or shoes for them to wear during the school day.

SCHOOL COUNCIL

The Education Reform Act of 1993 requires that each school establish a school council to promote shared decision making within the school community. The council is composed of the principal, elected parents, teachers and community members. Its members assist the principal in the identification of the educational needs of the students, review of the budget and the formulation of a school improvement plan. The make-up of the council encourages diverse perspectives in the formulation of a consensus plan.

SECURITY

Fire Drills

Fire drills are practiced on a regular basis as required by law and are an important safety precaution. It is important that when the signal sounds everyone leaves the building by the designated route as quickly and quietly as possible.

Safe Schools Drill

We practice a whole school safety drill at the beginning of the year. This drill prepares students in the event of a weather-related or safety-related emergency. A Connect-Ed call will be made before the end of school on the day of these drills to inform parents of these safety drills.

Safe Schools Policy

Children deserve to learn in an atmosphere that is safe, secure, nurturing, and orderly, free from drugs, crime and violence. Each school in East Longmeadow has developed a "building crisis action plan." This plan provides us with a standardized response in the event of an emergency or crisis in the building. Part of our plan provides for making the building as secure as possible from intruders. All exterior doors are locked during the day. Doors used by students and visitors are monitored by video camera. Other interior sections of the building are also monitored by video camera. **Visitors must enter through a 'buzzer system' at the main entrance and register in the office. We insist that all visitors to the building, including parents and volunteers, check in at the office and receive a visitor badge. This badge must be worn at all times.**

The East Longmeadow Public Schools have adopted an Anti-Bullying Policy, according to MA legislation. Details about the policy and accompanying forms may be found on the District website.

TRANSPORTATION TO/FROM SCHOOL

Carline

| | | |
|----------|---------|--------------|
| Drop-Off | 8:10 AM | Somers Road |
| Pick Up | 2:30 PM | Hampden Road |

Changes in Dismissal/Transportation

We attempt to keep classroom interruptions to a minimum, so please arrange any dismissal or transportation changes with your child in the morning. Any change to the ordinary dismissal for your child must be sent to the office in writing. If the child is going to be picked up in car line, please specify the time, date, and who is picking up the child.

Dismissal from the office between 2:00 - 2:30 PM is discouraged unless an emergency arises since this is often the time when homework and organizational details are attended to.

Early Dismissal

Early dismissal from school is granted only upon written parental request. Come to the school office and we will call your child upon arrival. If your child is ill and should be sent home, the nurse or office will notify you.

Bicycles, Skateboards, Scooters and Roller Blades

Parents must give written permission in order for a student to ride his/her bike to school. Per state law, helmets are required, and parents will be called to pick up their child after school if they arrive in the morning without a helmet. Students must not arrive at school before 8:00 AM. Parents are requested to help students time their arrival since the school's doors will be locked until 8:00 AM. Students who ride bikes to school should lock them in the designated racks as soon as they arrive. The school will not be responsible for bicycles left on school property both during and after school hours. Children need to follow bicycle safety rules. Skateboards, scooters and roller blades are not allowed on school property.

Buses (as per Code of Conduct)

Students are assigned to a specific bus. Since routes are carefully planned, we cannot honor requests for a child to take a bus or get off at a bus stop other than the one to which he/she is assigned.

Riding a bus is a privilege and all bus rules must be followed in order to maintain this privilege.

The following are safety guidelines to be shared with your child:

1. Students are to be on time at the location*, are to respect the property of homeowners, are to stand back from the road and should refrain from horseplay while awaiting the arrival of the bus.
*Note: Please allow +/- 10 minutes from designated time of pickup/drop off to actual time of pickup/drop off
2. Students should wait for the bus to come to a complete stop, board the bus promptly and take a seat toward the rear of the bus (unless otherwise assigned by the driver).
3. Students should always face the front of the bus while seated, talk quietly, keep aisles free of all objects and refrain from any and all horseplay.
4. Windows are not to be opened without the permission of the driver.
5. Emergency equipment should only be used upon instruction of the driver.
6. Food and/or beverages are not to be consumed on the bus at any time – including field trips.
7. Bus drivers give school administrators written notice of any rule infractions by students. These notices are referred to as "bus tickets." The school administrator will review tickets with the student. Appropriate disciplinary action will be taken and notification will be forwarded to the parent/guardian, and the transportation office. Even one ticket may result in suspension of bus privileges. The school authorities, the bus operators, and the police work closely to ensure safe operations of all buses. If a student's actions are dangerous to him/her or the safety of others, the privilege of riding a bus will be withdrawn.
8. Only eligible and/or authorized students may ride assigned buses on assigned routes.
9. The form for complaints, questions, or requests for changes in transportation are in the Central Office.

The East Longmeadow Public School specific "Rules of Conduct" on buses will be handed out to each rider at the beginning of the school year. Please keep them in a safe place and refer to them frequently.

Walkers

Walkers must not arrive at school before 8:00 am. Parents are requested to help students time their arrival. Doors will be lock until 8:00 am since there is no supervision until this time.