

Mountain View Elementary School

Home of the BOBCATS



2026-2027 Student Handbook

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Mission Statement:

The mission of Mountain View Elementary School is to provide a safe, dynamic, and challenging learning environment through fostering relationships and developing a lifelong love of learning that empowers all learners to serve the local and global community.

Dr. Christie McMahon, Principal

Katie Young, Assistant Principal

Austin Golding, Assistant Principal

ATTENDANCE/TARDIES/EARLY DISMISSAL

There is strong evidence of a clear relationship between good attendance and achievement in school. Regular attendance will help your child gain the most from school. Good attendance habits are established early and carry through a person's lifetime. Attendance at school is also required by Burke County School Board Policy and North Carolina Compulsory Attendance Law (GS115C-378). Please send a note with your child after every absence. This helps us better understand how to code their absence. A note, however, does not necessarily excuse a child's absence. You can send a handwritten note in your child's planner or an electronic message or email through Class Dojo.

We have a school attendance team that closely monitors student attendance.

After 6 unexcused absences, a parent conference is held with the school attendance team and parents are placed on an attendance contract. After 8 unexcused absences, medical documentation is required for future absences to be excused. After 10 unexcused absences, the principal may file a petition in juvenile court. According to N.C. General Statutes and Burke County School's attendance policy and laws, we are required to mail a letter home to students when they receive their third, sixth, eighth, and tenth unexcused absences.

We also request your help to minimize school tardies. It is hard for students to begin their day behind schedule. All students who are tardy must report to the office before going to class. For safety, all parents must walk their child(ren) into the building and sign them in if they are tardy. If a student leaves before school is dismissed, the parents MUST come to the office to sign them out. If a student leaves school and then returns, he/she must check back in at the office. A student must be in class for 3.5 hours to be counted as present for that day.

We request that you not sign your child out early from school unless it is an emergency. Our instructional day begins at 7:50 AM and ends at 2:45 PM. If your child is tardy or checked out early, they are missing valuable teaching time. Please provide proof of medical appointment to check students out of school after 2:00 pm. We encourage you to schedule your child's doctor and dental appointments around school hours.

STUDENT PLANNERS

The student planner enhances the process of student, teacher, and parent communication while also helping the student develop a positive way to organize their assignments. The planner is used as a communication tool between school and home. Please check and sign your child's planner nightly.

DAILY SCHEDULE

7:15 Car rider drop off begins. Students arriving at this time report directly to the cafeteria for breakfast.

7:30 Breakfast cart is available for students to grab breakfast and go straight to class.

7:45 First bell rings

7:50 Tardy bell rings, all students need to be in their classrooms with their breakfast.

2:45 Afternoon dismissal for students

The school day begins for students at 7:50 a.m. and ends at 2:45 p.m. Students can be dropped off through the car rider line beginning at 7:15 a.m. If students need to arrive before 7:15 a.m. or stay after 2:45 p.m., before and after-school care can be provided through our on-site YMCA daycare program. Parents arriving late for drop off or pick up should plan to park and come inside.

DISMISSAL AND ARRIVAL PROCEDURES

1. Car riders in Kindergarten through 5th grade may be dropped off starting at 7:15 am in the car rider line in front of the building. Please stay in your car to drop off students. Staff will be on duty to open car doors and support students traveling to class. Student safety is always our first priority. Please wait until a staff member is present outside before dropping off your child.
2. When arriving on campus for afternoon car dismissal, please remain in your vehicle in the car rider line. Students will be dismissed in a safe and orderly manner through the car rider line.
3. Pre-K parents must park in the designated Pre-K parking on the back side of the building and walk their child to the classroom door to be signed in. Pre-K parents park in the designated areas and walk in to pick up their child in the afternoon as well.

STUDENT RELEASE POLICY

Safety is our top priority. If anyone other than a parent/guardian will be picking your child up at any time during the school day, their name must be on file in the school's office, or written permission must be in the child's planner that day. For your child's safety, please expect to show proper identification. The classroom teacher will not release a child until the office staff member notifies the teacher that the child has been signed out. All emergencies will be taken care of through the main office. Students are not allowed to call from the classroom.

SCHOOL CLOSINGS AND EARLY DISMISSAL PROCEDURES

If school is dismissed due to inclement weather, information about dismissal will be sent through the BCPS website, Class Dojo, and our school callout system. Please ensure that your correct contact information is on file at the school. Your child's teacher also needs to know how your child will be going home in the event of an early dismissal and who is allowed to pick up your child. A form will be sent home at the beginning of the school year to collect this information. Please let us know if it needs to be updated during the school year.

VISITORS

We are proud of the work that is happening here at Mountain View Elementary and we welcome our parents and families to visit our school. However, our first priority is always to ensure a safe learning environment for our students and staff. Therefore, we ask that visitors observe our school's visitation policy. All parents/visitors must come to the office, check in, and receive a visitor's pass. Please be willing to provide identification. Wearing a visitor pass identifies you as an authorized visitor on our campus. Our staff are encouraged to greet visitors and offer help and assistance. If no visitor pass is visible, visitors should expect a staff member to assist and direct them immediately to the office area. Please enter and exit through the front doors of the school at all times. This procedure will help ensure the safety and well-being of our students at all times. Parents also need to sign out at the office when exiting.

SCHOOL CAFETERIA

Breakfast for students is provided in a grab and go format. As students arrive from the bus parking lot, they will enter the cafeteria and eat breakfast until the bell rings at 7:30 so they can go to class. As students arrive from the car rider line, they will come through the front doors and pick up a grab-and-go breakfast from the cart in the lobby. They will then report to their classroom. If your child wishes to not eat breakfast, they are not required to take one. Parents are welcome to eat lunch with their children. A designated space is provided in the cafeteria for parents and family members coming to have lunch with their child. Please return to the office after having lunch with your child to sign out and allow your child to return to class. Incentive snacks, like ice cream, chips, and/or cookies, may be purchased from the cafeteria for an additional cost. Food delivery services like Uber Eats, DoorDash, etc are prohibited for students.

CHILDCARE

Mountain View has an on-site childcare program through the YMCA that provides before and after school childcare. Before school care begins at 6:00 am and after school ends at 6:00 pm. Students may not be dropped off at school prior to 7:15 am unless they are enrolled in daycare. For daycare questions or to enroll your child, you may reach the daycare director at 828-838-1562.

CHANGES IN ADDRESS OR TELEPHONE NUMBERS

It is very important that parents inform the school office of any changes of address and/or contact information. In the event of an emergency or other situation that may arise, we will need to notify parents or guardians as quickly as possible. Any change of address needs to be updated through the school data manager.

Students not living in the Mountain View district must complete a transfer form and have permission from the school principal and superintendent in order to attend our school. Transfer students must continue to meet attendance and discipline guidelines. Failure to do so will result in revocation of transfer.

CONFERENCES

A parent may schedule a conference with a teacher by appointment. If you would like to schedule a conference with a teacher, please send a note with your child in his or her planner. Your child's teacher will make every effort to schedule a time that is convenient for both of you. The classroom teacher will schedule a conference with students' families in the fall. All students are required to have a teacher conference to discuss student progress at this point in the year.

HEALTH CARE

Fever

If a child has a fever of 100.0 degrees or higher, parents will be notified and asked to pick their child up promptly. The child should remain at home until fever-free for 24 hours without fever-reducing medicines such as Tylenol or Motrin.

Nausea, Vomiting, and Diarrhea

Parents will be notified and asked to pick their child up from school promptly if their student has vomiting or diarrhea. Students should remain at home until they have been vomit and diarrhea free for 24 hours.

Medication

No medicine, prescription or over-the-counter, will be administered to students at school without the proper medication form completed. This includes cough drops, vitamins, and inhalers. Forms are available in the office and online (BCPS website). Medicine to be given at school must be brought to school by the parent in the original container. For safety reasons, children are not allowed to carry medicine in their clothing, book bags, or lunch boxes. Please contact our school nurse, Tonya Kiser, or refer to the Medication Policy on the BCPS website for more information.

Head Lice

Any evidence of nits and/or live bugs in a child's hair will result in parent notification. The student(s) will need to be picked up and treated with proper lice shampoo and have the nits removed at home. The child will need to be checked by school staff when they return to school and cleared before going to class. Please contact the school or refer to BCPS Policy Code: 4230 Communicable Diseases and Head Lice on the BCPS website for more information. The first absence for lice will be excused and all days absent for lice afterwards will be unexcused.

SPECIAL TREATS

Our competitive food sales policy prohibits bringing in outside food for students, like pizza for classes. All special treats like cupcakes must be purchased and prepared from a licensed facility with a list of the ingredients provided on the label as stated in BCPS School Board Policy to help protect students that have food related allergies.

GRADING SCALE

Parents can access all student grades through our Infinite Campus Parent Portal. Please contact the school data manager to receive access to this program.

A....90-100

B....80-89

C....70-79

D....60-69

E.... Below 60

DRESS CODE

Please make sure that students wear clothing and shoes that are comfortable for school. Closed-toed tennis shoes are preferred on PE days. Halter tops, midriff tops, strapless or spaghetti straps, short shorts, mini skirts, slashed/cut-up clothing, and clothing with offensive language or ethnic slurs are not allowed at Mountain View Elementary. Pajamas are also not acceptable at school unless specifically requested for a school spirit event like a Polar Express Day. Any questionable items of clothing will be left to the discretion of the principal. Please label your child's coat, jacket, sweater or other items of clothing that may be removed during the school day so that they can be easily returned if misplaced. We have a lost and found area where clothes are kept if found. All items in lost and found are donated at the end of the semester if not claimed.

FIELD TRIPS

In an effort to make school field trips as safe and educational as possible, we ask that parents, volunteers, and teachers abide by the following guidelines for field trips. A Burke County Public Schools' volunteer form must be approved before a parent can serve as a chaperone. Volunteer forms must be filled out 30 days prior to the field trip, and must be renewed every three years. Not all trips allow parent chaperones due to limitations on space or the number of attending.

1. All students are required to ride the bus when traveling to all field trip destinations, but may ride home with their parent or legal guardian. Parents are asked to take their personal vehicle on field trips. Parents are not allowed to ride the bus. Parents will not be permitted to transport another child unless that child's parent is also in the vehicle.
2. Please remember that school field trips are educational in nature and not designed as a family trip. Only children enrolled in the class participating in the field trip will be permitted to attend. Other siblings or children not enrolled in school at Mountain View will not be permitted to go on school field trips.
3. If you volunteer to be a chaperone, you must be willing to help supervise a group of children during the entire duration of the trip.
4. Chaperones will be required to pay their own way and have their money turned in by the set due date.

Failure to abide by these rules could result in forfeiture of your ability to attend field trips. Volunteer applications are available at www.Burke.K12.nc.us

SCHOOL RULES

Mountain View Elementary conforms to the rules and policies set by the Burke County School Board of Education found in the BCPS Student Code of Conduct.

1. Possession of the following items are forbidden at school, on school-owned buses or at any school function and can result in immediate suspension:
Controlled Drugs, Tobacco Products (matches/lighters, vapes included), Alcohol, Weapons (real or toy), Obscene Literature
2. Fighting at school or on the bus is forbidden and, depending on the severity, provocation, and other mitigating circumstances, may result in suspension. The principal has the discretion to decide. Students must keep their hands and feet to themselves.
3. Harassing or bullying another child is never appropriate and will not be tolerated. This includes, but may not be limited to, name-calling, inappropriate or profane language, threats sexual harassment, or intimidation.
4. Improper touching of another person is not permitted and may be grounds for suspension.
5. All students are expected to show respect to all staff members. Refusing to follow instructions promptly, providing false information, arguing about the appropriateness of their behavior, or refusing to respond to reasonably asked questions is a serious offense and may result in suspension from school.
6. Vandalism or theft of school property or personal property of another person will not be tolerated. Parents may be asked to pay restitution for any such offense.
7. Students are instructed not to sell, buy, barter, trade, give, or dispense goods, money, or services without prior approval from a teacher or the principal.
8. When using technology, students must abide by the BCPS Acceptable Use Policy.
9. Toys and valuable items should be kept at home at all times. We ask that students not bring items to school that can be lost, stolen, disruptive, or dangerous. Bats, balls, cell phones, skateboards, personal electronic devices, handheld electronics and games, valuable jewelry, trading cards, or any other item of this nature are not permitted at school unless prior permission is given. These items will be confiscated, and a parent will need to come to the office to pick them up. MVES is not responsible for any item lost or stolen at school.
10. Students are expected to obey all safety rules at all times. We expect our students to walk while on school grounds and inside the building unless they are involved in a class activity that requires otherwise.
11. Students should not engage in horseplay or “play” fighting or wrestling at any time, as this often leads to injuries or overly aggressive behavior.

12. Quiet voices should be used inside the building at all times unless otherwise instructed by a teacher.
13. Chewing gum and candy should not be brought to school.
14. Tennis shoes are required for PE. Please help us ensure your child's safety by not sending dress shoes, sandals, flip flops, or Crocs on PE days.

Consequences will be administered depending on the severity and the frequency of the offense in accordance with the Burke County Public Schools Code of Conduct.

DISCIPLINE POLICY

We expect all students to adhere to the following rules as outlined by Burke County's Student Code of Conduct:

1. Keep everyone safe by keeping hands, feet, and objects to yourself.
2. Follow the directions of all teachers and staff.
3. Be respectful and courteous.
4. Clothing that advertises or promotes drugs, alcohol, or tobacco is prohibited as well as clothing with vulgar or obscene language or gestures.
5. Running in the hallways and on sidewalks is prohibited.
6. Toys, electronic games, and all collectible cards should not be brought to school.
7. The use of vulgar language, profanity, or racial slurs are prohibited.
8. Cell phones are not permitted.

SCHOOL TRAFFIC

We need your cooperation with traffic patterns at school to ensure that all children are dropped off and picked up safely. Please enter campus by making a right-hand turn on Bouchelle St. We ask that parents load and unload students in the designated areas. Everyone picking up students must have the car tag (provided by the school) before a child will be allowed to leave campus. Please do not park and walk up to get your child from the car rider area. Staff need to monitor the adults who are picking up each child to ensure that they are only released to the adults authorized by each parent to pick up their children. We also need to be able to clearly see each individual approaching the school building. The bus loading and unloading area is closed to all unauthorized traffic. The back of the building is for Pre-K drop-off and pick-up only.

TAKE HOME TUESDAY

Good communication between home and school is important to maintain a positive relationship to support students. Graded student work, important updates, monthly calendars, and newsletters will be sent home in your child's Take Home Tuesday folder. Please take time to review the materials in the folder weekly. Please return items that need to be signed.

ACADEMICS

The mission of Mountain View Elementary School is to provide a safe, dynamic, and challenging learning environment by fostering relationships and developing a lifelong love of learning that empowers all learners to serve the local and global community. We look forward to building a strong partnership between home and school to provide your child with a superior education.

BUS SAFETY

Student safety is always our first priority. Students are expected to follow bus safety rules.

1. Enter the bus quietly.
2. Keep feet on the floor.
3. Keep your hands and feet to yourself.
4. Talk in a low voice and use appropriate language.
5. Remain in the assigned seat at all times. No standing or switching seats.
6. Seatbelts are to be worn at all times for student safety
7. No fighting.
8. No food, drink, candy, or gum allowed on buses.
9. Obey the bus driver at all times.

All school rules apply to behavior on the bus AND at bus stops. Non-compliance of bus safety rules may result in the following actions, depending on severity as determined by the principal.

1. The first offense will result in a verbal and written warning. (Unless the offense is severe)
2. The second offense will result in bus riding privileges being revoked for a period of up to 5 days.
3. The third offense will result in bus riding privileges being revoked for a period of up to 10 days.
4. After the fourth offense, bus-riding privileges may be revoked for the rest of the school year.

*If the nature of the student's offense is of a serious nature, (i.e., fighting, vandalism, etc.), the principal may exercise the right to waive a "warning" and proceed immediately to the suspension alternatives. ***Parents are not allowed on school buses under any circumstances**