

Covington Elementary School

Student Handbook

2026-2027



Covington Elementary School

807 Chestnut Street, Suite B

Covington, OH 45318

Phone: 937-473-2252

Fax: 937-473-3685

Website: www.covington.k12.oh.us/es

Principal: Mr. Josh Long

A Letter from the Principal

Dear Parents & Students,

It is with great pleasure that I serve as Covington Elementary Principal. It is exciting to work with you to prepare for a wonderful year of learning. I look forward to working with you and your child and trust you will find Covington Elementary an excellent place to learn and grow.

Communication is an important component of your child's education. Your child's teacher will communicate with you regularly about what is being taught in your child's classroom through newsletters. Parents have access to their child's grades through an online program called Progress Book. The Chestnut Chatter, our monthly newsletter, communicates the many happenings in our building. The newsletter can be viewed by clicking on Covington Elementary School on the web page at www.covington.k12.oh.us.

As a parent, you are invited to visit our school at any time. Please make arrangements with the teacher before going to the classroom. Please don't hesitate to contact the office to discuss a concern, or offer a suggestion – the door is always open. Please sit down with your child and read through this handbook. It will tell you exactly what we expect and what services and benefits you may expect from the school. To verify that you have read this Handbook online or hard copy, please sign and return the signature form provided to your child's teacher.

I hope the 2026-2027 school year is an educationally rewarding and enjoyable year for your family.

Sincerely,

Josh Long, Principal

Email: longj@covingtonk12.org

Table of Contents

Absence Thresholds.....	14
Attendance.....	13
BEST.....	18
Cafeteria.....	16
Calendar.....	6
Celebrations.....	11
Change of Contact Information.....	11
Clinic Guidelines.....	12
Closings, Delays, or Early Dismissals.....	12
Daily Schedule.....	8
Early Departures.....	15
Excused vs. Unexcused Absences.....	13
Grades & ProgressBook.....	17
Grading Scale.....	17
Harassment/Bullying.....	22
Homework Policy.....	18
Information Release.....	24
Late Arrivals.....	14
Medication Guidelines.....	12
Mission Statement, Motto, & Vision.....	5
Notice & Consent / Opt-Out for Specific Activities.....	29
Notification of Rights for Elementary & Secondary Schools.....	29
Parent Right to Know Teacher Qualifications.....	31
Parking/Drop-Off & Pick-Up of Students.....	9
Phone Numbers.....	5
Principal's Discipline Procedure.....	22
Principal's List & Honor Roll.....	17
Pupil Rights Amendment.....	27
School Bus Discipline Procedure.....	23
School Bus Regulations.....	23
School Fees.....	11
School Supply Store.....	11
Staff.....	7
Student Arrival & Departure.....	9
Student Behavior Guidelines.....	19
Student Conduct.....	21
Student Council.....	18

Student Dress Code.....	20
Student Network & Internet Acceptable Use & Safety.....	24
Suspensions.....	14
Tardies.....	14
Telephone Use.....	11
Vacations.....	15
Visitors.....	11
Volunteers.....	18

COVINGTON ELEMENTARY SCHOOL MOTTO

Covington Elementary School is a place to learn, think, share, and care!

CEVSD MISSION STATEMENT

The mission of the Covington Schools is to provide an excellent educational foundation that prepares our students to become productive and responsible citizens.

CEVSD Vision

- A. Our vision for Covington students is to have respect for each other and adults. They will continue to be active thinkers, problem solvers, as well as demonstrate positive social responsibility. The academic needs of all students will be adequately addressed within the school environment.
- B. Our vision for Covington staff is to continue to develop as professionals and to incorporate and facilitate the needed changes in a technological society.
- C. Our vision for the Covington community is to continue to develop a partnership involving schools, families, and local organizations.



Covington School District Phone Numbers

Covington Board of Education Office	937-473-2249
Covington High School (Grades 9-12)	937-473-3746
Covington Elementary & Middle School (Grades K-8)	937-473-2252
Covington School Nurse	937-473-8320
Covington School Bus Transportation Supervisor	937-473-2552

Common District Abbreviations

CESVD = Covington Exempted Village School District
CHS = Covington High School
CMS = Covington Middle School
CES = Covington Elementary School

COVINGTON EXEMPTED VILLAGE SCHOOL DISTRICT 2026-2027 SCHOOL YEAR CALENDAR

2026

- **August 21:** Teacher Work Day/In-Service
- **August 24:** Staff Work Day/In-Service Open House
- **August 25:** Teacher Work Day/In-Service
- **August 26:** First Day of School for Grades 1-12
Kindergarten Smart Start - Girls only attend
- **August 27:** Kindergarten Smart Start - Boys only attend this day
- **August 28:** Kindergarten Smart Start - Both Boys & Girls attend
- **September 7:** Labor Day (No School)
- **October 12:** Teacher In-Service (No School)
- **October 30:** End of First Quarter (46 days)
- **November 12:** 2-Hour Early Dismissal
Parent/Teacher Conferences 1:30-9:00 p.m.
- **November 13:** No School
- **November 25-27:** Thanksgiving Break (No School)
- **November 30:** School resumes
- **December 23:** 2-Hour Early Dismissal
- **December 24-January 1:** Winter Break (No School)

2027

- **January 4:** School resumes
- **January 15:** End of Second Quarter (44 days) / First Semester (90 days)
- **January 18:** Martin Luther King, Jr. Day (No School)
- **February 11:** 2-Hour Early Dismissal
Parent/Teacher Conferences 1:30-9:00 p.m.
- **February 12:** No School
- **February 15:** Presidents' Day (No School)
- **March 19:** End of Third Quarter (42 days)
- **March 22:** Teacher In-Service (No School) / In-Lieu of Day
- **March 23-26:** Spring Break (No School)
- **March 29:** School resumes
- **May 28:** Last Day of School for Students & 2-Hour Early Dismissal
End of Fourth Quarter (45 days) / Second Semester (87 days)
Teacher Work Day/In-Service 1:00-9:00 p.m.
- **May 30:** Graduation Ceremony – Class of 2027

COVINGTON ELEMENTARY SCHOOL

STAFF 2026-2027

Mr. Josh Long
Principal

Kia Stephan - K8 Secretary
Crystal Moore - District Nurse
Lauren Bell - K6 Guidance Counselor
Karol Hogue - Special Education Coordinator
Shelby Holp - School Psychologist
Brandy Anderson - Gifted Coordinator
Beth Humphrey - Speech & Language Pathologist
Bonnie Flora - Food Service Coordinator
Mike Stephan - Custodian/Maintenance Coordinator
Russell McNeil - School Resource Officer

KG Teachers

Alexis Hunt
Karla Pohlman
Kate Reck

1st Grade Teachers

Rachel Larson
Samarra Vencill
Kelly Yingst

2nd Grade Teachers

Kelsey Clefford
Morgan Cox
Josselyn Lavey

3rd Grade Teachers

Sunnee Hazel
Manda Schaffer
Heidi Toner

4th Grade Teachers

Paula Jurgens
Kate Shaffer
Janelle Tebbe

5th Grade Teachers

Susan Brunswick
Rachel Kramer
Christina Sommer

Cafeteria

Lisa Patty
Tammy Burns
Carol Glass
Heather Canan
Xanna Feight
Joanie Shields

Specials Teachers

Jennifer Allen - Music
Abby Niefer - Art
David Heffelfinger - Gym
Sarah Hembree - Tech

Title 1 Reading

McKenna Cattell
Angie Kendig
Diana Schaurer

Title 2 Reading

Denise Pond

Aides

Sara Hines
Kristen Parke
Shanda Rench
Wendy Wintrow
Annetta Wilson
Shannon Young

Library Aide

Michelle Reck

Flex Positions

Briana King
Laura Pellman

Intervention Specialists

Luke Cantrell
Julie Scott
Zachary Shilt

Custodians

Dawn Boehringer
Ashby Rench
Mary Taylor

Educational Service Center

Amie Petty Elizabeth Williams
Sam McAtee Michelle Vanderhorst

Covington Elementary Daily Schedule

Morning Bells	
7:50 AM	Students Admitted Inside Building
8:10 AM	Tardy Bell Rings
8:14 AM	Morning Announcements

AM Recesses	
9:45-10:00 AM	1st Grade
10:10-10:20 AM	4th Grade
11:05-11:15 AM	3rd Grade

PM Recess Schedules	
1:00-1:15 PM	Kindergarten
1:20-1:30 PM	5th Grade
2:00-2:15 PM	2nd Grade

Lunch/Recess Schedules		
Grade	Lunch	Recess
Kindergarten	10:30-10:50 AM	11:00-11:20 AM
1st & 2nd	11:00-11:20 AM	11:20-11:45 AM
7th	11:15-11:45 AM	11:45-Noon
5th & 6th	11:45 AM -12:05 PM	12:05-12:30 PM
8th	12:05-12:30 PM	12:30-12:50 PM
3rd & 4th	12:30-12:50 PM	12:50-1:15 PM

Afternoon Dismissal Times	
2:50 PM	Walkers & Car Riders
3:03 PM	Late Bus Riders

Student Arrival & Departure

Covington Elementary School is in operation from 8:10 a.m. to 2:50 p.m. Students who walk, ride bicycles, or are brought to school in the morning will not be permitted to enter the building until 7:50 a.m.

- ⊘ Do not send your child to school before 7:50 AM.
- ⊘ When picking-up or dropping off a student, do not enter the faculty parking lot or the bus loop.
- ⊘ Students are not permitted to be dropped off or picked up behind the school.

→ **Students who ride Bus 2A or who are picked up/walk home are dismissed at 2:50 PM.**

→ **Students who ride all other buses are dismissed to the cafeteria at 3:03 PM, then they are dismissed from there as their bus arrives.**

After School Changes

Students who will be going somewhere other than their normal destination after school must have a written note from a parent/guardian. If you need to send a message to your child about the change, you can call or email the Elementary Secretary or send their homeroom teacher a message directly (email, Remind, etc.). If we do not receive a note, message, or phone call from a parent/guardian, the child will be dismissed to their normal destination.

Pick-Up / Drop-Off

Parents must enter the parent pick-up / drop-off line and wait their turn. **Students are only to be allowed to enter or exit a vehicle from the sidewalk.** All students entering the parking lot must do so using the crosswalk.

Students will be released only to the custodial parent. If someone other than the custodial parent(s) will be picking up your student, then we must have a written note. This note must state the exact name of the person who will be picking up the student. If the office personnel does not know the parent or individual, picture identification will be required before releasing the child.

Bicycle Regulations

Students who ride bicycles or scooters to school need to park them in the bike racks provided. Locks are not provided by the school. The school is not responsible for lost or stolen items. Please make sure the bike or scooter is in good working condition. Students will need to walk their bikes or scooters on school property. They also need to practice safe riding regulations at all times.

A Letter from the Chief of Police

Parking/Drop-Off and Pick-Up of Students

Dear Parents,

Another school year has begun at Covington Elementary, and we ask that all persons take all of the following into consideration when taking children to or from school.

Speed

Please ensure that you obey the 20 mile/hour speed limit in all areas that are considered to be part of the school zone. It may be necessary at times to drive even slower due to conditions and times of extreme congestion.

Drop-off and Pick-up of Students

I cannot overemphasize enough the importance of ensuring that children load and unload from the curb or sidewalk side of the vehicle. Small children are difficult to see and don't always use the best judgment when crossing the street. Stopping in the middle of the street to allow children to get out of the vehicle is also a practice that is very dangerous for them as well. It is important that drivers take the time to find a parking spot to unload their small passengers. A little longer walk down the sidewalk is much safer than a short walk across a heavily congested street.

Parking

We ask that drivers pay attention to the various parking regulations in the area of the school. Parking in crosswalks, too close to curbs, and in front of driveways is not only a dangerous practice; it is also forbidden by state and local regulations. We also would like to remind drivers of the posted time restrictions in the morning for the drop-off of children. This was put in place to accommodate as many safe drop-offs of children as possible in the morning. It is understandable that parents and guardians wish to watch their children safely enter the school, but this creates back-ups, particularly in the extreme cold weather months.

Adhering to these rules, using common sense, and teaching our children about the need for safety will help mitigate the possibility of a senseless tragedy involving one of our children. We are counting on you as parents to ensure that your children are safely delivered to school.

Questions may be directed to me at my office at any time.

Police Chief
Covington Police Department
937-473-2102

VISITORS

All visitors, including parents, are to enter through the K8 main entrance doors and go to the Elementary Office to sign in. If you wish to have a meeting with a staff member, you will need to call first to set up a meeting; impromptu walk-in meetings during school hours are not acceptable. See also board Policy and Administrative Guidelines 9150, which can be found on Covington Exempted Village School District's website at www.covington.k12.oh.us.

School Fees

2026-2027 Elementary School Fees = \$45

Fees can be paid online or in the office and may be paid during Open House or sent in during the first week of school. Please call the school office if there are any questions regarding the payment of fees. If fees cannot be paid in a lump sum, we will gladly accept partial payments until the amount is paid in full.

CHANGE OF CONTACT INFORMATION

We will not make any changes to a student's contact information. Instead, to ensure the accuracy of the information, a parent/guardian must make their own changes on Final Forms. If you do change your address, we will need a new Proof of Residency (utility bill, signed lease agreement, etc.). If your address changes to outside of the Covington School district, you will need to submit a completed Open Enrollment form. See the Open Enrollment section of the handbook for more information.

SCHOOL SUPPLY STORE

For the convenience of our students, the Student Council operates a school store which sells basic school supplies. Supplies include pencils, pens, pencil grips, erasers, notebooks, crayons, rulers, glue, glue sticks, folders, colored pencils, cloth book covers and other items depending on the supply. The school store is open before school each day and is located outside of the library.

CELEBRATIONS

According to CEVSD Wellness Policy: *"Schools shall limit the number of celebrations involving serving food during the school day to no more than one birthday party per class per month and no more than four school-wide celebrations per year. The school shall prepare and distribute to staff, parents and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans."* If snacks are sent in for individual birthdays, the food item must be individually wrapped, and will be sent home at the end of the day.

TELEPHONE USE

Students are only allowed to use the school telephones for emergency purposes. Students will not be permitted to call home for materials they forgot to bring to school that day. Cell phone use during school is prohibited. If cell phones, or other electronic devices, are out during school time, the device will be taken to the office and parents will be called.

Closings, Delays, or Early Dismissals Notifications

Covington Schools uses multiple methods to reach our parents/students when there will be changes to the normal school schedule. We use the service of ParentSquare to provide phone calls or messages to parents. We also post our notices to our social media accounts which get shared by community members profusely and post the information on our school website. Further, you can always check the local news stations or websites as well. If you are not receiving our notifications via ParentSquare, please go to your child's Final Forms account and make sure that you have the correct contact information provided.

Medication Guidelines

Any Student who is required to take medication during regular school hours must comply with the following regulations:

- Submit a completed **Administration of Prescription Medication at School** form. This form will need to be signed by a physician and submitted to the school nurse. This form is available on the school website. This form will need to be completed any time a new prescription is prescribed.
- Non-prescription (over-the-counter) medications require a parent to complete and submit the **Over the Counter Medical Permission** form which can be found on the school website. We will not allow your child to take OTC medications without your consent.
- All medications, whether prescription or OTC, need to be brought in by a parent or guardian and given directly to the school nurse. The medication will need to be in the original container. For prescription medications, the prescription label must include the student's name, the medication name, the dosage instructions, and the prescribing doctor's name.
- If your child has an allergy or other special medical concern, this information must be entered on their Final Forms under **Health History & Medical Profile - Past & Ongoing Health Conditions**.

CLINIC GUIDELINES

- You will be expected to pick up your child from school if they have a temperature of 99.5°F or higher or if they vomit.
- Our health policy requires a student to be free from fevers and/or vomiting for at least 24 hours, without medication, before returning to school.
- We do not call a student's parent/guardian every time they come into the clinic. It is up to the discretion of the school nurse to assess if the child needs to be sent home or if a parent needs to be contacted.
- If your child needs a change of clothing, for whatever reason, the school nurse does have some available. We will notify you, either by a phone call or note sent home, if your child needed to change their clothes while at school that day. We do ask that if your child is sent home with clothing that belongs to the clinic, please wash the items and send them back as soon as possible so they're available for other students who may need a change of clothes.
Undergarments cannot be returned to the clinic.

Attendance

Attendance is critical for students to receive the full benefit of our educational program. There is no substitute for participation in daily classroom discussion and work. Further, school attendance is the parents' responsibility and is required by law.

District attendance policies require you to notify the school when your student is absent. The parent or guardian must call the office or send an email to the Elementary secretary, prior to 9:00 a.m. on the morning of an absence. For your convenience, the phone system has a 24-hour voicemail service. Failure to notify us of the absence may result in a school official or a police officer coming to the student's residence for a wellness check.

Excused vs. Unexcused Absences

Acceptable reasons for a school absence is governed by the Ohio Revised Code. The school's administration has the authority to determine if an absence is excused or unexcused. Covington's Board of Education has determined the following reasons to be legitimate excuses for school absences:

Excused Absences

- Personal Illness
- Illness in the Family
- Quarantine of the Home
- Death of a Relative.
- Observance of Religious Holidays.
- Vacations that have been pre-approved by the principal.
- Attending school from home due to the absence of a parent/guardian. Any absences under these circumstances shall not extend beyond the period for which the parents/guardians were absent.
- Emergency Circumstances - as to be determined by the principal

A student absent for two days or longer is urged to make arrangements to have assignments collected and picked up. Students must turn in any make-up work within the number of days of excused absences. Example: If a student has 2 days of excused absences, they are granted 2 school days to turn in any make-up work or to complete any testing they may have missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse (see excused absences above) shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. Students who have an unexcused absence are not permitted to make up any missed work.

Absence Thresholds

Absences are counted by hours missed (not days). There are thresholds set by the State and once a student hits that threshold of hours missed, we are required to take certain steps. There are two different types of thresholds: Excessive Absences and Habitual Truant.

Excessive Absences

- When a student has reached 38 absence hours within the school year, we will email and/or mail a letter to the parent. **This letter is simply a caution to review your student's absences and to make a better effort to improve their attendance, if possible.**
- If student is absent 65 hours (approximately 10 days) or more excused and/or unexcused hours within the school year, **the Covington Board of Education has deemed that all absences after the date the threshold is triggered will require a medical note; all absences in which a medical note has not been provided will be considered unexcused.** Further, the student may be referred to the Miami County Attendance Officer.
 - **Example:** A student was absent on February 12. This absence was the student's 67th hour of absence for that school year. When the student is absent again on February 13th, that absence is considered unexcused unless a medical note is provided.

Habitual Truant

- A student is absent 30 or more consecutive *unexcused* hours.
- A student is absent 42 or more *unexcused* hours within one month.
- A student is absent 72 or more *unexcused* hours within one school year.

Once any of these thresholds are met, a written notification will be sent to the parent/guardian. Further absences may result in intervention plans being developed for your child or even legal actions with court involvement.

Suspensions

Suspensions are considered an Authorized Unexcused Absence. Students who are assigned to an Out-of-School Suspension will not be permitted to make up any missed work. Students who are assigned In-School Suspensions are allowed to make up missed work.

Late Arrivals

If your child is going to be late to school, for any reason, a parent/guardian must accompany them to the Elementary office to sign them in. If the student is going to be late due to an appointment, you must still provide a note or call the school in the morning to report the absence.

Tardies

A student is considered tardy if they are not in their seat by the time the final bell rings at 8:10 AM. **If a student is tardy, the parent/guardian must accompany the student to the Elementary Office to sign them in.**

Early Departures

If you are planning to pick up your child from school early, a note is required. Early departures from school will be treated the same as tardiness. The parent/guardian must sign their child out. Too many early departures have the same consequences as tardies (see above).

Vacations

While taking a vacation is considered an excusable absence, written notification must be submitted at least one week prior to the absence. The hours the student is absent will count towards their absence thresholds (see Absence Thresholds below). As long as the absence is excused, students are permitted to make up missed work, including tests. All State tests are required to be made up even if the absence is unexcused. Students will be given the equivalent number of school days absent to make up any missed work.

Example: A student goes on a cruise for 4 days. Upon returning, they must turn in any missed work or make arrangements to make up any missed testing within 4 school days.

Cafeteria

Student Breakfast: \$1.50

Student Lunch: \$2.75

Milk (a la carte): \$0.50

Various snacks, treats, and other drinks are available for an additional fee ranging from \$0.75 – \$2.00.

Lunch Options: A regular lunch will be served daily. The lunch menu will be emailed monthly and can be viewed on the school website. Alternative lunches are offered daily:

Monday = PBJ sandwich

Tuesday = Turkey Snack Pack

Wednesday = Salad

Thursday = Buccs Pizza Box

Friday = Yogurt Lunch

Please assist your child in making their lunch choices each morning before they arrive at school.

Lunch Accounts: Since CES uses a point-of-sale system for purchasing lunches, parents are able to place money onto a student's lunch account in advance. Each student is assigned a confidential PIN number upon enrollment. Their PIN number will stay with them every year until graduation. Ways parents can put money onto their student's account include: cash, check, or online via PaySchools Central (a link is available on the school website). Please make checks out to: *Covington Cafeteria*.

Breakfast: The cafeteria does offer a healthy breakfast for students starting at 7:50 AM. If there is a school delay, breakfast will not be served. Breakfasts are included in the Free & Reduced program.

Charges: If a student does not have enough money on their lunch account, they will be allowed to charge up to three (3) school lunches. After that, the student will be offered a salad lunch only. Students are not allowed to charge any extra foods or drinks. Lunch charges (negative balances) must be paid at the end of each school year. Charging to lunch accounts is not allowed during the last week of school.

Free & Reduced Lunches: Application packets are sent home with all students the first week of school and are also available on the school's website. The price of a reduced lunch changes every year but will be noted on the application packet.

Lunch Visitors: Parents, guardians, or grandparents are invited to join their students for lunch anytime. Please call their teacher that morning or send a note with the student so the kitchen knows to prepare enough food.

Special Food Restrictions: Students who have certain food restrictions, like being lactose intolerant or having allergies to certain foods, should submit a physician's statement to the school nurse. We will work with you and your child to offer food items that best fit their dietary needs.

District Grading Scale

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% or below

Grades & ProgressBook

Knowing your students' grades is one way to ensure they are achieving their educational goals. Parents/guardians can view their student's grades, school attendance, and so much more, at any time throughout the school year, using a program called ProgressBook. Report cards will also be made available at the end of each quarter via ProgressBook. While some teachers still prefer to send home printed report cards with students, it is not a requirement. To set up your parent account on ProgressBook, go to the school website and follow the instructions. You will need a Parent Registration Key which is sent home with you when your child first enrolls in the district. If you lose your registration key, please call the Elementary Office. Since the Parent Registration Keys are a long combination of letters and numbers, it is typically easier for us to email you your registration key. If at any time you have a question or concern about your child's grades or attendance, please do not hesitate to contact the school and/or the teacher.

Principal's List & Honor Roll

Here at Covington Schools, we celebrate students for academic greatness. Students in grades 3rd-5th who end the quarter with all A's and B's make the Honor Roll while students with all A's will be on the Principal's List. At the end of the 1st-3rd quarters, we host a special event for these students. Those students who are on the Honor Roll or Principal's List for that quarter will receive a personal invitation to this event.

Since students in grades KG-2nd don't receive grades, we celebrate their achievements with classroom or grade-level award celebrations throughout the school year. These are hosted by the teachers and are appropriate for the age level. These usually involve certificates, special snacks, or prizes.

Homework Policy

Student achievement depends on close attention to class work. Homeworks is a great tool which teaches students to practice and improve their skills. Each grade level has its own homework policy. Your student will receive that information the first week of school. In addition to completing homework assignments, students would be reading at home for 10-15 minutes daily and practicing math facts. If a student repeatedly fails to complete their school work or homework assignments, they may be assigned to after school, supervised studies.

Student Council

The Covington Elementary School Student Council consists of 3rd-5th grade students who are elected by their classmates. The CES Student Council is in charge of many school activities including: operating the school supply store, raising the flag, leading the daily Pledge of Allegiance, planning events, advising the Principal about student concerns, assisting with awards assemblies, decorating the school, and various other activities throughout the school year. Running for the CES Student Council is a choice; we encourage all of our students to participate.

Participation

There are many ways a student can participate in fun school activities. Throughout the year, we have numerous dress-up days, school events, field trips, and assemblies which provide students with opportunities to participate in fun or silly activities. Please encourage your child to participate as much as you can. Participation in these events and activities help to develop your child's social skills and teaches them that it's ok to have fun and be silly!

Volunteers

Committed volunteers enhance our educational program tremendously and are highly valued by our school. We are always in need of extra volunteers. If you are interested in becoming a volunteer at Covington Elementary School, please call the Elementary Office for more information. We hope you will consider spending time with us as a volunteer.

B.E.S.T.

Buccs Elementary Support Team ***(formerly the Covington Elementary PTO)***

Our BEST organization is just that, the best! This group sponsors building fundraisers, COSI on Wheels, Winter Fest, and so much more. Their profits help to pay for field trips, sponsor Fun Days, and give teachers classroom supplies, equipment, or other special materials. The BEST meetings are held in the k-2 pod on the first Monday of each month at 6:00 pm. More information can be found in the Elementary Office. All are welcome and encouraged to attend the meetings.

Student Behavior Guidelines

Our goal is to spend more time encouraging good behavior, rather than spending extra time on inappropriate behavior. At the beginning of each year, your student's teacher will provide your child with a set of classroom rules and consequences. Each child has a choice to make; we believe our students will make positive choices. Teachers are responsible for the control and discipline in their classrooms. If additional help and support is needed, the principal will become involved.

Beyond your student's classroom rules, they are required to follow the guidelines listed below.

General Expectations

- Students are expected to move through the hallways quietly. This is to show respect for fellow students and teachers within the classrooms.
- Fighting and inappropriate language will not be tolerated.
- Students will not be permitted in the building after school hours unless under the direct supervision of school staff or when accompanied by a parent/guardian.
- Covington Elementary students are expected to show respect for staff members, other adults, and fellow students.
- Students are expected to show respect for all facilities and materials.
- All students are expected to follow the directions of the principal and all school personnel.

Classroom Expectations

- ❖ Students will comply with teacher rules, requests, and assignments.
- ❖ Students are responsible for their own books, paper, and other school materials.
- ❖ Student lockers must be closed, and tables and cubbies must be neat and organized.

Building Movement Expectations

- No student will be admitted into the building until 7:50 AM, unless it is raining or is too cold to stay outside (20°F or lower, including wind chill).
- Students are to report directly to their homerooms before the tardy bell rings at 8:10 AM. If the student has not made it to their class by the tardy bell, they must report to the Elementary Office for a Tardy Slip.
- Students are expected to be quiet and walk in the hallways at all times.

Cafeteria Expectations

- Students are expected to be neat, quiet, and to display proper manners at all times.
- There is absolutely no running anywhere in the cafeteria or dining hall.
- Students are expected to clean up after themselves including throwing away their trash, cleaning up their spills, picking up anything they dropped, etc.
- Students must wait in the cafeteria until they are dismissed by a staff member.

Recess Expectations

- ★ Whenever outside recess is being held, all students are expected to go outside unless they have a note from a physician.
- ★ Indoor recess will be held if the playground is too wet, or if the outside temperature, including the windchill, is 20° or below. However, if the temperature, including the windchill, is between 15°-19°, the recess supervisor may allow 10 minutes of outside play.
- ★ No tackle football or rough physical contact will be permitted.
- ★ Students may not throw anything other than a ball; no hard objects, stones, or snowballs.
- ★ If a ball goes over the fence, the student must first obtain permission to retrieve their ball from the recess supervisor.
- ★ Students must use all playground equipment as directed by staff members.
- ★ Students cannot enter the building without permission from the recess supervisor.
- ★ To play in the snow, students must wear snow boots and have a pair of dry shoes to wear in the classroom.
- ★ Students are to leave personal toys/electronic devices at home. They are allowed to bring games and toys to play with others at recess including jump ropes, balls, games, etc.
- ★ During indoor recess, students will remain in their assigned homeroom classroom. They cannot leave the classroom without permission from the recess supervisor or their teacher. They are expected to use inside voices and engage in peaceful play.

Student Dress Code

Students at CES have always shown good judgment in their appearance and dress. To ensure that our students continue to dress appropriately for school, we have established these guidelines:

- Shirts must be full-length; stomachs are to be covered at all times including when sitting down or raising hands.
- Sleeveless tops must have at least a two-inch shoulder strap.
- Items with provocative or derogative printing or those mentioning drugs, alcohol, or tobacco products may not be worn.
- Hats may not be worn in the building during the school day, except on specially designated days.
- Shoes must be worn at all times. Closed-back sneakers must be worn for P.E. classes.
- Shorts but must be of appropriate length: no spandex, cut-offs, or “Daisy Dukes” are permitted.
- Clothing may not have excessive holes, rip, or tears and absolutely no holes or tears above the knee.
- Pants cannot drag on the floor nor be so baggy that they need to be held up.

Student Conduct

The following rules apply while on school property or under school authority which includes while on school buses or at any school-sponsored activity. Students guilty of any of the following submit themselves to the possibility of severe disciplinary action which may include suspension or expulsion.

Rule 1: Disruption of School

A student shall not by use of violence, force, coercion, threat, or hazing cause material disruption or obstruction to the educational process.

Rule 2: Damage of School or Private Property

A student shall not steal, cause, or attempt to cause damage to the property of another. This includes the setting or use of fire.

Rule 3: Assault

A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to another person. Direct verbal assaults towards staff or other students is prohibited. This includes harassment or bullying. See Board Policy 5517 and 5517.01.

Rule 4: Dangerous Weapons, Instruments, and Explosives

A student shall not possess, use, handle, transmit, or conceal any object or material which when used, misused, or attempted to be used, may cause injury to persons or damage to property.

Rule 5: Tobacco, Narcotics, Alcoholic Beverages, and Drugs

A student shall not possess, use, transmit, conceal, or be under the influence of tobacco, narcotics, alcoholic beverages and/or drugs. This includes drug-related paraphernalia.

Rule 6: False Alarms

A student shall not knowingly report, turn in, or sound any false alarm to the school.

Rule 7: Leaving School Grounds

A student shall not leave school grounds unless he/she obtains permission from the office or it is the designated time for him/her to leave.

Rule 8: Repeated Violations and Insubordination

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teachers aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

Rule 9: Additional Grounds for Suspension:

- Fighting among two or more students on school property, including buses, or at any school-sponsored activity.
- Truancy and repeated tardiness from class or school without school authorization and parent consent.
- Repeated or flagrant violations of any school rules or accepted standards of school behavior. This is to include, but not be limited to: the use of profanity, forgery of signatures or school forms, falsehoods, disrespect toward others and driving infractions.

The Covington School District reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in any of the preceding rules.

Harassment/Bullying

"Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students or school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Harassment, intimidation, or bullying behavior by any student or school personnel in the Covington Exempted Village School District is strictly prohibited. Such conduct may result in disciplinary action, including suspension or expulsion from school. Further, such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student or school personnel including placing an individual in reasonable fear of physical harm and or damaging of students' personal property
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student or school personnel.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the building principal.

PRINCIPAL'S DISCIPLINE PROCEDURE

If a staff member refers a student to the office, the student will be counseled by the principal. If deemed necessary, the following consequences could occur:

- A Principal's Discipline Report is filed.
- Parent/Guardian contacted.
- Logical consequence devised by the principal and/or staff members.
- Noon recess detention(s).
- After school detention(s).
- In-school suspension.
- Out of School Suspension
- Expulsion

**Students under suspension shall not be permitted to attend school, any school-sponsored activity, or to be on school grounds during such activities.*

SCHOOL BUS REGULATIONS

Riding the bus to school is a privilege. All students are expected to obey the following regulations to continue enjoying their bus riding privileges. These bus rules apply every time a student is riding the bus including athletic events, field trips, or school-related special events.

- Students must be at their bus stop on time. Drivers will not wait for a student who isn't at their assigned bus stop.
- Students should never go into the street prior to the bus driver signaling that it is ok to enter. This means they should not be playing in the street while waiting for the bus either.
- If a student needs to cross the street, they need to be at least 10 feet in front of the bus driver's front window.
- Students should use handrail when entering or exiting the bus and should never push or pull another student who is entering or exiting the bus.
- Animals are not allowed on school buses.
- The bus aisles must be kept clear at all times.
- Students are not permitted to eat, chew gum, or drink while riding the bus.
- Loud noises will not be tolerated; students may talk quietly.
- Radios are not permitted on the bus.
- Silence is required at all railroad crossings or other areas of danger as specified by the bus driver.
- Students must remain in their seats at all times while the bus is moving.
- Students are not allowed to throw anything out of or hang anything on or out of the school bus windows.
- Absolutely no smoking, tobacco, vaping, or drug use is allowed on the bus.
- A written note or phone call from a parent or guardian is required for a student to ride any bus other than their assigned bus.
- Students are expected to get on their assigned bus promptly after dismissal. If they miss getting on their bus after school, they will need to be picked up by an authorized adult. We will begin calling parents/guardians and then emergency contacts if necessary. The student will need to be picked up from the Elementary Office by 3:30 PM.
- If possible, notify your bus driver when the student will be absent.
- At dismissal, students are encouraged to notify the driver if another bus rider is not yet on the bus but probably should be. This helps to prevent kids from missing the bus.
- Emergency doors can only be used for emergency situations.

SCHOOL BUS DISCIPLINE PROCEDURE

Students who do not comply with these rules will be subject to disciplinary action including, but not limited to, having an assigned seat on the bus, a phone call or written communication with parents/guardians, suspension from the bus and/or school, expulsion from the bus and/or school. Repeated violations of these rules may result in increased disciplinary actions.

INFORMATION RELEASE

State law requires the school to release directory information such as: name, address, phone number, etc. to the public, including to non-custodial parents. However, federal law states that we may give parents the right to object. Consequently, it is our policy that we will not release any student information for the first two days of school. In that time period, parents will be notified in order to allow time for objection to the release of the records. You may submit an objection to the building principal at the beginning of the school year or at any other time. Please state your reason for not wanting directory information released.

STUDENT NETWORK & INTERNET ACCEPTABLE USE & SAFETY

The Board of Education is pleased to provide internet services to our students. Our internet system has not been established as a public access service; we have the right to place restrictions on the use of the CEVSD network system. Student use of the school's computers, network, and internet services will be governed by this policy, the related administrative guidelines, as well as the Student Code of Conduct. The rights of all users will be respected in the event there is a suspicion of inappropriate use of the network, however, users have no right or expectation to privacy when using the district's network, including, but not limited to, privacy in the content of their personal files, emails, and records of their online activity while on the network.

Pursuant to Federal law, we have implemented technology protection measures which help to protect against access to visual display, depictions, and materials that are obscene, constitute child pornography, or are harmful to minors, as defined by the Children's Internet Protection Act. We also utilize technology which helps us to monitor the online activity of students. These technology protection measures are configured to help protect against access to material considered inappropriate for students as determined by CEVSD staff, administration, or the board. Any student who attempts to disable these technology protection methods will be subject to discipline.

Parents are advised that sometimes students are smart enough to gain access to unauthorized material on the internet. In fact, it is impossible to guarantee that students will not be able to gain access to all information and communications that may be inappropriate, offensive, objectionable or controversial. Parents assume risks by allowing their child access to the internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the internet. We support and respect each family's right to decide if their child should be allowed to use the internet while at school.

Pursuant to Federal law, students shall receive education about the following:

- Safety and security while using email, chat rooms, social media, and other forms of electronic communications.
- The dangers with disclosing personally identifiable information while online.

- The consequences of unlawful or inappropriate activities by students while online who access unauthorized materials ("hacking") or who participate in cyberbullying or other such activities.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Monitoring a student's access may include, but is not limited to, visual observations of online activities during class sessions or use of specific monitoring software to review browser history and network, server, and computer logs. All internet users, and their parents if they are minors, are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the school's computers and network both on the school premises and at school-sponsored events. We do not allow any use of the internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Since communications on the internet are often public in nature, students are not allowed access to social media for personal use from the district's network. However, students shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Non-Internet and specific other unauthorized user actions of the District's Network are outlined below:

- Vandalism or altering system software or hardware such as the placing of unauthorized information or computer components, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
 - The district reserves the right to remove files, retain added hardware components, limit or deny access, and refer the user for other disciplinary actions.
 - The user will be liable for any and all repair costs to restore the network and may be subject to other disciplinary measures.
 - The district reserves all rights to materials stored in files which are accessible to others and will review and/or remove any material which the district, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
 - Users will not use their school provided network account to obtain, view, download, or otherwise gain access to such materials.
- All information services and features contained in the district's network are intended for the private use of its registered users. Any use of these resources for commercial for-profit or other unauthorized purposes (i.e. advertisements, political lobbying, etc.), in any form, is expressly forbidden.
- The user is responsible for their personal account and password. Any problems, which arise from the use of a user's account, are the responsibility of the account holder. Use

of an account by someone other than the registered account holder is forbidden and may be subject to discipline.

- Misuse of the account will result in suspended privileges and/or other disciplinary action determined by the district. Misuse includes:
 - Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
 - Misrepresenting other users on the network and/or allowing anyone to use an account other than the account holder.
 - Disrupting the operation of the network through abuse of the hardware or software.
 - Malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks, slander, or libel which constitutes cyberbullying.
 - Interfering with others use of the network such as extensive use for non curriculum-related communication.
 - Unauthorized downloading, copying, or installation of licensed copyrighted software.
- All students with an email account must follow the district's "Electronic Mail" adopted Bylaws & Policies, plus the adopted Administrative Guidelines.
- The district shall not be liable for any direct or indirect, incidental, or consequential damages, including loss data, information, or time, sustained or incurred in connection with the use, operation, or inability to use the system.
- We will periodically make determinations on whether specific uses of the network are consistent with the acceptable use practice.
- The district reserves the right to log computer use, internet use, email, and all technology utilization by users.
- Users of the district's network assume personal responsibility and liability, both civil and criminal, for uses not authorized by the board's policies and guidelines.

If a user feels there may be a security problem with any of the hardware or services owned or operated by the district, they must notify a staff member or administrator.

Disciplinary action will be taken against anyone abusing the equipment, programs, services, or conditions of use as outlined in this policy agreement. All disciplinary action will be determined by the CEVSD administration. Possible disciplinary actions include:

- Restricted use of equipment or access to the network either during a class period or a specified span of time. If a student has lost privileges, teachers can request temporary reinstatement so that the student can complete required assignments.
- Parent/guardian notification.

The board has designated the Superintendent and the technology coordinator as the administrators responsible for initiating, implementing, and revising this policy and its accompanying guidelines as they apply to student use of the network while maintaining compliance with Children's Internet Protection Act.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF

PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is: funded in whole or in part by a program of the U.S. Department of Education (ED).
- Political affiliations or beliefs of the student or student’s parents.
- Mental or psychological problems of the student or student’s family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding.
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or us:
 - a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

Covington Exempted Village School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Covington Exempted Village School District will directly notify parents and eligible students of these policies at least annually at the start of each school year] and after any substantive changes. Covington Exempted Village School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Covington Exempted Village Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parents.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal or Superintendent a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School Principal or Superintendent to clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor,

instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Parent Right to Know Teacher Qualifications

Covington Exempted Village Schools
807 Chestnut Street, Suite A
Covington, OH 45318
937-473-2249

August 2026

Re: Parent Right to Know Teacher Qualifications

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I, improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I 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 degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional para-professionals (sometimes called teacher's aides) and their qualifications.

You may request this information by writing a request to the above address. Be sure to give the full name of your child, your full name, your complete address, including zip code, and the full name of your child's teacher.

Sincerely,

Dr. Katina Childers, Superintendent