



A Utah Charter School

Established in 2013

**2025-2026**

**Student-Parent**

**Handbook**

Created August 2025

## Mountain View Montessori Online Student-Parent Handbook

Academic Year: 2025–2026

Address: 1160 N 645 W Washington, UT | Phone: 435-251-8539 | Website: [mvmutah.org](http://mvmutah.org)

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### 1. Welcome from your Director

Welcome to Mountain View Montessori! We are excited to begin the 2025–2026 academic year with you. Our dedicated team is committed to fostering a nurturing and engaging learning environment that supports academic excellence, character development, and a love for learning. We encourage you to read this handbook carefully and reach out with any questions.

Let's have a fantastic year! Brian Clyne

### 2. Mission and Vision

**Mission:** Mountain View Montessori provides quality education founded on child-centered Montessori principles with project-based learning to achieve academic excellence. We are dedicated to supporting the whole child by fostering intellectual, emotional, and physical growth.

**Vision:** At Mountain View Montessori our vision is to awaken within each child their unique potential that will enable them to make a valuable contribution to society.

### 3. Contact Information

- Main Office: 435-251-8539
- Executive Director: Brian Clyne, [bclyne@mvmutah.org](mailto:bclyne@mvmutah.org)
- Assistant Director: Kasidi Havens, [khavens@mvmutah.org](mailto:khavens@mvmutah.org)
- SPED Director: Karina Ferre, [kferre@mvmutah.org](mailto:kferre@mvmutah.org)
- Website: [mvmutah.org](http://mvmutah.org)

### 4. Daily Schedule and Hours

- Start Time: 8:00 am
- End Time: M-Th @ 3:00, Fri. @ 2:00
- Drop-off begins at: 7:40

## 5. Attendance Policy

Parents/guardians have the primary responsibility to ensure that their children attend school regularly and arrive on time. In an effort to help each student achieve academic and personal excellence, Mountain View Montessori (MVM) is committed to working in harmony and cooperation with parents/guardians and to encourage and assist them with their responsibility to have their children in timely attendance at school. The school shall use earnest and persistent effort to deter excessive and unexcused student absence and tardiness.

Please report absences by contacting the front office. Excused absences include illness, family emergencies, and religious observances. Unexcused absences may affect academic progress.

### Definitions

Absence: A student's non-attendance at school for one school day or part of one school day.

Valid Excuse: An absence resulting from illness (mental or physical), family death, approved school activity, or other reasons established by the school as valid.

Unexcused Absence: An absence not meeting the criteria of a valid excuse.

Truant: A student absent without a valid excuse.

Habitual Truant: A student who is truant at least five times during one school year and fails to cooperate with efforts to resolve attendance issues.

### Policy Requirements

#### 1. Attendance Expectations

- Students are expected to attend school regularly and punctually.
  - The school shall provide clear definitions of excused and unexcused absences.
  - Parents/guardians must notify the school of absences and provide valid excuses as defined above.
- If no attendance or communication occurs within **10 consecutive school days**, and the absences remain unexcused, the student will be **withdrawn** from enrollment.

#### 2. Mental and Behavioral Health Considerations

- Absences due to mental or behavioral health shall be treated as valid excuses.
- Such absences shall not be used to circumvent Free Appropriate Public Education (FAPE) requirements under federal law, including the Individuals with Disabilities Education Act (IDEA).

### 3. Attendance Review Team

- The school shall establish an Attendance Review Team comprising administrators responsible for academic instruction, health and wellness, student support services, and attendance data.

## 6. Curriculum Overview

At Mountain View Montessori, we emphasize a dynamic approach to learning through Project-Based Learning (PBL) in both Social Studies and Science, aligning with Utah's educational standards. In Social Studies, students engage in collaborative projects that explore historical events, cultural diversity, and civic responsibilities, fostering critical thinking and informed citizenship. In Science, PBL allows students to investigate real-world problems, encouraging them to apply scientific principles through hands-on experiments and research. This integration not only deepens their understanding of essential concepts but also promotes collaboration, creativity, and problem-solving skills, preparing our learners to navigate and contribute positively to an ever-changing world.

### Reading

**HMH Into Reading** is an engaging and comprehensive literacy program designed for K-7 students. It focuses on fostering a love for reading through a diverse selection of high-quality texts, interactive activities, and differentiated instruction strategies. The curriculum emphasizes critical thinking, vocabulary development, and writing skills, ensuring that students not only improve their reading proficiency but also develop a deeper understanding of various genres and themes. With a blend of print and digital resources, HMH Into Reading supports educators in creating a dynamic learning environment that encourages collaboration and a passion for reading.

**Heggerty** is a dynamic phonemic awareness program designed for pre-kindergarten through second-grade students, focusing on essential skills that lay the foundation for reading success. The curriculum offers engaging, interactive lessons that emphasize sound recognition, segmentation, blending, and manipulation in a fun and accessible way. Heggerty's structured daily routines help educators effectively teach phonemic awareness through a variety of auditory activities, fostering strong early literacy skills. By integrating these practices into the classroom, Heggerty empowers young learners to become confident readers and communicators.

### Math

**Eureka Math** is a comprehensive mathematics curriculum designed for grades K-12 that promotes deep understanding and mastery of mathematical concepts. With a focus on problem-solving and real-world applications, Eureka Math encourages students to think critically and develop a strong number sense. The curriculum is structured around a coherent progression of topics, allowing for in-depth exploration of essential skills and concepts. Engaging lessons, interactive activities, and a strong emphasis on mathematical reasoning make Eureka

Math an effective tool for educators, helping students build confidence and competence in mathematics as they prepare for future academic success.

Co-curricular programs are sometimes referred to as our **specials** or **enrichment** classes. We call them enrichment classes as they exist to enrich our core subject areas and to enrich the social emotional state of our school. Building a schedule that includes these enrichment opportunities for your children helps us demonstrate that we care about the “whole”child. We are excited to introduce a new skill development class at MVM called Peace Place. Peace Place stands for Play, Explore, Appreciate, Create, and Enjoy. This program is designed with the aim of creating an enriching environment where children can grow and thrive.

### **Art (K-7)**

The purpose of Art is to inspire all students to reach their fullest potential by trying hard things and to allow all students to be creative thinkers. Students will also explore the many genres of art and meet many of Art’s Masters to learn about their fascinating lives and artistic impact. Artists will come to life before their eyes as students use multiple strategies to produce creative art projects. **Taught by Trish Poole.**

### **Music (K-5<sup>th</sup>)**

Music enables students to learn about themselves, other people, and humanity in general. Students will be regularly engaged in singing, playing instruments, moving to music, and creating music. Listening to, analyzing, and evaluating music will also be introduced. **Taught by Rachel Peterson.**

### **Physical Education (K-7)**

The physical education program is responsible for helping students learn the value of activity for health, recreation, social interaction, and more. PE classes teach children skills that they will use throughout their entire lives. Our physical education program will also promote that physical fitness is fun. Finally, our physical education program will develop, teamwork, sportsmanship and cooperation. **Taught by Donald Glover.**

### **Library (K-7)**

Our main goals for our Library are to help students find books they're interested in and to encourage students to reach outside of their comfort zone. Students should hear what good reading sounds like by listening to skilled readers reading out loud. Literacy development, including exposure to new word and grammar and expanding their phonological awareness is also stressed. Collaborating with faculty on cross curricular projects is also a focus. **Taught by Rachel Peterson.**

## **Leadership (5<sup>th</sup>)**

Leadership and Service are a crucial part of the educational experience for children. This enrichment class will discuss and demonstrate the traits and qualities of a leader and different leadership styles. Students will demonstrate their skills through a variety of activities and opportunities to be leaders and serve. **Taught by Donald Glover.**

## **Makerspace/Engineering Design (K-7)**

A makerspace is an area where users can use tools and equipment to design, build, and create all sorts of different things. Projects range from prototyping product designs with 3D printers, to programming robots, to creating art out of recycled items. Makerspace can be described as a collision of art, technology, learning, and collaboration. The curriculum for the Makerspace program is designed to introduce students to the concepts of engineering through a series of activities. Students will learn the basic mechanics of engineering through hands-on testing and revising their designs using elements of the Engineering Design Process. **Taught by Ivan Amargo.**

## **Outdoor Classroom (K-7)**

"Stewards Shaping a Sustainable Future" represents a unique opportunity to empower young learners to become active participants in environmental stewardship through innovative educational practices. By integrating technology into the classroom, we will cultivate a generation that values and protects our planet. We seek your support to make this vision a reality. **Taught by Ivan Amargo and Allysa Coleman.**

# **7. Student Code of Conduct**

## **Purpose**

Mountain View Montessori is committed to fostering a safe, respectful, and responsible school environment. This policy establishes expectations for appropriate behavior and outlines consequences for violations, in compliance with Utah Administrative Code R277-322-3(2).

## **Policy Statement**

All members of the school community—including students, staff, and volunteers—are expected to:

1. Demonstrate respect for themselves, others, and school property.
2. Engage in safe, responsible, and ethical behavior at all times.
3. Follow classroom and school-wide rules.
4. Report behaviors that are unsafe or violate school norms.

## Prohibited Conduct

The following behaviors are strictly prohibited:

- Bullying, harassment, or intimidation (including physical, verbal, or cyber forms).
- Disruptive conduct that interferes with school operations.
- Possession or use of drugs, alcohol, tobacco, or weapons.
- Willful damage or theft of property.
- Insubordination or defiance of school authority.

## Consequences

Consequences for violations will be consistent, fair, and appropriate to the severity and nature of the misconduct. Consequences may include:

- Verbal warning and redirection.
- Parent notification and conference.
- Loss of privileges.
- Suspension or expulsion, as permitted by state and federal law

## 8. Parent Responsibilities and Expectations

Parents are vital partners in their child's education. We encourage and appreciate their active engagement with our school community. Parents are expected to participate in school events, maintain open communication with teachers, support homework and projects at home, and contribute their time and talents through volunteering opportunities. This collaborative approach helps ensure that each student can thrive academically and socially.

## 9. Grading and Homework Policy

Grading follows a standards-based scale, with homework reinforcing classroom learning and assigned appropriately by grade level. Progress reports are issued at the end of each trimester. It is at the discretion of the teachers to formulate grading policies that are based on sound educational practices. Parents must be informed of these policies on Back to School Night and in writing. Grades are represented on Report Cards as follows:

### **Kindergarten-3<sup>rd</sup> Grade**

***4-Exceeding Expectations      3-Meeting Grade level Expectations***

***2-Meeting Grade level Expectations with Assistance      1-Not Meeting Expectations***

### **4<sup>th</sup> Grade -7<sup>th</sup> Grade**

**A-90-100%**

**B-80-99%**

**C-70-79%**

**D-60-69%**

**F- Below 60%**

### **Enrichment Classes**

In Enrichment classes students receive a score as follows:

E = Exceeding Expectations    S = Satisfactory    N = Needs Improvement

**Enrichment class grades are based on the following:**

Makerspace: Participation and projects.      Music: Participation

Art:      Participation      P.E.      Participation and Sportsmanship

Outdoor Education:      Participation

## **10. Leadership and Service**

We at Mountain View believe that Student Leadership and Service is a crucial part of the educational experience for children. We are now laying the groundwork to put forth a program that will give our students more opportunities to be leaders and to participate in programs that will positively impact our campus, community, and planet. The programs will manifest themselves in three forms:

- **Student Ambassador Program-** This program will be responsible for fostering school spirit, encouraging student involvement in school activities, and serve as liaisons between the school and the local and global communities. It will be led by students in **grades 4-7** who choose to join a particular Ambassador group in which they may be interested.

- **Nine Months of Smiles-** This year-long project enables each grade level to champion a month-long community service project. Every child in our school will have the opportunity to make a real difference by working towards a common goal to help others.

- **We Leaders-** We Leaders zeroes in on leadership opportunities every single day in the classroom, at school events, assemblies, open houses, and other happenings at our school. Every student, K-7, will be involved.

Students, parents, and teachers will all be an integral part of creating a community that engages, energizes, and enriches everyone involved. In addition, we will begin our day with a “Morning Meeting”. 1<sup>st</sup>-7<sup>th</sup> grade students will gather in the multipurpose room each morning from 8-8:15. This will be predominantly led by our students.

## **Nine Months of Smiles 2025-26**

**Mountain View Montessori**



September                      Animal Rescue                      2<sup>nd</sup> Grade                      Compassion

*Collect items that would help the **RSQ Animal Rescue Team** in its efforts to rescue, rehabilitate and re-home abused, neglected, or abandoned animals.*

October                      Helping Children                      Kindergarten                      Respect

*Collect items for the **Switchpoint Community Resource Center**.*

November                      Food Drive                      3<sup>rd</sup> Grade                      Care for Others

*Collect food donations to donate to **Switchpoint** to help them feed the hungry and homeless in our community.*

December                      Toy Drive                      Student Leadership Team                      Charity

*Collect toys and assist **Shivwits Toy Drive** in providing a Christmas for children in need.*

January                      Southwest Utah Environmental Awareness                      4<sup>th</sup> Grade                      Care for Environment

*Partner with **SUEA** to help raise awareness about preserving our southern Utah State natural and cultural resources. No donations.*

February                      Educational Items                      5<sup>th</sup> Grade                      Courage

*Facilitate donations to help **ROOT for Kids** assist families who need a helping hand.*

March                      Homelessness                      6<sup>th</sup> Grade                      Perseverance

*Partner with **WE Schools** to help raise awareness about the realities of Homelessness. No donations.*

April                      To Be Determined                      7<sup>th</sup> Grade                      TBD by 7<sup>th</sup> Grade

*Sixth graders will choose a project based on consensus of their grade. Awareness project. No donations.*

May                      Project Night Night                      1<sup>st</sup> Grade                      Generosity

*Gather donations of baby blankets, stuffed animals and children's books to benefit **Dove Center**.*

***\*None of our families are obligated to give to any of the non-profits we support. In addition, our families are encouraged to take advantage of this resource when they are in need. Please contact Brian Clyne directly if we can help your family in any or all of these months.***

## 11. Dress Code

Students should dress in a manner that is respectful, safe, and conducive to learning. The MVM shirt or other approved MVM wear is required. No hats or hoodies worn over the head inside the school building. All MVM clothing can be purchased on our website through our campus tour.

- No alterations may be made to the shirts or hoodies.
- Students may wear pants, or shorts. or skirts etc of any appropriate style or color, but shorts or skirts must at least meet the length of their fingertips while standing upright. (Shorts must be worn under all skirts).
- Closed-toed shoes that cover the whole foot are also be required daily. Boots cannot be worn when using our Elevated Activities Room. Please avoid having students wear boots. Socks are recommended for all closed toed footwear.
- Cold Weather Attire - Hoodies and sweaters worn inside the building need to be MVM tops. Long sleeve shirts of any appropriate style and color can be worn under the MVM t-shirts.

Parents will be called if their children are not wearing MVM tops or outerwear for inside use. Please label your child's clothing. Lost items will be difficult to identify.

## **12. Field Trips and Chaperone Guidelines**

Permission slips are required for all field trips. Chaperones must follow school policies. Teachers are in charge of all field trips. All school field trips are considered an extension activity of the school. Therefore, all rules and guidelines that are appropriate for school will also be deemed applicable and appropriate for the field trip.

## **13. Student Health and Safety**

Mountain View Montessori is dedicated to providing a safe, healthy, and supportive learning environment for all students. In compliance with the Utah State Board of Education (USBE) and charter school regulations, we have implemented the following health and safety practices:

### **Emergency Preparedness**

- Emergency Plans: We maintain a school-wide Emergency Preparedness and Response Plan, updated annually with input from staff, parents, and local emergency responders. This plan includes procedures for various emergencies such as fire, earthquake, and lockdown situations.
- Drills & Training: Regular emergency drills are conducted throughout the school year. Students and staff receive age-appropriate training on how to respond effectively during emergencies.

## Student Health and Wellness

- Health Screenings: Vision screenings are conducted as required by law. Additional screenings (e.g., hearing or oral health) may be offered with parental notification. Parents have the option to exclude their child from any screening.
- Air Quality & Sun Safety: Outdoor activities are adjusted based on air quality levels. We encourage sun-safe behaviors, including wearing hats, sunscreen, and appropriate clothing during outdoor time.
- Substance Prevention: Age-appropriate education is provided to prevent the use of alcohol, tobacco, vaping products, and illegal substances. Evidence-based prevention programs are implemented for students in grades 4 or 5 and again in grades 7 or 8.

## Facility Safety

- Building Codes: All school facilities comply with applicable building codes to ensure structural integrity, safety, and accessibility.

# 14. Electronic Device Use Policy

## Purpose

The purpose of this policy is to establish guidelines for the appropriate use of electronic devices by students, employees, and guests at Mountain View Montessori. The policy aims to maintain a safe and effective learning environment while ensuring compliance with Utah Administrative Code R277-495.

## Definitions

**Electronic Device:** Any device capable of transmitting or receiving data, including but not limited to smartphones, tablets, laptops, smartwatches, e-readers, and audio/video recording devices.

**LEA-Owned Devices:** Devices owned or issued by Mountain View Montessori for educational or operational purposes.

**Privately-Owned Devices:** Personal devices brought to school or school-sponsored activities by students, employees, or guests.

## Policy Scope

This policy applies to all electronic devices used on school premises and during school-sponsored activities.

## Prohibited Uses

Electronic devices shall not be used in any manner that:

1. Impairs Academic Excellence: Includes disruptions during instructional time, unauthorized recordings, or use in testing situations unless authorized.
2. Engages in Prohibited Behavior: Includes bullying, harassment, intimidation, humiliation, or recording others without consent.
3. Accesses Inappropriate Content: Includes content that violates legal standards, school policies, or community norms.

## Permissible Uses

- Electronic devices may be used for educational purposes with explicit teacher or administrator approval.
- Employees may use devices for work-related tasks, in accordance with applicable confidentiality and data protection requirements.
- Students may use devices during designated times (e.g., before or after school, lunch) if permitted by school staff.

## Enforcement and Consequences

- First Violation: Verbal warning and device confiscation for the remainder of the day.
- Second Violation: Parent notification and device confiscation until the end of the school day, with a requirement for parental pickup.
- Subsequent Violations: Progressive disciplinary measures, including detention, suspension, or other actions as deemed necessary by administration.

## **15. Policy on Bullying, Cyber-bullying, Hazing, Retaliation, and Abusive Conduct**

### Purpose

The purpose of this policy is to ensure a safe, respectful, and inclusive learning environment for all students at Mountain View Montessori (MVM). In compliance with Utah Code §53G-9-605 and Utah Administrative Rule R277-613, this policy prohibits bullying, cyber-bullying, hazing, retaliation, and abusive conduct, and outlines procedures for reporting, investigating, responding to, and preventing such behaviors.

## Definitions

For purposes of this policy, definitions follow Utah Code §53G-9-601 and R277-613:

- **Bullying:** Repeated aggressive behavior that causes physical or emotional harm, involves an imbalance of power, and interferes with a student's education or participation in school activities.
- **Cyber-Bullying:** Using electronic communication (text, email, social media, etc.) to harm, threaten, or harass.
- **Hazing:** Any action that recklessly or intentionally endangers the physical or emotional health of a student for initiation, affiliation, or membership purposes.
- **Retaliation:** Intimidation, harassment, or adverse action against a student or employee who reports or participates in an investigation of prohibited conduct.
- **Abusive Conduct:** Repeated behavior by an employee or student that is intended to intimidate, humiliate, or threaten.

## Policy Statement

1. Bullying, cyber-bullying, hazing, retaliation, abusive conduct, and knowingly making a false report are strictly prohibited on school property, at school-sponsored events, on school buses, or off-campus when such conduct affects the school environment.
2. All students are entitled to protection under this policy, regardless of legal status, disability, race, religion, gender, sexual orientation, or any other protected status.
3. MVM will provide ongoing training for staff and students on prevention, recognition, and response strategies.

## Reporting and Response

- Reports may be made by students, parents, employees, or community members verbally, in writing, or through the school's complaint form.
- Reports may be submitted anonymously, though disciplinary action cannot be taken solely on anonymous reports.
- School administrators will investigate all reports promptly and thoroughly.
- Parents/guardians of both the alleged victim and alleged perpetrator will be notified within a reasonable time of a report.
- Verified incidents will result in corrective action, discipline consistent with the Student Code of Conduct, and the creation of an Action Plan to support students involved.

### Response to Recordings of Incidents (Utah Code §53G-9-605(3)(e))

- Students are prohibited from creating, sharing, or distributing audio or video recordings of incidents involving bullying, cyber-bullying, hazing, abusive conduct, or retaliation without

authorization.

- Students who obtain a recording of an alleged incident are expected to provide it directly to a teacher, administrator, or responsible school employee.
- Recordings provided in good faith will be used only for investigative or disciplinary purposes and may be shared with parents, guardians, or law enforcement if required by law.
- Unauthorized sharing of recordings (e.g., posting to social media) will result in disciplinary action, up to suspension and referral to law enforcement.
- Students who provide recordings in good faith will not be disciplined for doing so.

#### Grievance Process for Employees (Utah Code §53G-9-605(3)(h))

Employees who experience abusive conduct may file a written grievance with the school administration. Grievances will be acknowledged within five (5) school days and investigated promptly. Findings and any corrective or disciplinary measures will be communicated to the employee in writing. Employees may appeal the outcome to the Mountain View Montessori Governing Board in accordance with school grievance procedures. Protections will be in place to prevent retaliation against employees who file grievances in good faith.

#### Action Plans

When an incident is verified:

1. The administration will create a written Action Plan with input from parents/guardians, teachers, and support staff.
2. The plan will include strategies for protecting the targeted student, providing counseling or other supports, and monitoring the perpetrator's behavior.
3. The plan will be reviewed regularly to ensure effectiveness.

#### Training and Prevention

- Annual training will be provided for all school employees on recognizing, responding to, and reporting bullying, cyber-bullying, hazing, retaliation, and abusive conduct.
- Age-appropriate prevention instruction will be integrated into the student curriculum.
- Bystander training will encourage students to report incidents and support peers.

#### Parental Notification and Involvement

- Parents will be notified of all verified incidents and invited to participate in the development of action plans.
- This policy will be included in the Parent/Student Handbook and available on the school website.
- Parents will be required to sign an annual statement acknowledging receipt of this policy.

Signed Statement of Receipt (Utah Code §53G-9-605(3)(I))

Each student and their parent/guardian must sign a Statement of Receipt acknowledging that they have received and reviewed this policy. Signed statements will be maintained in school records for compliance purposes.

### False Reporting

Knowingly making a false report is prohibited and may result in disciplinary action.

Availability of Policy (Utah Code §53G-9-605(5))

This policy will be posted on the Mountain View Montessori website in an easily accessible location. A printed copy will be made available to parents/guardians upon request.

### Review of Policy

This policy will be reviewed annually with input from stakeholders, including parents, teachers, administrators, and students, as required under Utah Code §53G-9-605(2)(a).

## **16. Title IX Sexual Harassment Policy**

### 1. Purpose

Mountain View Montessori (“MVM” or “the School”) is committed to providing an educational environment free from sex discrimination, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking, in accordance with Title IX of the Education Amendments of 1972 and related federal and state laws.

This policy outlines the School’s responsibilities, definitions, reporting procedures, and investigation processes.

### 2. Scope

This policy applies to:

- All students, employees, applicants for admission or employment, parents/guardians, and other participants in School programs and activities.
- Conduct that occurs on campus, during school-sponsored activities, or off-campus if it creates a hostile environment or limits participation in a School program.

### 3. Policy Statement

No person shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity operated by MVM.

The School prohibits sexual harassment, including quid pro quo harassment, hostile environment harassment, and sexual violence.

Retaliation against individuals who make a complaint or participate in an investigation is strictly prohibited.

#### 4. Definitions

A. Sexual Harassment (as defined by Title IX) means conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo: An employee conditioning the provision of aid, benefit, or service on participation in unwelcome sexual conduct.
2. Hostile Environment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies access to a School program or activity.
3. Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined in the Clery Act and Violence Against Women Act.

B. Complainant: The individual alleged to be the victim.

C. Respondent: The individual alleged to be the perpetrator.

D. Formal Complaint: A written, signed complaint requesting an investigation.

#### 5. Title IX Coordinator

The School designates a Title IX Coordinator to oversee compliance and respond to all reports.

Title IX Coordinator: Brian Clyne

Email: [bclyne@mvmutah.org](mailto:bclyne@mvmutah.org)

Phone: 435-251-8539

Address: Mountain View Montessori, 1160 North 645 West, Washington, Utah

#### 6. Reporting

Any person may report sexual harassment (in person, by mail, email, phone, or online).

Reports may be made at any time, including non-school hours, using the Title IX Coordinator's contact information.

Anonymous reports will be reviewed, though they may limit the School's ability to investigate.

#### 7. Response Obligations

Upon receiving a report, the School will:

1. Contact the complainant to offer supportive measures.
2. Explain the formal complaint process.
3. Ensure both parties are treated equitably and without bias.



## 8. Supportive Measures

Available to both complainants and respondents, and may include:

- Counseling referrals
- Schedule changes
- Class or activity adjustments
- Increased supervision
- No-contact directives

## 9. Grievance Process

If a formal complaint is filed:

1. Written Notice: Both parties receive written notice of the allegations.
2. Investigation: A trained investigator gathers evidence and interviews witnesses.
3. Evidence Review: Both parties may review and respond to evidence.
4. Decision: A decision-maker (not the investigator) issues a written determination.
5. Appeals: Both parties may appeal for procedural errors, new evidence, or bias.

## 10. Training

All Title IX personnel (Coordinator, investigators, decision-makers) will receive annual training on:

- Definitions and scope of Title IX
- Conducting impartial investigations
- Avoiding conflicts of interest and bias

## 11. Recordkeeping

The School will maintain records for seven years including:

- Investigations
- Determinations
- Disciplinary sanctions
- Supportive measures
- Training materials

## 12. Retaliation Prohibited

Any form of intimidation, threats, coercion, or discrimination against individuals for participating in a Title IX process is prohibited.

### **13. Related Policies**

This policy should be read in conjunction with:

Bullying, Cyberbullying, Hazing, and Retaliation Policy, Student Code of Conduct and Employee Policies on Harassment.

### **14. Policy Review**

This policy will be reviewed annually with stakeholder input to ensure compliance with changes in law and regulation.

### **17. Lost and Found**

Lost items are stored in the designated area. Please label personal belongings to facilitate return. If items are not claimed in 2 weeks they will be donated to local charities.

### **18. Parent-Teacher Organization (PTO) Info**

The PTO fosters community engagement through events and fundraising. We encourage parents to join and participate. PTO meets every Tuesday at 8:00 am in the Music Room.

PTO officers are: Gabi Steiner-President, Jessica Smith-Vice President, Elisabeth Chesley-Treasurer, Ashley McDonald-Secretary, Julie Egler-Teacher Liaison-Parent, Tiffany Woodhall-Decoration Committee Chair, Giuliana Cornejo-Food Committee Chair.

## PBIS Overview and Vision

### Welcome to PBIS at Mountain View Montessori

#### What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is a schoolwide framework designed to create a positive, predictable, and equitable environment. At Mountain View Montessori, PBIS helps us intentionally teach and reinforce the behaviors that align with our community values and our incorporation of Project-Based Learning (PBL).

#### Why PBIS at MVM?

- Consistency: It creates clear, schoolwide expectations for all students and staff.
- Positive Focus: We recognize and celebrate desired behaviors instead of focusing solely on discipline.
- Student Leadership: PBIS supports *We Leaders* and *Student Ambassadors* as role models.
- Community and Family Engagement: Families can see real-time behavior updates through Bloomz.
- Data-Driven Support: We use behavior data to guide interventions and ensure every student thrives.

*PBIS is not just about behavior-it's about our culture. It helps us build a school environment where students feel safe, supported, and motivated to learn and lead.*

### The Roadrunner Way

#### The 3 R's

Schoolwide of Mountain View Montessori:

1. We are **RESPECTFUL** of others, ourselves, and our environment.
2. We are **RESPONSIBLE** by owning our actions and contributing positively to our school.
3. We are **READY TO LEARN** by coming prepared, staying curious, and engaging fully indoors and outdoors.

*This is the **Roadrunner Way**, and it's the foundation of all of our expectations and rewards.*

### PBIS Goals for 2025-2026

1. Teach and Reinforce Expectations:
  - Ensure 100% of students know and can demonstrate **The Roadrunner Way**.
2. Celebrate Positive Behavior:
  - Use Bloomz to recognize *Roadrunner Tracks* daily.
3. Strengthen Schoolwide Culture:
  - Align PBIS themes with “9 Months of Smiles” and nonprofit service initiatives.
4. Provide Tiered Support:
  - Support every student with what they need- Tier I for all, Tier II/III for those who need extra support.
5. Engage Families and Community:
  - Keep families informed, involved, and connected through PBIS updates and events.

### **How PBIS Aligns with Montessori and PBL**

**Montessori Roots:** PBIS supports *grace and courtesy lessons* by giving students opportunities to practice respect, responsibility, and independence. It reinforces the Montessori principle of *freedom within limits*.

**PBL (Project-Based Learning):** PBIS expectations help students collaborate successfully in projects. Monthly themes (9 Months of Smiles) tie directly into the student-driven community service projects.

*Students are seen as active participants in shaping their learning community- a value PBIS strengthens.*

### **Mountain View Montessori Community Values**

PBIS at MVM is deeply connected to our schoolwide values, which guide everything we do:

- Collaboration: We learn and grow best when we work together.
- Engaged Learning: Students are curious, self-directed, and active participants.
- Celebrating Collective Success: We honor the contributions of every student.
- Family and Community Connection: Families partner in our school culture.
- Outdoor Learning and Environmental Respect: We care for the natural spaces that inspire us.

*Every PBIS decision, expectation, and celebration reflects these values.*

### **The Roadrunner Way**

Our schoolwide expectations are simple, memorable, and positively stated so they can be applied in every setting at Mountain View Montessori:

- Be Respectful
- Be Responsible
- Be Ready to Learn

*These expectations connect to our Montessori roots, PBL learning culture, and community values. Every staff member explicitly teaches, models, and reinforces these expectations in daily routines.*

**The Roadrunner Way  
Behavior Matrix**

| <b>Setting</b>           | <b>Be Respectful</b>                             | <b>Be Responsible</b>                      | <b>Be Ready to Learn</b>                        |
|--------------------------|--|--|---|
| <b>Classroom</b>         | Listen and share ideas with kindness.            | Take care of materials and clean up space. | Bring needed supplies and stay engaged.         |
| <b>Hallways</b>          | Use a quiet voice; keep hands and feet to self.  | Walk safely on the right side.             | Go directly to your destination.                |
| <b>Playground</b>        | Include others; take turns.                      | Use equipment safely; line up promptly.    | Practice teamwork and problem solving.          |
| <b>Cafeteria/Meals</b>   | Use kind words and manners with peers and staff. | Clean up your area before leaving.         | Eat a healthy lunch and stay seated.            |
| <b>Outdoor Classroom</b> | Respect nature, living things, and tools.        | Follow outdoor safety routines.            | Be curious, focused and exploratory.            |
| <b>PBL Projects</b>      | Value all voices on your team.                   | Contribute your fair share.                | Manage time and materials.                      |
| <b>Family Events</b>     | Greet guests and speak politely.                 | Represent your school with pride.          | Share your learning experience with confidence. |

## Daily Reinforcement

PBIS is reinforced all day, every day through:

- Specific Praise: Teachers name the behavior and the pillar it reflects (“Thank you for being responsible by cleaning up materials.”)
- Modeling: Adults and student leaders model behavior during lessons, transitions, and events.
- Pre-Corrections: Staff remind students what to expect before a transition (e.g., “Remember, in the hallway we show respect by walking quietly.”)

## Roadrunner Rewards System

Our reinforcement system recognizes students for demonstrating *The Roadrunner Way* consistently.

- Digital Tracking: All staff award Roadrunner Tracks via Bloomz in real-time.
- When to Award Tracks:
  - Showing kindness (Respectful)
  - Taking initiative or helping others (Responsible)
  - Coming prepared and focused (Ready to Learn)

Classroom and Schoolwide Incentives:

- Individual: Student earns tracks to redeem for privileges or small prizes.
- Class: Group goals lead to extra recess, art time, or outdoor classroom time, etc.
- Schoolwide: Monthly celebrations when a collective goal is reached.

## Recognition and Celebrations

Celebrations keep PBIS fun and meaningful while reinforcing collective success.

- Weekly Shout-Outs: Teachers recognize students in morning meetings.
- Student Leader Highlights: We Leaders and Ambassadors get featured in Bloomz updates.
- Monthly Theme Celebration: End-of-monthly assembly showcasing student efforts in PBIS and nonprofit service projects (9 Months of Smiles).
- End-of-Year PBIS Event: “Roadrunner Celebration Day” for all who consistently model expectations.

## Student Leadership Roles in Reinforcement

- **We Leaders:** Support classroom routines, encourage peers, and assist with PBIS lessons.

- **Student Ambassadors:** Lead assemblies, model expectations in skits, and help design posters or videos for monthly themes.

*This empowers students to see themselves as role models and culture builders.*

#### **Family Engagement in Reinforcement**

- Families receive monthly Bloomz messages introducing PBIS themes and tips for support at home.
- Bloomz shows parents positive updates when their child earns Roadrunner Tracks.
- Families are invited to PBIS service projects and celebrations to strengthen the home-school connection.

#### **PBIS Philosophy for Responding to Behavior**

At Mountain View Montessori, we believe:

- **Behavior is a form of communication:** Students need support, not shame.
- **Behavior is learned:** We reteach and reinforce expectations just like academic skills.
- **Consistency is key:** All staff respond using the same process to build trust and predictability.

*When students make mistakes, we see it as a **teaching opportunity**, not just a rule violation.*

## **19. Acknowledgment Form**

## Mountain View Montessori

### Bullying, Cyber-Bullying, Hazing, Retaliation, and Abusive Conduct Policy

#### Annual Statement of Receipt

Utah Code §53G-9-605 requires each student and their parent/guardian to acknowledge that they have received and reviewed the Mountain View Montessori Bullying, Cyber-Bullying, Hazing, Retaliation, and Abusive Conduct Policy.

By signing below, I acknowledge that I have received a copy of the policy, reviewed it, and understand that compliance with this policy is a condition of enrollment at Mountain View Montessori.

|                                 |  |
|---------------------------------|--|
| Student Name (Printed):         |  |
| Student Signature:              |  |
| Parent/Guardian Name (Printed): |  |
| Parent/Guardian Signature:      |  |

Date: \_\_\_\_\_

## 20. Acknowledgment Form

Parents and students are required to acknowledge that they have read and understand this handbook. A digital acknowledgment form will be sent via email or available on our website.

**Let's make it a fantastic year at Mountain View Montessori!**