

# WIGGIN STREET ELEMENTARY SCHOOL

## STUDENT HANDBOOK

**2016-2017**

### Mission Statement

**We are working together to Learn, to Achieve and to Succeed.**

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Wiggin Street Elementary School

Gambier, Ohio

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**DISCLAIMER**

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated into the Elementary Student/Parent Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances.

Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August, 2016. If you have any questions or would like more information about a specific issue or document on the District’s website: [www.mvcasd.us](http://www.mvcasd.us)

# **The Mount Vernon City School District Mission Statement**

The mission of the Mount Vernon City School district is to provide, in cooperation with the larger community, a quality education for all students by upholding a standard of excellence in curriculum, staff facilities, achievement and conduct, and to graduate individuals empowered to be self-motivated, life-long learners and responsible citizens.

November 19, 1992

## **DISTRICT BELIEFS**

### **WE BELIEVE THAT.....**

- ...individuals are unique and worthy of being treated with dignity and respect.
- ...education should be positive and student focused.
- ...student effort and achievement are equally important and should be recognized.
- ...motivation is the key to learning.
- ...all students must attend school ready to learn.
- ...local control of our school is an imperative.
- ...the community is responsible for providing adequate resources to accomplish the mission of the district.
- ...we must address the specific needs of individual students.
- ...schools should reflect the most generally accepted highest standards of the community.
- ...people are our greatest resource.
- ...we must relentlessly pursue excellence.
- ...educators, in general, are worthy of the support of the community.
- ...education is worthwhile and improves and enriches an individual's life.
- ...there is a basic body of knowledge which all students must master.
- ...the family is the student's first and most important teacher.

## **MOUNT VERNON CITY SCHOOLS – BOARD OF EDUCATION**

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The 2016-2017 School Board meetings are posted on the MVCSD website.

## **CENTRAL OFFICE ADMINISTRATION AND SUPPORT STAFF**

Mr. Bill Seder, Superintendent	<a href="mailto:bseder@mvcasd.us">bseder@mvcasd.us</a>
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## **BUILDING ADMINISTRATION**

Matthew J. Dill, Ed. D, Principal	Columbia Elementary School
Mrs. Margy Arck, Principal	Dan Emmett Elementary School
Dr. Eric Brown, Principal	East Elementary School
Mrs. Karen Boylan, Principal	Pleasant Street Elementary School
Mrs. Suzanne Miller, Principal	Twin Oak Elementary School
Deanna Lowers, Principal	Wiggin Street Elementary School
Mr. Gary Hankins, Principal	Mount Vernon Middle School
Ms. Sheryl Miglin, Assistant Principal	Mount Vernon Middle School
Mr. Rob Gross, Dean of Students	Mount Vernon Middle School
Mr. Scott Will, Principal	Mount Vernon Senior High School
Mr. Anthony Ashbrook, Assistant Principal	Mount Vernon Senior High School
Mr. Cory Caughlan, Assistant Principal	Mount Vernon Senior High School
Mr. Justin Sanford, Athletic/Activities Director	Mount Vernon Senior High School

## **GENERAL INFORMATION FOR THE ELEMENTARY SCHOOLS**

### **ENROLLMENT INFORMATION**

State law requires students to enroll in the school district in which their parent or legal guardian reside unless enrolling under the District's open enrollment policy or unless enrolling and paying tuition. New students under the age of 18 must be enrolled by their parent or legal guardian.

When enrolling, parents must provide copies of the following:

- A birth certificate
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)\*
- Proof of residency
- Proof of immunizations

\*The Ohio Missing Children's Act of 1985 requires us to have proof of parent custody on file in the school office, when parents are divorced. If you are a divorced parent, and you have not submitted a copy of your custody papers to us, please do so as soon as possible. If you do not have access to a copy machine, we will be happy to make a copy of your original papers for our files.

### **CHANGE OF ADDRESS**

If a family moves during the school year, parents must immediately notify the MVCSD Central Office by going to 300 Newark Road to report the move. Two proofs of the new address must be brought when reporting this change. If your residence changes out of the school attendance area, an open enrollment request must be filed in order for your child to continue at the same school through the end of the school year (your request may be denied due to class sizes at the time of your request). No transportation will be provided if the open enrollment request is approved.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

Parents must go to the school office to complete a withdrawal form to transfer his/her child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of enrollment at the new school. All school fees, library and text books, and other school materials must be returned to the original school of attendance prior to withdrawal from school.

## **MEDICAL INFORMATION**

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file in the school office in order for a student to participate in any activity off school grounds, including field trips. The Emergency Form is provided at the time of enrollment and at the beginning of each school year. If a student's address, phone number, or contact information changes during the school year, the parent must advise the office of the change as soon as possible and go to the Board Office at 300 Newark Road to register the change of address.

### **IMMUNIZATIONS**

Each student should have the immunizations required by the Ohio Department of Health or have an authorized waiver. If a student does not have the necessary shots or waiver, the Principal may remove the student or require compliance deadline. This is for the safety of all students and is in accordance with State Law. Immunizations can be obtained from your child's doctor or at the Knox County Health Department. Any questions about immunizations or waivers should be directed to the school nurse.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the Mount Vernon City School District's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. We will make every attempt to contact you by telephone. In the event that we can't reach you, we will contact one of the people whom you have listed on your child's Medical Emergency Authorization card.

If the illness is serious, we will contact the Emergency Squad. If your child should have to be transported to the hospital, a member of the staff will accompany your child. The staff member will take the Medical Emergency Authorization card, which you completed, to the hospital, so that the hospital will have your written permission to treat your child.

### **STAYING INSIDE AT RECESS FOLLOWING AN ILLNESS OR INJURY**

Weather permitting, your child will be expected to go outside for recess every day. If your child needs to stay inside during recess for a day or two following an illness or an injury, resulting in an absence from school, please advise your child's classroom teacher in writing or contact the school office.

If your child needs to stay inside during recess for longer than three days, a note from your child's physician is required, explaining why your child may attend school, but may not go outside for recess.

## PRESCRIPTION MEDICATION

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually, and as necessary, for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/ or reactions, or asthma inhalers during school hours provided the student has written permission from apparent or physician and has submitted the proper forms. In the case of epinephrine auto-injectors ("EPI-PENS"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, "EPI-PENS", or inhalers to any other student for their use or possession.
  - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/ or bus aide) at parental request. This should be arranged in advance.
  - If, for supportable reasons, the Principal or School Nurse wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parent shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written request.

**Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.**

## **HEALTH AND SAFETY**

### **LIFE THREATENING ALLERGIES**

Parents are responsible for informing the school of their child's allergies especially life threatening allergies to bee stings, tree nuts, or other foods.

In the case of ALLERGIES, the PARENTS ARE RESPONSIBLE for providing the school with the allergy medication and a doctor's statement about how the medication is to be administered.

In the case of allergies requiring an EPI-PEN or Antihistamine, the PARENTS ARE RESPONSIBLE for providing the school with the medication and doctor's orders for administering the medication.

### **Control of Communicable Diseases and Nuisances to Public Health**

The Board directs the Superintendent to assign to building principals and school nurses the responsibility for the control of communicable diseases. Communicable diseases may include chicken pox, conjunctivitis, diphtheria, fifth's disease, encephalitis, hepatitis, herpes, impetigo, jaundice, measles, pertussis, ringworm, rubella, scabies, tetanus, tuberculosis, and other conditions indicated by the Local /State Health Departments.

The Board also directs the Superintendent to assign to building principals and school nurse responsibility for the inspection and abatement of nuisances dangerous to public health or comfort. These nuisances may include head lice.

When a child is suspected of having head lice or has symptoms of head lice or nits, he/she shall be examined by the teacher, school nurse, administrator, or person designated by the administrator. If head lice or nits are identified, the classmates, playmates, and siblings of the infected child may also be examined for head lice. The parents of the infested children shall be notified so that treatment can be started as soon as possible.

Control of communicable diseases and nuisances may include exclusion of students and/or adults, and disinfection of the school buildings. During an epidemic or threatened epidemic, or when a dangerous communicable disease is unusually prevalent, schools may be closed for such time as necessary

Information regarding any disease found as a result of any school medical examination shall be communicated only to the parent of the child.

### **Control of Blood-Borne Pathogens**

The Mount Vernon City School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

- Participating in extracurricular activities where physical injuries or other actions can cause bleeding. Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the Office and assist the student in completing the requisite documents. The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or the Knox County Health Department.
- The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B or HIV virus either in cooperation with his/her physician or the Knox County Health Department.

- The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The Mount Vernon City School District is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials. A copy of the Mount Vernon City School's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos plan is available for inspection at the Board offices upon request.

#### **Safety and Security**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

In order to properly monitor the safety of students and staff, all doors will be locked. The front main entry door is locked and monitored. Visitors, particularly parents and family members, are welcome at the school, but you must report to the main office and sign in. **Parents should not go directly to their child's classroom during the school day as this can be very disruptive to the classroom instruction.** All visitors will be asked to wear a visitor badge. When leaving the school, visitors must sign out in the office. Any visitor found in the building without signing in or wearing a pass shall be reported to the school office.

If a parent wishes to confer with a member of the staff, he/she must call for an appointment. Classroom visitations require 24-hour notice and should be arranged through the school office.

Students may not bring visitors to the school without first obtaining permission from the principal and the classroom teacher.

Video camera surveillance is on the premises.

In agreement with the Knox County emergency Management Agency and all Knox County School Districts: During an Emergency Procedure (i.e. Lock Down, or Severe Weather Related such as a tornado warning)

students **will not** be released to anyone and individuals **will not** be permitted to enter our building for the safety and well-being of all parties involved.

## **STUDENT ATTENDANCE POLICY**

Regular attendance is essential to maintain satisfactory progress in school. Absences/tardies shall be construed to mean any time a student is not physically present in the building other than school business. The Ohio State Board of Education has adopted regulations governing excuses from past and future school attendance and within the framework of Section 3321.04 of the Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from attendance.

### **REGULATIONS GOVERNING ABSENCES**

The following, taken from the Ohio Revised Code, indicates the regulations governing excuses for absences from school:

- A. The explanation of each past absence/tardy shall be made by the parent to the superintendent or to the person designated by him to approve past absences.
- B. An excused absence/tardy from school may be approved on the basis of any one or more of the following conditions:
  - a. Personal illness- the approving authority may require the certificate of a physical if he/she deems it advisable. If your child is ill, he/she should remain at home until well enough for participation in school. When your child is absent, please notify the school by calling the school by 9:00 a.m. When your child returns to school, he/she must have a written and signed note, either by parent/guardian or a physician. The note must have the student's first and last name, date(s) of absence and reason for absence. If a note is not turned in to the school secretary, it will be counted as an unexcused absence.
  - b. Illness in the family.
  - c. Quarantine of the home.
  - d. Death of a relative.
  - e. Act of God.
  - f. Observation of a religious holiday.
  - g. An emergency or set of circumstances that prevent student's attendance.
  - h. Vacations-Parents and students are urged to take their vacations during the scheduled school vacation times on the school calendar. If this is impossible, the parent must notify the Office of the time that the student will be out of school and complete an extended absence form. If you request schoolwork prior to the vacation/absence from school, it must be turned in immediately upon return. Students will not receive credit for missed work until it is turned into the teacher and is graded. We ask that parents avoid vacations during state testing and other standardized testing periods. This absence from school is considered a pre-arranged absence and is recorded on the student's attendance record.
- C. Early Dismissal
  - a. If a student leaves after 12:00 p.m., and before 2:00 p.m., the student will be marked as a P.M. absence. If a student leaves after 2:00 p.m., this is considered early dismissal. The student will be marked as either an excused or unexcused early dismissal depending on the reason for leaving before dismissal at 3:30 p.m. This will be recorded on the student's attendance record.
  - b. No student may leave school prior to dismissal without a parent or guardian either submitting a signed written request or coming to the school office personally to request

the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

- c. If your child leaves the building during the school day, you must sign him/her out of the building. The sign-out sheet is located in the office. If your child returns to school, he or she is to check in at the office and the adult must sign the child back in to school before the child returns to class.
- D. Late Arrivals / Tardies: If a student arrives after 9:00 a.m. and before 10:30 a.m., the student will be considered tardy. After 10:30 a.m., the student will be considered an A.M. absence. Three tardies will be counted as ½ day absence.
- E. Make-up Assignments – A student unexpectedly absent from the school will have as many days as he/she was absent to make up the work. A note from the parent or doctor must be submitted to the office the same day the student returns to school. Request for homework must be made by 9:00 a.m. and you must wait until 3:00 p.m. to pick up the work.
- F. After a student has been absent or tardy for a total of ten days, he/she will be placed on Medical Status. A doctor's excuse will then be required each time the student is absent/tardy or it will be counted as unexcused.
- G. A student will be considered **habitually truant** if the student is absent/tardy without a legitimate excuse for 5 or more consecutive school days, for 7 or more days in 1 month, or 12 or more school days in 1 school year. Furthermore, a student will be considered **chronically truant** if the student is absent/truant without a legitimate excuse for 7 or more consecutive days, for 10 or more school days in 1 month, or 15 or more school days in 1 school year. Any student that is considered to be either **habitually or chronically truant** will be referred to the Knox County Juvenile Court System for Truancy.
- H. Once a student is referred to the Knox County Court System for Truancy, parents will be notified and required to attend a meeting with the courts at the Mount Vernon Middle School.
- I. According to the Knox County Court System, any of the following consequences can occur for Truancy Issues:
  - a. Court Appointed Diversion Officer Involvement
  - b. The School can file for **Educational Neglect** for the Parent/Legal Guardian.
  - c. Contempt Charges will be filed for not following a Court Order. This may lead to jail time for the parent/legal guardian.

The elementary school principal (or designee) shall be charged with the responsibility of notifying students and parents of the student's attendance. The principal shall hear any appeal from the policy and make recommendations in fairness to the student and the policy.

Students absent 5 days for any reason will receive a letter home. Students absent 7 days unexcused will receive a second letter. Students absent 10 days excused will receive a letter requiring doctor's excuse for subsequent absences, and explanation of truancy policy.

### **GENERAL GUIDELINES FOR KEEPING CHILDREN HOME DUE TO ILLNESS**

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations of the School Nursing Services.

**Chicken Pox:** A skin rash consisting of small blisters that leave scabs. A slight fever may or may not be present. There may blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over which is usually 5-7 days after the appearance of the first crop of blisters.

**Common Cold:** Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

**Fever:** If your child's temperature is 100 degrees Fahrenheit or greater, he/she should remain home until he/she has been without a fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

**Flu:** Abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without a fever for 24 hours.

**Head Lice:** Management of head Lice issues should not disrupt a student's education. Head lice are NOT an infection and DO NOT cause disease. In-school transmission of head lice is considered to be rare. Any student found to have nits will remain in the classroom and go home at the end of the school day to be treated. The parent/guardian will be notified by telephone and/or letter.

**Impetigo:** Blister-like lesions that later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

**Pain:** If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.

**Pinkeye:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. The spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

**Skin Rashes:** Skin rashes of unknown origin should be evaluated by a physician before your child goes to school.

**Strep Throat and Scarlet Fever:** Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever, there are all the symptoms of strep as well as strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until they are without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

**Vomiting and Diarrhea (Intestinal Viral Infections):** Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain home until they are without

vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

**\*CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS**

**STUDENT PROGRESS AND GROWTH**

**REPORTING STUDENT PROGRESS TO FAMILIES**

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Parents may access their student's grades (grades 2-5) through Progress Book. Directions and personal passwords are sent home at the beginning of every school year, but this information can also be obtained from the Office.

The Mount Vernon City School District has a standard grading procedure. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students. Students begin receiving letter grades at the second grade level. Parents of students in grades 2-5 can access their child's grades at any time through Progress Book on line.

The school applies the following grading system in grades 2-5:

A+ = 100-100.99	C+ = 77-79.99	F = 0-59.99
A = 93-99.99	C = 73-76.99	
A- = 90-92.99	C- = 70-72.99	
B+ = 87-89.99	D+ = 67-69.99	
B = 83-86.99	D = 63-66.99	
B- = 80-82.99	D- = 60-62.99	

When a student is appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk to the teacher about what actions can be taken to improve poor grades.

**PARENT-TEACHER CONFERENCES AND GRADE CARDS**

Parent-teacher conference days are scheduled at the end of the first grading period. If you feel that there is a need for a conference with your child's teacher at other times during the school year, do not hesitate to contact the teacher at school to schedule a conference time that is convenient for both of you.

A district-wide grade card is used throughout the Mount Vernon City School District. There is a separate report card for Kindergarten, one for grades 1 and 2, and a common report card for grades 3, 4, and 5.

## **GRADES K-5:**

1. Report cards are sent home at the end of each 9-week grading period.
2. Interim reports are sent home, as needed, during the middle of each nine-week grading period.
3. Achievement is indicated with letter grades in grades 2-5.
4. Effort is indicated in all academic areas.

## **STUDENT ASSESSMENT**

Group tests as well as individual tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

The State of Ohio mandates that all public schools administer a state assessment in grades 3-5 in Reading and Mathematics. In grade 4, a state assessment is administered in Social Studies and in grade 5 a state assessment is administered in Science. These assessments have specific guidelines that must be followed when administering. Student scores are reported to parents several months after the tests are administered.

The State of Ohio requires that Districts and schools must complete a reading diagnostic by September 30 of each school year for students in kindergarten through grade 3. This reading diagnostic must be state approved and is used to determine if students are 'on track' or 'not on track'. If a student is determined to be 'not on track', a reading improvement and monitoring plan (RIMP) will be developed and parents will be contacted to attend a meeting. Reading interventions will begin immediately once a student is determined as 'not on track' as stated by the Third Grade Reading Guarantee. Students not attaining the appropriate level of reading competency by the end of grade 3 will be retained.

Group tests as well as individual tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

## **CONCERNS**

If at any time, you have a concern, please follow the following procedures:

1. Contact the teacher regarding your concern. Many situations can be resolved through communication with the staff member.
2. If the concern is not resolved, contact the building principal.

## **HOMEWORK**

Homework may be assigned as a supplement to the instruction given by teachers in their classes. Homework shall reinforce and enrich a student's activities beyond the school day and teachers are expected to avail themselves of the opportunity to further stimulate the learning of students by such assignments. The type, frequency, and quantity, will be determined by the nature of the subject and the needs of students. Homework shall be seen as one of the many activities in the total life of the student. It should be shared with responsibilities for family living, participation in extracurricular activities, pursuit of cultural interest, and exploration of personal interests.

In accordance with this belief, homework assignments will be graded or reviewed. Assignments shall be returned to the student in the time appropriate for the nature of the assignment. Parents may view their

child's progress on Progress Book at any time. Daily homework shall be returned within five (5) school days so that students receive immediate feedback. Projects or term papers shall be returned within one (1) week of the due date.

## **STUDENT AND PUPIL SERVICES**

### **INTERVENTION ASSISTANCE TEAM**

The purpose of the Intervention Assistance Team (IAT) is to collaboratively discuss ways to help individual children who may have problems academically, behaviorally, or emotionally. Data is collected and used to develop high quality instruction/intervention matched to student needs. The IAT may include the student, parents/guardians, general education teachers, principal, school psychologist, and other stakeholders. If you have concerns about your child, please contact your child's teacher or the building principal.

### **STUDENT PSYCHOLOGICAL SERVICES**

Any student who is experiencing learning difficulties may be referred to the school psychologist for evaluation. A referral may be made by a teacher, a principal, or at a parent's request. Parent permission is required for an evaluation by a school psychologist. The school psychologist shares the results of the evaluation with the teacher and the parents during a conference. At that time, a plan is developed to meet the needs of the student. This plan may or may not include a special education placement.

Children between the ages of 0 and 22 may be referred for evaluation to determine whether they have a disability and are in need of special education. Programs for students with disabilities are supported in part by Title VI-B and Preschool Federal Grants. You may make a referral or discuss the Title VI-B and Preschool grants by contacting your school principal or the Director of Student Services at 397-7422.

### **STUDENT SPEECH AND THERAPY SERVICES**

Each elementary building has the services of a speech therapist. A student experiencing difficulty in one or more of the following areas may qualify for speech therapy: Articulation, Hearing, Voice, Stuttering, and Language Development. Selection for participation in the Speech Therapy program is based on maturity, severity of the problem, hearing acuity, and prognosis for improvement. Parent permission is required, before a student may be tested for and/or enrolled in the program.

### **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on basis of a disability. This protection applies not just to the student, but all individual who have access to the District's programs and facilities.

The Mount Vernon City School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parents to be an active

participant. To inquire about the procedure or programs, a parent should contact the district's compliance office at 397-7422 extension 6022.

## **STUDENT RECORDS**

Pupil records are subject to the privacy rights under Federal and State law, and parents may request to see their children's records by contacting the principal and making the request in writing.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. No minor student may participate in any school-sponsored trip without parental permission and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. If a school bus transports students to the field trip, the student must ride the bus back to school.

While the Mount Vernon City School District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips. Parents are asked to complete a Field Trip Permission form at the beginning of the school year.

## **LIBRARY SERVICES**

The students make good use of all the books in our library. New books are added several times during the year. Because of the importance of good reading throughout a child's life, it is hoped that you will encourage your child to take advantage of the school library. All children enjoy sharing the books they borrow with their parents. The desire to read is not born in a child. It is planted by teachers and parents.

Each student has a regularly scheduled library period weekly when his/her class comes to the library. In addition, individuals and small groups are encouraged to make unscheduled visits to the library for research work.

The large volume of books circulating from our library makes it necessary to have certain rules and responsibilities for the students and their parents.

- A maximum of two books may be borrowed by your child for one week at time. Kindergarten students may check out one book. Children in upper grades may check out more than two books.
- Your child may renew a book two times.
- No overdue charges are collected.
- A book overdue for a month is considered lost and a note will be sent home about the charge.
- If your child has an overdue book, he will not be able to take out any more until the overdue one is paid for or returned. However, he will be able to use the materials in the library during his visit.
- At the end of the school year, grade cards will be held until all books are returned and lost or damaged books are paid for.

## **MISCELLANEOUS PARENT INFORMATION**

### **STUDENT FEES**

Student fees help to underwrite a part of the cost of some of the consumable items that your child uses at school. The **student fee for Grades K-5 is \$30.00.**

You may pay your child's student fee in cash, check or money order. All checks and money orders should be made payable to the **Mount Vernon City Schools**. If you have more than one child attending school, you need not send individual checks or money orders for each child. You may write one check. Please be sure to include your child's/children's name(s) on the Memo section of the check. Fees are due at the start of school in August.

If you feel you qualify to have your child's fees waived, please contact the school office. Not paying fees could result in grade cards being held at the end of the school year. Fees (including fees from elementary school) must be paid before a student will graduate from high school.

### **EMERGENCY CLOSING AND DELAYS**

If school is canceled or delayed due to inclement weather, WMVO radio station (AM 1300/FM 93.7) and television stations will periodically announce this information, beginning at 6:00 a.m. and earlier.

The Mount Vernon City School District may call a 2-Hour Delay which is a good way to ensure your child's safety. Buses will pick up children approximately 2 hours later than the normal pick up time. School will begin at 11:00 a.m. and will be dismissed at 3:30 p.m. Breakfast will not be served when there is a 2-Hour Delay.

Parents and students are responsible for knowing about emergency closings and delays. Severe weather, or other unforeseen circumstances, may make it necessary for school to be dismissed prior to the regular dismissal time. This happens rarely, but because of this possibility, we are requesting that you discuss with your child what he/she is to do if school closes early. Parents are able to get text alerts about school closings, delays or other important information by signing up at *Knox Alerts*. *Knox Alerts* is a text and/or email only alerting system provided by the Knox County Commissioners. Sign up for this service by going to the link at [www.mvcsd.us](http://www.mvcsd.us).

### **CARE OF PROPERTY**

Students are responsible for the care of their own property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student/parents will be required to pay for the replacement or repair. If the damage was intentional, the student will be subject to discipline according to the Code of Conduct.

### **FOOD SERVICE**

Mount Vernon City School District participates in the National School Lunch Program and makes lunches available to students for the regular price of \$2.50 and the reduced price of \$.40. Milk is available for \$.40. Students may also bring their own lunch to school to be eaten in the school cafeteria. Breakfast is served

each day and is free for students who qualify for the lunch program. **Carbonated beverages (pop) and candy are discouraged in the cafeteria.** No student shall be allowed to leave school premises during the lunch period without the written permission from the parent. Students leaving during the lunch period must be signed out in the Office.

Applications for the school's Free and Reduced-Priced meal program are distributed to all students. If a student does not receive one, and believes that he/she is eligible, contact the principal's office for the form.

Your child may not accumulate a large number of charges at any given time during the school year. A cafeteria charge should be paid on the school day following the charge. If charges continue to accrue, a notice will be sent home asking for payment. If payment is not paid, an alternate lunch may be provided for your child on a temporary basis until arrangements are made.

At no time will a cook deny a child a lunch, but the lunch may vary from the expected school lunch. At the end of the school year accumulated charges will be carried over to the following school year.

### **SCHOOL PARTIES AND BIRTHDAY CELEBRATIONS**

Birthdays may be observed and treats may be brought to school to share. We encourage parents to schedule these treats in advance with the classroom teacher so as to be aware of food allergies and provide any materials necessary for the serving and eating of those treats. Teachers also need to be consulted regarding times that will work for this special occasion. We also encourage parents to provide healthy snacks for their child's birthday treats. Families are asked not to send balloons, flowers, and /or gifts to school for children's birthday celebrations. Large items cannot be sent home on the school bus.

Invitations to birthday parties or other outings may be handed out at school only when each child in the class is invited to participate. If everyone in the class is not invited, please mail the invitations to the children's homes.

If a student's values or beliefs do not permit these types of celebrations, parents should contact the teacher and the principal and arrangements will be made for that student.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct conforms to the philosophy that good order and discipline within the school setting provides the most favorable atmosphere for learning to occur. All students are encouraged to treat others as they would like to be treated themselves, to respect the rights and property of others, to observe school procedures that are designed for the students' protection and safety, and to strive always for self-control and self-discipline.

### **VIOLATIONS**

A student violation of any of the following offenses may result in disciplinary action including a verbal warning, detention, a student conference, Behavior School, a telephone call to parents, a written communication to parents, a parent conference, the assignment of additional work, in- school suspension, out of school suspension, removal or expulsion. Furthermore, any criminal acts committed at or related to School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Fighting in or around the school, school property or while under the authority and responsibility of the school.
2. Smoking in or around the school building or having cigarettes, cigars, or smoking tobacco in one's possession.
3. Throwing objects on or around school property.
4. Leaving school grounds without permission.
5. Setting off a false fire alarm.
6. Possession of or use of chewing tobacco, snuff, alcoholic beverages, narcotics, marijuana, and other dangerous drugs or substances.
7. Damage or destruction of school or personal property.
8. Provoking, assaulting or harassing a school employee.
9. Stealing of personal or school property.
10. Refusal to accept reasonable punishment set forth by a teacher, aide, or administrator.
11. Indecent exposure.
12. Repeated disrespect of school regulations.
13. Physical or verbal intimidation of fellow students.
14. Possession of or the lighting of firecrackers, a fire in the school building or school grounds.
15. Truancy.
16. Initiation of a bomb threat.
17. Disruption of or interference with curricular or extra-curricular activities.
18. Possession of dangerous weapons.
19. Use of obscene language, symbols or jesters.
20. Cheating or plagiarism.
21. Improper behavior as determined by the principal (in the case of suspension) or the Superintendent (in the case of expulsion)

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In such cases, a student can be suspended from school transportation for infractions of school bus rules.

We are committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School. Because it is not possible to list all misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by the school staff.

## **DETENTION AND BEHAVIOR IN SCHOOL**

If a student breaks a school rule, then the student may serve detention. In most cases the detention will be served during the next recess period for either 15 or 30 minutes depending on the severity of the offense. Usually the detention will be served in the office or classroom. Parents will be notified through the agenda book or phone calls if the same problems persist.

Some offenses such as fighting in school will be referred to the office immediately and will involve more severe consequences such as loss of playground and/ or other privileges or in-school suspension. In some cases, students may be suspended from school. Parents will be asked to come to school for a meeting to discuss the incident.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Students must arrive at school, on time, prepared to learn, and participate.

### **GENERAL RULES FOR STUDENT BEHAVIOR**

- Students should walk at all times while in the building, in the halls, and on the sidewalks.
- Students should keep hands and feet to themselves.
- Students should show respect for others and their property.
- Students should not act in any way that will cause injury to oneself or others.
- Students should observe Quiet zones in the hallways and restrooms.
- Racial slurs, profanity, or other offensive language, act or gesture is forbidden.
- The Mount Vernon City Schools have a ‘zero tolerance policy’ for weapons or ‘look alike’ weapons in school.
- In general, students should ask themselves “Is it safe? Is it courteous and respectful?”

### **PLAYGROUND RULES**

- Students will not chew gum or eat food on the playground.
- Jackets should be worn unless the outside temperature is warmer than 60°.
- The teacher on duty must give students permission before leaving the playground to retrieve a ball, use the rest room, etc.
- Students must remain on the school grounds during the noon hour unless given permission by their parents to leave and an adult signs them out.
- Bats and hard baseballs are not permitted on the playground. Football is not allowed.
- No throwing leaves, snow, ice, rocks, or anything except balls.
- Portable radios, CD players, MP3 players, cameras, electronic equipment, toys, other than balls, are NOT permitted at school, on the playground, or on the bus. (See cell phone policy in building section at the end of this handbook.)

### **RECESS OFFENSES**

- Throwing snowballs or rocks.
- Fighting or pushing on the playground or when lining up to come inside.
- Leaving the playground without permission or not lining up when the bell rings.
- Swearing or using inappropriate language.
- Talking back to the teacher and being disruptive.
- Using playground equipment inappropriately.
- Playing tackle-like games.
- Any other offense that a teacher feels is unsafe and presents a problem.

## **STUDENT DRESS CODE**

While fashions may change, the reason for being in school does not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety risk will not be permitted. Students should dress for their comfort, safety, and the weather. Students should also follow this dress code when attending out-of-school events such as field trips or performing at special events such as the holiday program.

- A. Shorts are permitted in warm weather, but please be sure the length is appropriate.
- B. Tennis shoes are strongly recommended at all times, but no wheels, please. Tennis shoes must be worn in Gym Class. Your child's teacher will let you know which days are gym days.
- C. No Flip-Flops are to be worn in school. Shoes should have backs. Shoes with higher heels are not allowed. These higher heels are not safe on our stairs.
- D. Students should not wear wide-armed shirts unless another shirt is worn underneath. Thin-strapped dresses or shirts, or outfits that show the midriff, should not be worn to school.
- E. Undergarments should not be visible.
- F. No bandanas or headscarves are allowed. Gloves are not to be worn in school. No hats in school unless it is a special hat day and it has been announced.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Student lockers are the property of the Mount Vernon City School District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasium. The Mount Vernon City School District may use video cameras in such areas and on all school vehicles transporting to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police.

## **INTERROGATION OF STUDENTS**

The Mount Vernon City School District is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While we believe these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator will remain in the room during questioning. If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

## **BUS CONDUCT AND TRANSPORTATION RULES**

**Only buses are permitted in the bus lane by the school between 8:30 AM and 9:10 AM in the morning and between 3:00 PM and 3:50 PM in the afternoon.** Each school has several different buses. Usually, the buses are on time. Occasionally a bus may be late due to a breakdown or a new substitute who is not familiar with the route. During bad weather, we ask that you be patient because bus runs take longer in bad weather and the safety of your child is always the number one consideration.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the building administrator. The principal and the Transportation Department may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change. If you have questions regarding busing, you may contact the Transportation Department at 393-5995.

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Prior to loading (on the road and at school), students:

- shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
- must wait in a location clear of traffic and away from where the bus stops
- must stay off the road at all times while walking to and waiting for school transportation
- must line up single file off the roadway
- behavior at school bus stops must not threaten life, limb, or the property of any individual.
- must wait until the school bus is completely stopped before moving forward to board the bus and must refrain from crossing a roadway until the driver signals it is safe to cross
- must properly board and depart the bus and go directly to an available or assigned seat.

While on the bus, students:

- must remain seated keeping aisles and exits clear.
- must keep head, hands, arms, and legs inside the school bus at all times.
- must observe classroom conduct and obey the driver promptly and respectfully.
- must not use profane language.
- must refrain from eating and drinking on the bus except as required for medical reasons.
- must not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment)
- must not use tobacco.
- must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- must not throw or pass objects on, from or into the bus.
- must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- animals, firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses.
- as a safety precaution, we would appreciate you putting any items your child may take to school in a bag. One item such as a book bag or a paper bag is much easier for a child to handle than a number of individual items.

Exiting the school bus, students:

- remain seated until the bus has completely stopped
- cross the road, when necessary, at least 10 feet of the vehicle, but only after the driver signals that it is safe
- be alert to a possible danger signal from the driver
- only exit at their assigned bus stop unless a bus pass has been issued by the school

## **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Code of Conduct and may lose the privilege of riding on the bus.

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After the informal hearing, the principal or the administrator will decide whether or not to suspend his/her bus riding transportation privileges for all or part of the school year.

## **SUSPENSION PROCEDURES**

- A. The superintendent, principals, assistant principals and other administrators may suspend a student from school for not more than ten (10) school days.
- B. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all the period of the suspension to the following school year.

C. Prior to the suspension, the superintendent or the principal shall:

- a. Give the student written notice of the intention to suspend him/her and the reasons for the intended suspension. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.

*NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), and all other reasons as deemed necessary by the Building Principal.*

Provides the student an opportunity to appear at an informal hearing before the Superintendent/designee, principal or assistant principal to challenge the reason(s) for the intended suspension or otherwise to explain his/her actions.

D. The superintendent or principal, within one school day after the time of a student's suspension, shall notify in writing the parent, guardian, or custodian of the student and the Treasurer of the Board of Education of the suspension. The notice shall include:

- a. The reasons for the suspension.
- b. The right of the student or his/her parent, guardian, or custodian to appeal the suspension to the Board of Education/designee by filing a written appeal to the Treasurer within ten (10) calendar days after the notice of intent to suspend was provided.
- c. The right to be represented in all appeal proceedings.
- d. The right to be granted a hearing before the Board/designee in order to be heard against the suspension and to request that the hearing be held in executive session.
- e. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the suspension.

E. The student may be excluded from school during the appeal process.

F. Under Ohio law, appeal of the Board's decision may be further appealed to the Court of Common Pleas within thirty (30) days from the Board's decision.

## **EXPULSION PROCEDURES**

- A. The superintendent may expel a student from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to 3313.66 (B)(2)-(5), 3313.66(F) and 3313.662(A) of the Ohio Revised Code.
- B. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident takes place gives rise to the expulsion, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.
- C. No student shall be expelled unless, prior to his/her expulsion, the superintendent does the following:
  - a. Gives the student and his/her parent, guardian or custodian written notice of the intent to expel the student. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.
  - b. NOTE: *Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), and all other reasons as deemed necessary by the Building Principal.*
  - c. Provides the student and the student's parent, guardian, custodian or representative an opportunity to appear before the superintendent/designee to challenge the reasons for the intended expulsion or otherwise explain the student's actions.
- D. The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian or representative to appear before the superintendent/designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's action, and notification of the time and place to appear.
- E. The time to appear before the superintendent/designee shall not be earlier than three (3) nor more than five (5) school days after the notice is given unless the superintendent grants an extension at the request of the student or his/her parent, custodian, guardian or representative. If an extension is granted after giving the original notice, the superintendent shall notify the student and the student's parent, guardian, custodian, or representative of the new time and place to appear.

- F. The superintendent within one school day after the time of a student's expulsion, shall notify in writing the parent, guardian, or custodian of the student and the Treasurer of the Board of Education of the expulsion. The notice shall include:
- a. The reasons for the expulsion.
  - b. The right of the student or his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education/designee by filing a written appeal to the Treasurer within fourteen (14) calendar days after the notice of intent to expel was provided.
  - c. The right to be represented in all appeal proceedings.
  - d. The right to be granted a hearing before the Board/designee in order to be heard against the expulsion and to request that the hearing be held in executive session.
  - e. Notification that the expulsion may be subject to an extension pursuant to Ohio Revised Code Section 3313.66 (F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
  - f. The manner and date by which the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the expulsion.
  - g. Information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident or gave rise to the student's expulsion including the names, addresses and phone numbers of the appropriate public agency. (Note: This requirement applies only in the event the expulsion is more than twenty (20) school days, or if the expulsion will extend into the following semester or school year.)
- G. The superintendent will initiate expulsion proceedings even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.
- H. A student may be excluded from school during the appeal process.
- I. Under Ohio law, the decision of the Board may be further appealed to the Court of Common Pleas within thirty (30) days from the date of the Board's decision.

## **EMERGENCY REMOVAL PROCEDURES**

- A. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from any curricular or extracurricular activity or from the school premises. The notice and hearing ordinarily required for suspension and expulsion can be temporarily waived.
- B. A teacher may remove a student from any curricular or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons are submitted to the principal in writing as soon after the removal as is reasonable.
- C. If either suspension or expulsion is contemplated, a hearing must be held as soon as practicable after the removal, but in no case later than three (3) school days from the time removal was ordered.
- D. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as practical prior to the hearing.
- E. The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken.
- F. The person who ordered, caused, or requested the emergency removal must be present at the hearing.
- G. In an emergency removal, a student can be kept from the class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.
- H. In all cases of normal discipline procedures in which a student is removed from a curricular or extracurricular activity for less than twenty-four (24) hours, and is not subject to the further suspension or expulsion.

# Mount Vernon City School District Bylaws & Policies

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## **No Liability for Good Faith Compliance**

A School District employee, student or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if the incident is reported promptly, in good faith and in compliance with the procedures as specified in this policy.

R.C. 3313.666, 3313.661, 3313.663, 3313.666, 3313.667

Adopted 12/3/07

**The Mount Vernon City School District** is an equal Education Opportunity and Equal Employment Opportunity Institution, in compliance with the Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination and Employment Act of 1976, the Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

## **ANTI-HAZING POLICY**

The Mount Vernon Board of Education forbids hazing. The employees of the school district, students, or any other person must not encourage or condone hazing at any school activity, on or off school premises. Incidents of hazing shall be reported immediately to the superintendent.

## **DRUG FREE SCHOOL**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school-approved vehicles, or any other school related event. Drugs include any alcoholic beverages, anabolic steroid, dangerous or controlled substances as defined by State statute, or any substance that could be considered a “look-alike” controlled substance. Compliance with policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in District policy up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials.

## **STATEMENT OF NON-DISCRIMINATION**

The Mount Vernon Board of Education determines to be an equal education opportunity and an equal employment opportunity institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination and Employment Act of 1976, Title IX of the Education Amendments of 1972, and with Section 504 of the Rehabilitation Act of 1973.

The Board of Education directs the Superintendent to see that the above statement is disseminated to students, staff, parents, and the general public, and to appoint appropriate compliance officers.

## **STUDENT GRIEVANCE PROCEDURE FOR ALLEGED DISCRIMINATION**

The Mount Vernon Board of Education recognizes that, in the interest of compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973, procedures are necessary to assure prompt and equitable resolution of individual student complaints involving the application and/or interpretation of the aforementioned laws and their implementing regulations. The grievance procedure shall be available to all students in the Mount Vernon City Schools, and no reprisals of any kind shall be taken against any student initiating or participating in the grievance procedure. The lodging of any grievance shall be the exclusive right of the individual student.

The primary purpose of the grievance procedure shall be to obtain, at the lowest possible level and in the shortest period of time, solutions to grievances which may arise from time to time. The following grievance proceedings shall be handled in a confidential manner.

All grievances shall be lodged within thirty (30) calendar days following the condition which is the basis for the grievance. All grievances shall be appealed to the next step in the procedure within five (5) school days of the decision in the previous step, or such right of appeal shall be forfeited.

All grievances shall be acted upon within five (5) school days after the receipt of the grievance or after the grievance hearing, if a hearing is requested.

If the student requests a hearing at any step in the grievance procedure, the student shall have the right to be accompanied at the hearing by legal counsel. If the student desires to have other interested parties at the hearing, the school employee with whom the hearing is scheduled shall be notified in writing, twenty-four (24) hours in advance of the hearing, as to the names of the interested parties who will attend the hearing.

Step 1- The student shall first discuss the grievance with the building principal.

Step 2- If the grievance is not resolved to the student's satisfaction at Step 1, the student may appeal the grievance, in writing, to the building principal.

Step 3- If the grievance is not resolved to the student's satisfaction at Step 2, the student may appeal the grievance, in writing to the superintendent or his designee through the Title IX Compliance Officer or the Director of Instruction as appropriate.

Step 4- If the grievance is not resolved to the student's satisfaction at Step 3, the student may appeal the grievance, in writing to the Board of Education.

Step 5- If the grievance is not resolved to the student's satisfaction at step 4, the student may appeal the grievance, in writing, to the Office for Civil Rights, the U.S. Department of Health, Education, and Welfare - Cleveland, Ohio.

This grievance procedure shall be distributed to all students in the Mount Vernon City Schools at the beginning of each school year, and to new employees as they are hired. Copies of all written grievances, hearings, appeals and actions taken shall be sent to:

Pam Rose, Director of Student Services

740-397-7422, ext. 6022

## **5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or

administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related guidelines shall be maintained as confidential to the extent permitted by law.

#### Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

#### Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an

employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent shall develop guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Adopted 12/3/07

Revised 12/6/10

## **McKinney-Vento Homeless Education Assistance Act**

### **If your family lives in any of the following situations:**

- In a shelter, motel, vehicle, or campground,
- On the street,
- In an abandoned building, trailer, or other inadequate accommodations, or
- Double up with friends because you cannot find or afford housing.

**Then, your preschool-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.**

### **Your children have the right to:**

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one requested, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in a school without giving a permanent address, Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation services comparable to services offered to other students.

### **When you move, you should do the following:**

- Contact the complex area's homeless concerns liaison for homeless education for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or someone at a shelter, social services office, or the school can direct you to the person to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the homeless concerns liaison for homeless education, the shelter provider, or social worker for assistance with clothing and supplies, if needed.

Local Area Contact: Pam Rose, Student Services Director  
Mount Vernon City Schools,  
(740) 393-5975 extension 6021

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line  
**1-800-308-2145**

## **TITLE 1 INFORMATION**

### 2261.01 - PARENT PARTICIPATION IN TITLE I PROGRAMS

- I. In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents of the students being served. Each year the Superintendent shall work with parents of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent involvement policy to establish expectations for the involvement of such parents in the education of their children. The proposed policy shall be reviewed and approved annually by the Board of Education and distributed to parents of children receiving Title I services. The proposed policy must describe how the School District will:
  - A. involve parents in the development of the School District's Title I plans and in the process of school review and improvement, if necessary;
  - B. provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student achievement and school performance;
  - C. build the schools' and parents' capacity for strong parental involvement;
  - D. coordinate and integrate parent involvement strategies with parent involvement strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents and Teachers, and Home Instruction for Preschool Youngsters;
  - E. in consultation with parents, annually evaluate the content and effectiveness of the parent involvement policy in improving the academic quality of schools, including:
    1. identifying barriers to greater parent participation;
    2. designing strategies for more effective parental involvement; and,
    3. revising the parental involvement policy if necessary;
  - F. involve parents of children receiving Title I services in deciding how Title I funds reserved for parent involvement activities will be allocated;
  - G. provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
  - H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
  - I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
  - J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents and participate appropriately in the decision-making about the program and revisions in the plan;
  - K. involve parents in the planning, review, and improvement of the Title I program;

L. communicate information concerning school performance profiles and their child's individual performance to parents;

M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper

N. provide timely responses to parental questions, concerns, and recommendations;

O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;

P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

II. The Superintendent must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following: In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving students achievement, the Superintendent and building principals must include provisions in the School District and school parent involvement policies regarding: environment for homework; guiding nutritional and health practices, and the like;

A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parental involvement plan.

B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.

C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities.

D. Parents of participating students' must be provided with:

1. timely information about the Title I program and the school's parent involvement policy;
2. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels expected;
3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible;

E. As a component of the school parental involvement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents which outlines how the school staff, the parents, and the student will share responsibility for academic improvement and the means by which the school and parents will build and develop a partnership to help students achieve State standards. The compact must:

1. describe the school's responsibility to provide a high quality curriculum and instruction in a

- supportive, effective learning environment;
- 2. describe the parent's responsibility to support their child's learning environment such as monitoring attendance, homework, extra-curricular activities and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children;
- 3. address the importance of parent/teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents on their child's progress; and reasonable access to the staff and to observe and participate in classroom activities.

F. Parents of children receiving Title I services must be notified about school parent involvement policies in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.

G. School parent involvement policies must be evaluated periodically to consider whether they meet the changing needs of parents and the schools.

III. In order to build the School District's capacity for parent involvement, the Superintendent and building principals may also:

A. assisting parents of children served under Title I in understanding the State's academic content and assessment standards, and in understanding how to monitor their child's progress and how to work with educators to improve their child's achievement;

B. providing materials and training to help parents work with their children to improve achievement;

C. educating teachers, pupil services personnel, and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;

D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal programs;

E. providing such reasonable support for parent involvement activities as parents may request.

F. involve parents in the development of training for teachers and administrators to improve the effectiveness of such training;

G. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;

H. train parents to enhance the involvement of other parents;

I. adopt and implement model approaches to improving parental involvement;

J. establish a District-wide parent advisory council to provide advice on all matters related to parental

involvement programs;

K. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

## **Title 1 School Compact**

Student achievement is a responsibility shared by the principal, teacher, student and parents.

### **Principal**

The principal's responsibility is to do the following:

- Provide an environment that allows for positive communication between teachers, parents and students
- Provide opportunities for parents to be involved in the school and in their child's education
- Encourage positive communication between home and school

### **Teacher**

The teacher's responsibility is to do the following:

- Help the students to achieve to the best of their abilities
- Provide lessons that will be directed toward state academic standards
- Notify the parents of student achievement and behavior
- Communicate regularly with parents and other teachers about their students
- Participate in parent conferences
- Encourage the use of parent volunteers and parent involvement

### **Student**

The student's responsibility is to do the following:

- Attend school regularly and punctually
- Behave and obey the school rules
- Learn by participating and listening in the class and completing all assignments

### **Parent**

The parents agree to Title 1 services (reading and math intervention/assistance) for the child and are responsible for supporting the learning process in the following ways:

- Communicate regularly with the teacher regarding the student's progress
- Participate in conferences
- Make a daily check of the student's work and/or assignments
- Encourage the child's effort and work with the child
- Provide a suitable area in the home for study and homework.

## **Parent Right to Know - Teacher Qualifications**

### **Parent Right to Know – Teacher Qualifications**

You have the right to know the teaching qualifications of your child's classroom teacher. The federal law, *No Child Left Behind*, requires that any local school district receiving federal Title 1, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title 1 that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction;
2. Whether the teacher is teaching under emergency or temporary status that waives State licensing requirements;
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification);
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher's aides) and their qualifications.

## WIGGIN STREET SCHOOL STAFF

(followed by tel. extension number and e-mail address

Telephone (740)427-4262

We Invite You To Visit Our Web Site At [www.mvcsd.us](http://www.mvcsd.us)

Principal	Dee Lowers	(6601) <a href="mailto:dlowers@mvcsd.us">dlowers@mvcsd.us</a>
Secretary	Anne Phillips	(6600) <a href="mailto:arphillips@mvcsd.us">arphillips@mvcsd.us</a>
Kindergarten	Lori Zolman	(6624) <a href="mailto:lzolman@mvcsd.us">lzolman@mvcsd.us</a>
Kindergarten	Elizabeth Bonaudi	(6618) <a href="mailto:ebonaudi@mvcsd.us">ebonaudi@mvcsd.us</a>
First Grade	Robin Bebout	(6621) <a href="mailto:rbebout@mvcsd.us">rbebout@mvcsd.us</a>
First Grade	Amy Kramp	(6603) <a href="mailto:akramp@mvcsd.us">akramp@mvcsd.us</a>
Second Grade	Angie Clippinger	(6605) <a href="mailto:aclippinger@mvcsd.us">aclippinger@mvcsd.us</a>
Second Grade	Heather Waugh	(6622) <a href="mailto:hwaugh@mvcsd.us">hwaugh@mvcsd.us</a>
Third Grade	Eileen Eilbacher	(6608) <a href="mailto:eeilbacher@mvcsd.us">eeilbacher@mvcsd.us</a>
Third Grade	Kim Treber	(6617) <a href="mailto:ktreber@mvcsd.us">ktreber@mvcsd.us</a>
Fourth Grade	Lisa Loveland	(6623) <a href="mailto:lloveland@mvcsd.us">lloveland@mvcsd.us</a>
Fourth Grade	Betsy Sabo	(6620) <a href="mailto:bsabo@mvcsd.us">bsabo@mvcsd.us</a>
Fifth Grade	Christy Grandstaff	(6609) <a href="mailto:cgrandstaff@mvcsd.us">cgrandstaff@mvcsd.us</a>
Fifth Grade	Annmarie Crosswell	(6607) <a href="mailto:acrosswell@mvcsd.us">acrosswell@mvcsd.us</a>
Reading Specialist	Charlie Otting	(6616) <a href="mailto:cotting@mvcsd.us">cotting@mvcsd.us</a>
Gifted Specialist	Tracy Kanuckel	(6611) <a href="mailto:tkanuckel@mvcsd.us">tkanuckel@mvcsd.us</a>
Intervention Specialist	Amy Ballard	(6616) <a href="mailto:aballard@mvcsd.us">aballard@mvcsd.us</a>
Vocal Music	Sarah Reyes	(6604) <a href="mailto:sreyes@mvcsd.us">sreyes@mvcsd.us</a>
Art	Katie Gentry	(6604) <a href="mailto:kgentry@mvcsd.us">kgentry@mvcsd.us</a>
Physical Education	Craig Nieman	(6610) <a href="mailto:cnieman@mvcsd.us">cnieman@mvcsd.us</a>
Speech/Lang. Pathologist	Bev Toutain	(6611) <a href="mailto:btoutain@mvcsd.us">btoutain@mvcsd.us</a>
Social Worker	Jenn Lovra	(6610) <a href="mailto:jlovra@mvcsd.us">jlovra@mvcsd.us</a>
Psychologist	Helen Davis	(6600) <a href="mailto:hdavis@mvcsd.us">hdavis@mvcsd.us</a>
Nurse	Janet Stutzman	(6600) <a href="mailto:jstutzman@mvcsd.us">jstutzman@mvcsd.us</a>
Health Aide	Pat Metcalf	(6600) <a href="mailto:pmetcalf@mvcsd.us">pmetcalf@mvcsd.us</a>
Occupational Therapist	Pam Berry	(6600) <a href="mailto:pberry@mvcsd.us">pberry@mvcsd.us</a>
Occupa. Assist	Susan Bryan	(6600) <a href="mailto:sbryan@mvcsd.us">sbryan@mvcsd.us</a>
Library Aide	Kerri Stetler	(6618) <a href="mailto:kstetler@mvcsd.us">kstetler@mvcsd.us</a>
Cook	Mary Ann Walker	(6627) <a href="mailto:mwalker@mvcsd.us">mwalker@mvcsd.us</a>
Full-Time Custodian	Ed Baer	(6600) <a href="mailto:ebaer@mvcsd.us">ebaer@mvcsd.us</a>
Part-Time Custodian	Perry Winfrey	(6600) <a href="mailto:pwinfrey@mvcsd.us">pwinfrey@mvcsd.us</a>

# **Wiggin Street Elementary School**

**207 Wiggin Street – P.O. Box 352**

**Gambier, Ohio 43022**

**(Telephone )740-427-4262 – (FAX) 740-427-3926**

## **DAILY SCHEDULE**

- 7:00 A.M. ....Building Opens for the Day for Staff**
- 8:00 A.M. to 8:55 A.M. ....Teacher Prep. and Conference Time**
- 8:40 A.M. ....Supervision of students available in cafeteria**
- 8:40 A.M. ....Breakfast is available in the Cafeteria**
- 8:55 A.M. ....Students Enter Classrooms**
- 9:00 A.M. ....Morning Classes Begin**
- 11:45 A.M. ....Kindergarten, First, Second go to Lunch**
- 12:05 P.M.....Bell rings for K-2 to go to recess and 3-5 will come inside for Lunch**
- 12:40 P.M. ....Bell rings for students line up to come in from recess**
- 12:45 P.M. ....Afternoon Classes for grades K-5 begin**
- 2:25 P.M. to 2:40 P.M. ....Recess for Students in Grades K-4**
- 3:30 P.M. ....All Students Dismissed**
- 3:45 P.M. ....Teacher Work Day Ends**
- 4:00 P.M. ....Building Closes for the Day**

# **WIGGIN STREET POLICIES/PROCEDURES**

## **Student Illness Or Injury At School**

If your child should become ill or be injured at school, we will make an attempt to contact you by telephone at home and at work. In the event that we cannot reach you, we will contact one of the people whom you have listed on your child's Emergency Card.

If the illness or injury is serious, we will contact the College Township Emergency Squad.

If your child should have to be transported to the hospital, a member of the staff will accompany your child. The staff member will take the Medical Emergency Authorization Form, which you completed, to the hospital, so that the hospital will have your written permission to treat your child.

## **Staying Inside At Recess Following An Illness Or Injury**

Weather permitting, your child will be expected to go outside for recess every day. If your child needs to stay inside during recess for a day or two following an illness or an injury, please advise your child's classroom teacher in writing or leave a message on your child's classroom teacher's voice mail by 8:45 A.M.

If your child needs to stay inside during recess for longer than three days, a note from your child's physician is required, explaining why your child may attend school but may not go outside for recess.

## **Requesting Student Assignments During An Absence**

If you wish to obtain your child's assignments during his or her absence, please call the school office by 10:00 A.M. to make the necessary arrangements. Assignments can be obtained at the end of the school day in the school office. If your child is too ill to work on assignments, he/she will be given the opportunity to complete assignments upon returning to school. All work that is completed at home should be returned the day the student returns to classes unless the child has been too ill. Classroom teachers will give a designated extended time for assignments to be completed when absence is due to illness.

## **Morning Arrival Procedure**

**Parents should follow the traffic flow of lining up along the curb of the playground on Brooklyn (facing east). Parents would then turn right onto Chester Lane (please stay to the right) and then make a right turn again to come up the short hill and drive around the back of the school to the side. Students should exit their car on the sidewalk side of your car and come in the front door. Parents then exit the drive onto Wiggin Street. Please do not make a left turn as you leave the drive onto Wiggin Street during "drop off" or "pick up" times.**

>Students should not arrive to school before **8:40 A.M.**

- >Students who arrive to school before 8:55 A.M. are to report to the cafeteria.
- >Students who arrive to school between 8:55 A.M. and 9:00 A.M. are to report directly to their classrooms.
- >Students who arrive to school after 9:00 A.M. are to report to the school office **with their parent (guardian) before** going to their classrooms. (Students are considered tardy after the 9:00 A.M. bell rings and should obtain a late slip from the office.) Late Arrivals / Tardies: If a student arrives after 9:00 a.m. and before 10:30 a.m., the student will be considered tardy. After 10:30 a.m., the student will be considered an A.M. absence. Three tardies will be counted as ½ day absence. We ask that parents make every effort to assist their child in arriving to school on time (**Tardy bell rings at 9:00 A.M.**) Children arriving to school late are often behind their peers in organization and understanding of instructional directions for the morning. Excessive tardiness is an academic concern and we appreciate your efforts in helping us with your child's arrival to school on time.

### Afternoon Dismissal Procedures

- >All students (grades K-5) are dismissed at 3:30 P.M.
  - >Bus students wait in the hallway outside of the office for their buses to arrive and are dismissed by the teacher on duty. Bus students are escorted to their buses by members of the school Safety Patrol.
  - >Students who walk home or to a parent's designated location should bring a note to the office so that we can have that information on file.
  - >Parents who walk to the school should come to the side of the school and their child will be dismissed to them.
  - >All students riding home with their parents should come to the cafeteria and will be dismissed to their car with assistance from the teachers on duty.
- Parents driving to pick up their child in the afternoon should follow the same traffic flow as in the morning (indicated above in the Morning Arrival Procedure). Teachers will assist your child in getting safely to your car at the cafeteria side door.**

### Leaving and Returning To The Building During The School Day

If a student leaves the building during the school day, the student's parent or legal guardian must sign-out the student in the school office, before the student may leave. If a student returns to school that same day, the student's parent (guardian) must sign-in the student in the school office before the student returns to his or her classroom.

### Student Dress Code

Students should dress appropriately for the weather, their comfort, and their safety. It is very important that students not make fashion statements in clothing, jewelry, or hair color that would distract from our real purpose of school and that is "to learn." Shorts are permitted (appropriate length) and tennis shoes are strongly recommended for safety purposes. **Tennis shoes must be worn in gym class. For safety reasons, we ask that students wear socks when wearing sandals to school and that flip flops not be worn.** We ask that students wear shoes with no higher than a 2 inch heel. Students are not allowed to wear roller shoes to school. Thin-strapped dresses or shirts, or outfits that show the midriff, should not be worn to school. Students are not allowed to wear mesh shirts or large jersey styled shirts that have large and loose fitting armholes unless a t-shirt is worn underneath this type of shirt. **Students are asked to remove hats, scarves, and visors when in the building.**

## Lost and Found

The Lost and Found is located in the first floor hall. Unfortunately, it is usually well stocked with articles of clothing, lunch boxes, book bags, back packs, etc. Money found at school is kept in the school office.

A good way to avoid having your child's belongings end up in the Lost and Found is to **label** everything with your child's first and last name.

## Non-Student Children Visiting At School

Students are **not** permitted to bring pre-school age children to visit at school. Children visiting from another school must be pre-approved by the classroom teacher and building principal.

## A Change In Your Child's After School Routine

If your child is to do something after school that is different than what he or she usually does, please send a note to your child's classroom teacher or call the school office before 2:30 P.M.

For your child's safety, we **cannot** accept your child's verbal statement that he or she is to walk home rather than ride the bus, ride the bus to a friend's house, wait at school to be picked-up by grandma, etc.

## Celebrating Student Birthdays

Parents are welcome to send a birthday treat to school for their children to share with their classmates. Due to food allergies of many students, we ask that parents make contact with the classroom teacher prior to bringing snacks. It is very helpful if you send in all ingredients of snacks provided as treats for the class. Please make contact with the classroom teacher prior to bringing snacks to check for any student allergies, etc. **We ask that birthday party invitations be mailed to homes unless every student in the child's class will be receiving an invitation.**

## Cell Phones

We ask that students not bring cell phones to school. We have telephones in each classroom and in all other areas of the school. If a child needs to bring a cell phone to school to be used for an after school purpose, we ask that the child take the phone to the office for safe keeping until after school. Use of cell phones at school or on the bus will result in the removal of the phone from the child.

## Bringing Toys To School

Students are discouraged from bringing toys, games, dolls, stuffed animals, etc. to school except for teacher requested "Sharing Time." We ask that students leave all video games, CD's/CD Players and any other electronic games and toys at home. The school will **not** be responsible for the loss or damage of these items.

**Toy weapons or replicas of weapons of any kind are not allowed at school. The possession and/or use of toy weapons at school may result in disciplinary action.**

## **Textbooks and Library Books**

All textbooks and all school library books are the property of the Mount Vernon Board of Education. Students are responsible for all textbooks that are loaned to them and for all library books that they check-out. If a student damages or loses a textbook or a library book, the parents of that student will be expected to assume the cost of the repair or replacement of the book.

## **Volunteer Program**

If you would like to volunteer to help in some way at Wiggin Street, please contact your child's classroom teacher or call the school office. Volunteers have assisted us in the past by serving as classroom aides, serving as classroom guest speakers, word processing, grading papers, making bulletin boards, telephoning, working in the library, working in the book bindery, assisting with fundraisers, chaperoning field trips, assisting with the annual book fair, and helping with the costumes, props, and set for school programs.

## **Parent-Teacher Organization**

Membership in the Friends of Wiggin Street is open to all parents or legal guardians of Wiggin Street students, all Wiggin Street staff members, and all Wiggin Street volunteers. Business meetings are announced in advance of the meeting date.

## **No Pet Policy**

It is the policy of the Mount Vernon City Schools that no personal pets or animals be permitted in the buildings. A classroom may have a short pet visit for a show and tell but prior approval must be obtained from the classroom teacher and the office must have prior notice. An adult must stay with the pet at all times while the pet is in the school for that short period of time. Past incidents involving pets have compromised the personal safety and health of students and staff.

## **VIDEO SURVEILLANCE**

The Mount Vernon City School District has installed video surveillance equipment in all school buildings to support a safe and secure school environment for our students and staff. Individuals will be held responsible for any violations of school rules or law recorded by the cameras. The resulting images may be used for disciplinary action or prosecution.

## **EMERGENCY DRILLS**

All schools in the state of Ohio are required to have fire, tornado, and lockdown drills. During a fire drill children are exited from the building according to prearranged plans to get them out of the building as safely and quickly as possible. Tornado drills are different in that the children remain in the building and they go to the basement area. The purpose of the lockdown is to prepare the school for the unlikely event that a **dangerous event could occur. The purpose is not to scare students, but to prepare them for an emergency situation.**