COLUMBIA ELEMENTARY SCHOOL

PARENT and STUDENT

HANDBOOK

2025-2026

TABLE OF CONTENTS

THE MOUNT VERNON CITY SCHOOL DISTRICT INFORMATION **5**
MISSION STATEMENT 5
MOUNT VERNON CITY SCHOOLS ADMINISTRATION 6

GENERAL INFORMATION FOR THE ELEMENTARY SCHOOLS **7**
ENROLLMENT INFORMATION 7
CHANGE OF ADDRESS 8
WITHDRAWAL/TRANSFER FROM SCHOOL 9

MEDICAL INFORMATION **10**
EMERGENCY MEDICAL AUTHORIZATION FORM 10
IMMUNIZATIONS 10
INJURY AND ILLNESS 10
STAYING INSIDE AT RECESS FOLLOWING AN ILLNESS OR INJURY 10
PRESCRIPTION MEDICATION 11

HEALTH AND SAFETY **12**
LIFE THREATENING ALLERGIES 12
CONTROL OF COMMUNICABLE DISEASES 12
AND NUISANCES TO PUBLIC HEALTH 12
CONTROL OF BLOODBORNE PATHOGENS 13
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS 13
SAFETY AND SECURITY 14

STUDENT ATTENDANCE POLICY **15**
REGULATIONS GOVERNING ABSENCES 15
GENERAL GUIDELINES FOR KEEPING CHILDREN HOME DUE TO ILLNESS 16

STUDENT PROGRESS AND GROWTH **18**
REPORTING STUDENT PROGRESS TO FAMILIES 18
PARENT-TEACHER CONFERENCES AND GRADE CARDS 18
GRADES K-5 19
STUDENT ASSESSMENT 19
CONCERNS 19
HOMEWORK 20

STUDENT AND PUPIL SERVICES **21**
RESPONSE TO INTERVENTION 21
STUDENT PSYCHOLOGICAL SERVICES 21
COUNSELING SERVICES 21
GIFTED SERVICES 22

STUDENT SPEECH AND THERAPY SERVICES 22
INDIVIDUALS WITH DISABILITIES 22

MISCELLANEOUS PARENT INFORMATION 23
STUDENT FEES 23
STUDENT RECORDS 23
EMERGENCY CLOSING AND DELAYS 23
CARE OF PROPERTY 24
FOOD SERVICE 24
FIELD TRIPS 24
LIBRARY SERVICES 25
SCHOOL PARTIES AND BIRTHDAY CELEBRATIONS 25

STUDENT CODE OF CONDUCT 26
DISCIPLINE 28
DETENTION AND BEHAVIOR IN SCHOOL 29
SEARCH AND SEIZURE 29
INTERROGATION OF STUDENTS 29
BUS CONDUCT AND TRANSPORTATION RULES 30
SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES 31
DUE PROCESS RIGHTS 31
SUSPENSION PROCEDURES 31
EXPULSION PROCEDURES 33
EMERGENCY REMOVAL PROCEDURES 35

STUDENT RIGHTS AND RESPONSIBILITIES 36
GENERAL RULES FOR STUDENT BEHAVIOR 36
PLAYGROUND/SCHOOL RULES 36
RECESS OFFENSES 36
STUDENT DRESS CODE 37

Mount Vernon City School District Bylaws & Policies 38
NO LIABILITY FOR GOOD FAITH COMPLIANCE 38
ANTI-HAZING POLICY 38
DRUG FREE SCHOOL 38
STATEMENT OF NON-DISCRIMINATION 39
STUDENT GRIEVANCE PROCEDURE FOR ALLEGED DISCRIMINATION 39
5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR 40
COMPLAINTS 42
PRIVACY/CONFIDENTIALITY 43
REPORTING REQUIREMENT 43
IMMUNITY 43

NOTIFICATION 43
EDUCATION AND TRAINING 44
MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT 44
TITLE 1 INFORMATION 46
- PARENT PARTICIPATION IN TITLE I PROGRAMS 46
TITLE 1 SCHOOL COMPACT 49
PARENT RIGHT TO KNOW - TEACHER QUALIFICATIONS 50
ELEMENTARY SCHOOL INFORMATION 51
STAY CONNECTED 51
HOURS OF OPERATION AND DAILY SCHEDULE 51
2024 - 2025 COLUMBIA ELEMENTARY STAFF ROSTER 52
PARKING 52
DROP OFF AND PICK UP 53
NO DOGS ON SCHOOL PROPERTY 54
BREAKFAST AND LUNCH INFORMATION 54
PLAYGROUND RULES 54
TOYS AND ITEMS FROM HOME 54
CELL PHONES AND THE OFFICE PHONE 54

MOUNT VERNON CITY SCHOOL DISTRICT 2024 - 2025 CALENDAR 55

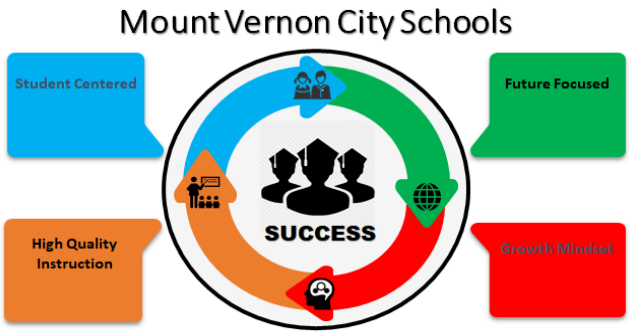
DISCLAIMER

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, 2024. If you have any questions or would like more information about a specific issue or document on the District's website: www.mvcsd.us.

THE MOUNT VERNON CITY SCHOOL DISTRICT INFORMATION

MISSION STATEMENT

Mount Vernon City Schools will be a Student Centered, Future Focused District with a Growth Mindset anchored by High Quality Instruction preparing students for success both now and in the Future.



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 ADMINISTRATION

BOARD OF EDUCATION

Mrs. Jody Goetzman, President	jgoetzman@mvcsd.us
Mr. Tim Workman, Vice President	tworkman@mvcsd.us
Dr. Margie Bennett, Member	mbennett@mvcsd.us
Mrs. Mary Rugola-Dye, Member	mrugola-dye@mvcsd.us
Mr. Jeff Ward, Member	jward@mvcsd.us
Mrs Judy Forney, Treasurer	jforney@mvcsd.us

School Board Meetings – 6:00 p.m. in the Energy Field House Community Room
School Board meetings are posted on the MVCSD website**.**

CENTRAL OFFICE ADMINISTRATION AND SUPPORT STAFF

Bill Seder, Superintendent	bseder@mvcsd.us
Carmen Griffith**,** Director of Student Services	cgriffith@mvcsd.us
Dr. Eric Brown, Director of Elementary Curriculum	ebrown@mvcsd.us
Kathy Kasler, Director of Secondary Curriculum	kkasler@mvcsd.us
Dr. Matthew J. Dill, Director of Technology	mdill@mvcsd.us
Todd Conant, Director of Transportation	tconant@mvcsd.us
Rick Shaffer, Director of Maintenance	rshaffer@mvcsd.us
Meg Reed, Director of Food Services	mreed@mvcsd.us

BUILDING ADMINISTRATION

Andrew Thompson, Principal	Columbia Elementary School
Margy Arck, Principal	Dan Emmett Elementary School
Teresa Weaver, Principal	Pleasant Street Elementary School
Karly Watterson, Principal	East Elementary School
Adam Mowery, Principal	Twin Oak Elementary School
Christy Grandstaff, Principal	Wiggin Street Elementary School
Darin Prince, Principal	Mount Vernon Middle School
Robin Elliott, Assistant Principal	Mount Vernon Middle School
Rob Gross, Assistant Principal	Mount Vernon Middle School
Cory Caughlan, Principal	Mount Vernon Senior High School
Jonnah Hetzel, Assistant Principal	Mount Vernon Senior High School
Ben Richards, Assistant Principal	Mount Vernon Senior High School
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 resides 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. Mount Vernon City School District has a one-stop location for parents, the *One View Parent Portal*, to connect with the school, update student information, fill out electronic forms, and access other resources such as *ProgressBook*, *PayForIt*, and Bus Routes. The *One View Parent Portal* can be accessed at www.mvcsd.us and then clicking on the Parent icon. Parents will have to keep the information on their student's account updated as information changes.

Please make sure you finish all of the pages of the online registration using a desktop or laptop computer. Do not attempt to enroll on a mobile device.

Before you begin, have the following information ready:

- phone numbers and email addresses for work and home,
- student health information,
- emergency contact information.

This is a three step process that allows parents to complete the registration forms online and then set up a time to bring the necessary documents to the Welcome Center to finalize the registration process.

STEP 1 - CREATE a new "OneView" parent account.

Click this link to access the Mount Vernon OneView Parent Portal and create a new account.

- Once you click the |Create A New Account| link, you will be asked to fill out a brief form including personal information and account access information.
- Using the pull down menu in Your Registration Status, Please Select……..'I am here to enroll a new student in the district'.
- When finished click Register and Begin.

STEP 2 - COMPLETE online registration.

- You will be taken to the 'Enroll A Student At Mt. Vernon Schools' page. Click the blue button to begin
- Please fill out all information on the form. Fields which are required are marked in bold. Questions about this form should be directed to Deb Doup at dedoup@mvcsd.us or by phone at (740) 397-7422 ext. 6000. When you have completed the form, click the |Save & Submit To District| button in red at either the top or the bottom of the form to securely transmit your student information to the school district.
- You must click the |SAVE & SUBMIT TO DISTRICT| button on the last page to finish the registration.
- If you are enrolling a Kindergarten student, please download the Physical Exam Form and the Dental Exam Form, or you can request a hard copy from the receptionist.

Questions about this form should be directed to Deb Doup at *dedoup@mvcsd.us* or phone at *(740) 397-7422.*

STEP 3 - MAKE a Welcome Center appointment. After the entire online registration is completed and submitted, you will receive an email prompting you to schedule an appointment at the District Welcome Center. The District Welcome Center is located at the Mount Vernon Board of Education Offices at 300 Newark Road, Mount Vernon, Ohio. (CLICK HERE FOR DIRECTIONS)

IMPORTANT INFORMATION! At your enrollment appointment, you will need a number of identification documents to complete the registration.

- Photo ID of Parent/Guardian enrolling student
- Original Birth Certificate
- Proof of Residency in one of these forms
- mortgage statement
    - utility bills: gas/electric/water
    - lease
    - deed
    - property tax statement
- Immunization Requirements
- Current IEP/504 Plan (if applicable)
- Current Documentation of Custody (if applicable). In accordance with Ohio Revised Code 3313.67.2 and the Missing Children's Act, the parent/guardian must provide a certified copy of the divorce decree and parenting plan allocating parental rights and responsibilities and/or other documents allocating custody or guardianship.

CHANGE OF ADDRESS

If a family moves during the school year, parents must immediately contact their child's school to notify the staff of the new address. The parents should go to the *One View Parent Portal* to change the address and then upload, mail, or bring the proof of residency to the school office. When 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. This can also be completed on the *One View Parent Portal* under Enroll New Student, Open Enroll a Student (red tab). Busing will not be provided for a child who open enrolls unless approved by the Transportation Department for a pick up at an established bus stop in the attendance area.

WITHDRAWAL/TRANSFER FROM SCHOOL

Parents must notify the school office that his/her child is transferring to another school. All school fees, library and textbooks, and other school materials must be returned to the original school of attendance prior to withdrawal from school. The new school will have the parent sign a Request for Records. Upon receipt of this request, records, including the disciplinary records of suspension and expulsion, will be transferred to the new school.

MEDICAL INFORMATION

EMERGENCY MEDICAL AUTHORIZATION FORM

A complete Emergency Medical Authorization (EMA) Form must be on file in the One View Parent Portal in order for a student to participate in any activity off school grounds, including field trips. The Emergency Medical Authorization Form is completed at the time of enrollment and the parent must update the student's information on the One View Parent Portal 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 enter the information in the One View Parent Portal. Please keep any medication that your child takes updated on the online EMA form.

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 a 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 MVCSD 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 information in the One View Parent Portal.

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 form, which you completed online on the One View Parent Portal, 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, determine 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 a parent 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 backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, "EPIPENS", 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 EPIPEN 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.

It is the district's expectation that all students are toilet trained, and although accidents happen, parents may be called to assist.

CONTROL OF BLOODBORNE 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 bloodborne 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 bloodborne 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 Know 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. Schools are required to do safety drills throughout the school year. The State of Ohio mandates that once a month we have a fire drill, and from March through the end of the school year, we conduct tornado drills to make sure our students are prepared for an emergency. Each year by December 1st, a school safety drill is also mandated. Mount Vernon City School District uses the ALICE system to address and practice the school lockdown drill. MVCSD has elected to do more than one ALICE drill per school year.

The ALICE components include:

- Alert - We make an announcement, "We are in a Lockdown."
- Lockdown- We practice the Lockdown and Barricade protocols to create a safety barrier between students and a potential intruder.
- Inform- We utilize video surveillance and our PA systems, to make announcements related to the intruder's description and location. This information allows teachers an opportunity to apply the ALICE tools to make decisions.
- Counter- We prepare to counter after the lockdown has been initiated.
- Evacuation- We conduct an evacuation scenario where students exit the building. Depending upon the weather, we may evacuate students to rally points, but minimally we evacuate to locations adjacent to the building.

If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. Students may not bring visitors to the school without first obtaining permission from the principal. When training students about any type of safety drill, the student's level of comprehension and maturity is always kept in mind. If parents have questions regarding the safety drills conducted at school, they are encouraged to contact the school office.

In order to properly monitor the safety of students and staff, all entry doors will be locked. Visitors, particularly parents and family members are welcome at the school, but you must report to the main office and sign in. 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.

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.

Video camera surveillance is on the premises.

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 a 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 parents must notify the Office of the time that the student will be out of school. 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 into school before the child returns to class.

For additional information, please see the district's attendance guidelines located on the MVCSD website.

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 be 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 online.

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 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 conferences 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.

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.

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 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 could be retained.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives. Students in grades 2-5 will take the NWEA/MAP Assessment three times each school year to monitor growth and pinpoint specific gap skills.

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. Each elementary school has a social worker available to talk to parents and to students about school concerns.
3. 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

RESPONSE TO INTERVENTION

The purpose of the Response to Intervention (RtI) 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 RtI 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 3 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 funds from the federal Individuals with Disabilities Education Act (IDEA) and Preschool Federal Grants. You may make a referral or discuss the IDEA and Preschool grants by contacting your school principal or the Director of Student Services at 397-7422.

COUNSELING SERVICES

During the 2020-2021 school year, MVCSD added school social workers at the elementary level. The social workers work full time at the schools offering class lessons, social groups, and individual counseling on a limited basis. Parents are contacted for permission when a social worker meets with a student in a small group or one-on-one. Students can be referred to see an elementary social worker by a parent, teacher, staff member, or principal.

When parents contract with outside agencies so that their child can receive counseling services, it is expected that this occurs outside the academic school day. In the event that this is not possible, lunch and recess times are available and the school will find space. The parents must contact the school principal to discuss these arrangements prior to the first counseling session. A release must be signed by the parent allowing the counseling to happen at school during the noon hour. All agencies should have a release specific to school permission. With some parent releases, information can be shared between the school and the counselor/social worker.

GIFTED SERVICES

The Mount Vernon City Schools "Gifted Service Plan" is located on the gifted and enrichment section of the district's website The section can be found here.

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 Americans' with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals 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.

MISCELLANEOUS PARENT INFORMATION

STUDENT FEES

We are pleased to announce that for the 2024-2025 school year, all Student Academic Fees will be waived for all Mount Vernon City School students. This initiative aims to support our families and ensure that every child has access to the resources they need without financial burden.
Previously, student fees helped to underwrite part of the cost of consumable items used at school. For Grades K-5, the fee was $30.00. These fees are no longer applicable, and there is no need to make any payments for student academic fees this year.

We hope this change will positively impact our students and their families. If you have any questions or need further information, please contact the school office.

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.

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 a 2-Hour Delay is called unexpectedly.

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. Mount Vernon City Schools uses Instant Connect for communications and alerts. Instant Connect is a communications system that allows us to send voice, text, and email to our district families. We will be using this software as our notification system for attendance, important district news, alerts, and school closings.

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 other 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 breakfasts and lunches available to all students free of charge. This change is effective for the 2024-2025 school year. Students may also bring their own lunch to school to be eaten in the school cafeteria. Carbonated beverages (pop) and candy are discouraged in the cafeteria. No student shall be allowed to leave school premises during the lunch period without written permission from the parent. Students leaving during the lunch period must be signed out in the Office and signed back in by the parent or adult when they return to school.

Even though Breakfast and Lunches are free for the 2024-2025 school year. It is still vitally important that families continue to fill out Free and Reduced Lunch application forms

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 Authorization Form on file completed on the *One View Parent Portal*. 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.

All chaperones for field trips must be pre-approved by school personnel before the day of the field trip.

LIBRARY SERVICES

The students check out books throughout the year with new books 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 modeled 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 books 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 so replacement can be completed before the next 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.

This Code of Regulations is adopted by the Board of Education of Mount Vernon City Schools pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. This Code of Conduct is in effect when students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events or in other school activities or programs.

In addition, this Code of Conduct includes:

1. misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. misconduct by a student that, regardless of where it occurs, is directed at a district employee or the property of an official or employee, or is disruptive to the school's educational program. Any student engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.661 and 3313.662 of the Ohio Revised Code.
3. misconduct the effects of which occur on school grounds.

The types of conduct prohibited by this Code of Regulations are as follows:

1. Interfere with the ability to maintain an appropriate educational climate.
2. Damage or destruction of school property, private property, property of school employees, or property of other students.
3. Theft or possession of school property, or private property, or school personnel's property without proper authorization.
4. Bullying/Harassment (including sexual and racial)/Intimidation/Coercion – Any intentional written (including electronic terms of communication), verbal or physical act that a student has exhibited toward another particular student more than once and the behavior is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Coercing another, including the victim, to do any act that creates risk of mental or physical harm.
5. Fighting, hitting, or unauthorized touching of another person. Cause or attempt to cause physical injury or harm to another person (intentionally or through horseplay), or threatens, harass, or intimidate another person, or encourage others to participate in such misconduct, or personally participate in any manner, includes "cyberbullying," the use of modern technologies to embarrass, humiliate, threaten or harm another person;
6. Engaging in any activity or manner of conduct, either passive or active, that would present a safety hazard or disrupt or interfere with the operation of the school or school related events.
7. Defy the valid authority of teachers, supervisors, administrators, or other school personnel; or be disrespectful of teachers, supervisors, administrators, or other school personnel; or fail to comply with the directions/policies of teachers, supervisors, administrators, or other school personnel;
8. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane. Name calling, racial epitaphs, and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, gender, religion, nationality, appearance or other reason is prohibited.
9. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
10. Forgery or falsifying of school or school related documents. Use or copy the schoolwork of another or present it as his/her own without proper attribution, or cheat in any way, or falsify any document. Presenting someone else's work, as one's own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying other student's assignments, quiz or test answers, and plagiarism. Violation of this policy may result in zero credit for assignments or work involved;
11. Violate the Student Computer/Internet Use Policy;
12. Gambling;
13. Possess or use tobacco products, look-alike tobacco products in any form including electronic,

"vapor", or other substitute forms of cigarettes or lighters; In addition to the disciplinary action taken by school officials, students possessing and/or using tobacco products including electronic, "vapor", or other substitute forms of cigarettes may be reported to the appropriate law enforcement/juvenile court officials.

14. Sell, offer to sell, traffic, or conceal any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look alike drug, drug paraphernalia, inhalant or mind-altering substance, herbs, supplements, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the foregoing items or assist anyone who has any involvement; or be involved in the company of anyone while that person is involved in the selling, offering to sell, or trafficking of any of the substances listed;
    Possess, use, transmit, conceal, exhibit symptoms of use of, be under the influence of or transmit any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look-alike drug, herbs and supplements, drug paraphernalia, inhalant or mind-altering substance, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the following items or assist anyone who has any involvement or be in the company of anyone while that person is smoking or otherwise ingesting or taking any of these substances. "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, desk, or vehicle. Use of an over-the-counter medication or medication authorized by medical prescription from a licensed physician shall not be considered a violation of this rule so long as parents and guardians have completed the appropriate forms with the prescribing physician's signature for the administration of medication at school. All medication shall be kept in the security of school personnel. "Under the influence" is defined as manifesting signs of drug, chemical or alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student;
15. Possess, handle, transmit, or conceal any firearms, look-alike firearm or weapon, knife, explosive, ammunition, smoke bomb, mace, kubaton, or other dangerous object, or any object which might be considered a weapon or instrument of violence or harmful to the health of others (Section 2923.122 ORC);
16. Use profanity, abusive language, or obscene gestures not conducive to the school environment, or possess or transmit (personally or electronically) pornographic or any other offensive material;
17. Possess or transmit any underground publications, party promotions, or any other unauthorized material that could be disruptive to the school (this could include class assignments);
18. Be truant or absent from class without good cause, or be repeatedly and excessively tardy to school;
19. Leaving school property, after arrival to school and/or leaving school premises during school hours without permission of the proper school authority.
20. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority. This includes entering the school building before or after school.
21. Failure to abide by the dress code set forth in the student handbooks or established by the administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang-like activity.
22. Engaging in sexual acts, displaying physical affection or other inappropriate behavior with a person of the same or opposite sex.
23. Willfully aiding another person to violate school regulations.
24. Commission by a pupil of any crime in violation of the Ohio Criminal Code or the Ohio Juvenile Code.

25. Failure to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
26. Violation of any Board rule, regulation or policy.

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 after school detention. In some cases, students may be suspended from school. Parents will be asked to come to school for a meeting to discuss the incident.

If a student serves an after-school detention, it is the responsibility of the parent to provide transportation.

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. If a student is suspended from riding the bus, it will be the responsibility of the parent to provide transportation to and from the school. School attendance is still expected.

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.

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.

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.
    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 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.

Students who receive an in-school suspension, emergency removal, out-of-school suspension, or expulsion are expected to complete all assigned schoolwork and receive a grade.

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 and staff 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.
- In general, students should ask themselves "Is it safe? Is it courteous and respectful?

PLAYGROUND/SCHOOL RULES

- Students will not chew gum or eat food on the playground.
- Jackets must 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 restroom, 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.
- No throwing leaves, snow, ice, rocks, or anything except balls. NO tackle football.
- The school district will not be responsible for any personal items that your child brings to school (i.e. balls, electronic equipment, and/or toys). Overall, electronic equipment/mobile devices are not permitted at school. However, there may be specific times that it will be approved for an educational value.

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.

- Shorts are permitted, but please be sure the length is appropriate.

- 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.

- No Flip-Flops are to be worn in school. Sandals must be worn with socks. Shoes/sandals should have backs/straps. Shoes with higher heels are not allowed.

- 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.

- Undergarments should not be visible.

- 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.

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 1064, 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:

Carmen Griffith, Director of Student Services
740-397-7422

Dr. Eric Brown, Director of Elementary Curriculum
740-397-7422

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/cyberbullying, 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 a 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 website (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: Carmen Griffith, Student Services Director
Mount Vernon City Schools,
(740) 397-7422 extension 6026

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, ongoing 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 co-ordinate 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 ongoing 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

You have the right to know the teaching qualifications of your child's classroom teacher. The federal law, *Every Student Succeeds Act,* 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.

Columbia Elementary

150 Columbus Road
Mount Vernon, Ohio 43050
Phone: 740-393-5975
Fax: 740-393-5976
Principal: Andrew Thompson
andrewthompson@mvcsd.us
Secretary: Darcy Miller
dmiller@mvcsd.us

We Show Our BEST By Being:

B - Bold E - Engaged S - Safe T - Thoughtful

Stay Connected

For the latest news and information, go to our website:
mvcsd.us and select Columbia Elementary

You can also follow us on social media:

@Columbia-Elementary @Columbia_Jacket

Hours of Operation and Daily Schedule

Office hours are from 8am - 4pm, Monday through Friday.

Student Arrival / Breakfast Served:	8:45 am - 9:00 am
Tardy Bell:	9:00 am
Morning Recess for KG and 1st Grade:	10:45 am - 11:00 am
Lunch / Recess:	11:45 am - 12:45 pm
Afternoon Recess for Kindergarten:	2:15 pm - 2:30 pm
Student Dismissal:	3:30 pm
Safety Patrol Concludes:	3:40 pm

2024-2025 Columbia School Staff Roster

Principal Andrew Thompson		**Secretary** Darcy Miller		**School Social Worker** Nick Gotschall
Kindergarten Darcy Ewers Annie Johnson		**First Grade** MacKenzie Scott Stacey Suarez		**Second Grade** Kim Atkinson Lori Luna
Third Grade Melissa Gregory Erin Humphrey		**Fourth Grade** Dee Barteau Traci Thomas		**Fifth Grade** Karen Fanning Nicole Justice
Specials Teachers ???, Library Olivia Glass, Art Laura Ackert, Music Heather Barbour, PE		**Intervention Specialists** Alexandra Beerman Denise Randall		**Reading Specialists** Jennifer Brown Tammy Souhrada
Gifted Intervention Specialist Mark Bohland		**Academic Tutor** ???		**ESL Instructor** CJ Furan
School Nurse Laine Shoemaker		**Health Aide** Melissa Armstrong		**Aides** Laddy Davis Destiny Smith Christy Yeager
Cooks Debra Egan Denise Long		**Custodians** Mahdi Bradley Dottie VanWinkle		**Bus Drivers** Steve Auker Chris Burnside David Garner Dave Shoro

IMPORTANT INFORMATION ABOUT COLUMBIA ELEMENTARY:

Parking

During school hours we ask that you utilize our parking lot beside the building. Limited parking is also available in front of the building along Columbus Road. Please be courteous to our neighbors and avoid parking in their driveways or in front of their driveways.

Drop Off and Pick Up

Students may be dropped off no earlier than **8:45 am**. There is no supervision before **8:45 am**.

- If you are walking your child to the building, please be sure to park in a designated parking area and walk your child to the front of the building. Staff members will be at the front door greeting the students upon arrival.
- If you are utilizing the drop off loop to drop off your child, please access the loop via Pittsburgh Avenue. This will serve as a single lane car line in the mornings. Please pull up as far as you are able to before stopping to allow your child to exit the vehicle to head into the building. We will have staff members on duty to assist your child as needed when they are dropped off.
- If a student is brought to school **after 9:00 am**, a parent or guardian will need to sign the student in at the Office.

Dismissal is at **3:30 pm**. If you are picking up your student, please be prepared with your designated numerical Columbia student tag either visible in your car or with you when walking up to the front of the building.

- If you are walking up to pick up your child, please be sure to park in a designated area, have your numerical Columbia student tag ready, and walk to the front of the building. Once you are to the front of the line a staff member will match the correct student with your numerical Columbia student tag.
- If you are utilizing the pick up loop to pick your child up, please access the loop via Pittsburgh Avenue. This will serve as a double lane car line on the gravel entryway in the afternoons to allow for as many vehicles as possible to get into the loop, and then it will merge into a single lane on the pavement as directed by a staff member. Please have your numerical Columbia student tag visible for our staff to be able to see. Please remain in your vehicle once you have pulled up to the designated area for pick up. Staff members will be present to assist students getting matched with the appropriate vehicle.

Students are expected to come directly to school in the morning and go directly home each afternoon.

Students are expected to walk or ride their bicycle on sidewalks or at the side of the road facing traffic where no sidewalks exist.

Bicycles should be walked on and off the playground and parked in the bicycle racks. Bicycles should be locked on the bicycle racks during school hours. It is not the responsibility of the school if a bicycle is lost or stolen. Students should always use good bicycle safety rules when coming to and from school.

No Dogs On School Property

While we love our furry, four legged friends we have to remind everyone that dogs are **NOT** allowed on school property. Several students have allergies or a fear of dogs and sometimes dogs are not as receptive to excited children or other dogs. This rule is in place to keep all parties safe and healthy.

Breakfast & Lunch Information

1. Students are not allowed to have pop or energy drinks at school.
2. Students are not allowed to share food.
3. Students may place unopened and unwanted food from their school purchased breakfast or lunch into the 'Share Box'. Items from home are not allowed in the 'Share Box'. Students that are still hungry after finishing their own breakfasts or lunches, may select an item from the 'Share Box'.

Playground Rules

1. Snowballs are not to be made or thrown at school. The snow stays on the ground.
2. Do not throw balls against the building.
3. Students are not to jump from the playground equipment.
4. Use the equipment the way it is meant to be used.
5. Go down the slides feet first, one at a time.
6. One person on sliding poles at a time.
7. Stand and walk on platforms and steps, not on top of the equipment.

Toys and Other Items From Home

Please remind your student that any item that is brought to school has an increased risk of being lost, stolen or broken. While we try to make every effort to avoid these outcomes, sometimes it still occurs and interrupts the learning process. The school also does not assume responsibility if an item becomes lost, stolen or broken while at school.

Cell Phones and the Office Phone

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 powers the cell phone off and keeps it in their bookbag for safekeeping until after school. Use of cell phones at school or on the bus will result in the removal of the phone from the child.

Students, if approved, may use the telephone in the office. Students will not be called out of class for telephone calls unless it is an emergency.

Mount Vernon City School | 2024-2025 CALENDAR

AUGUST '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7-8 New Teacher Academy

13 Opening Convocation

13-19 Teacher In-Service

20 First Day of School
Staggered Start
Kindergarten/ MS/HS

SEPTEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

02 Labor Day
(No School)

23 Teacher In-Service
No School

OCTOBER '24

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17 End of 1st - 9 Weeks
(41 Days)

18 Teacher In-Service
(No School)

November '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6-7 P/T Conferences
7-8 (No School)

27-29 Thanksgiving Break
(No School)

DECEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Thanksgiving Break
(No School)

23-31 Winter Break
(No School)

JANUARY '25

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Winter Break Continued
(No School)

10 End of 2nd- 9 Weeks
(Q- 44 Days / S- 85 Days

13 Teacher In-Service
(No School)

20 M.L. King Day
(No School)

17 Presidents' Day
(No School)

FEBRUARY '25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

20 End of 3rd -9 Weeks
(45 Days)

21 Teacher In-service
(No School)

24-28 Spring Break
(No School)

MARCH '25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18- Holiday Break
(No School)

APRIL '25

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

25 Graduation
26 Memorial Day
(No School)
29 Last Day for Students
(2-hour early release)
(Q-42 / S-87)
30 Teacher Work Day

MAY '25

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Hours of Operation

High School & Middle School	7:40-2:35
Elementary Schools	9:00-3:30

Total – Hours of Instruction

Total Instructional Days –	172 Days
Total Hours – Elementary –	1118 Hours
Total Hours – MS/HS -	1170 Hours

	School Holidays (No School)		P/T Conferences/Teacher Comp Day (No School)
	Start of Grading Period		End of Grading Period
	Staff In-Service or Work Day (No School)		New Teacher Academy
	P/T Conferences		Graduation

Revised 1-8-24