

Dan Emmett Elementary

Student and Parent Handbook



2010 - 2011

108 Mansfield Avenue
MOUNT VERNON, OHIO 43050
PHONE: 740-393-5950
FAX: 740-393-5953
www.mt-vernon.k12.oh.us_danemmett

DAN EMMETT ELEMENTARY CALENDAR (Subject to change)
2010-2011

MONDAY	AUG. 23	BACK TO SCHOOL DAY – ALL GRADES - 1:00 – 3:00 PM STUDENT STOP IN, DROP OFF SUPPLIES & PICK-UP INFORMATION
TUESDAY	AUG. 24	BEGINNING DAY OF SCHOOL
MONDAY	AUG. 31	PARENT BACK TO SCHOOL K/1 ST 6:00-6:30 2/3 RD 6:30-7:00 4/5 TH 7:00-7:30
MONDAY-FRIDAY	AUG. 31-SEPT. 3	BOOK FAIR
MONDAY	SEPT. 6	HOLIDAY (LABOR DAY) – NO SCHOOL
WEEK OF	SEPT. 20	INTERIMS GO HOME THIS WEEK
TUESDAY	SEPT. 21	EARLY DISMISSL (School dismissed at 2:30 for teacher in-service)
THURSDAY	SEPT. 30	FALL PICTURES
WEEK OF	OCT 4 TH -15 TH	4 TH GRADE DISTRICT TESTING
TUESDAY	OCT. 5	FALL READING ACHIEVEMENT FOR 3 RD GRADE
WEDNESDAY	OCT. 20	EARLY DISMISSAL (School dismissed at 2:30 for teacher in-service)
THURSDAY	OCT. 21	BRING A FRIEND TO LUNCH 1 ST & 5 TH GRADE
FRIDAY	OCTOBER 22	END OF FIRST GRADING PERIOD
WEEK OF	OCT. 25	RED RIBBON WEEK
THURSDAY	OCT. 28	BRING A FRIEND TO LUNCH 2 ND & 4 TH GRADE
FRIDAY	OCT. 29	2:30 HARVEST DAY PARTIES AND PARADES
FRIDAY	OCT. 29	GRADE CARDS GO HOME
WEDNESDAY	NOV. 3	1,3,5 TH GRADE VISION AND HEARING
THURSDAY	NOV. 4	BRING A FRIEND TO LUNCH 3 RD GRADE
THURSDAY	NOV. 4	2:00 VETERANS DAY PROGRAM
WEDNESDAY	NOV. 10	5:00 – 8:00 P.M. – PARENT/TEACHER CONFERENCES/SCHOOL IN SESSION
THURSDAY	NOV. 11	1:00 – 8:30 P.M. - PARENT-TEACHER CONFERENCES/NO SCHOOL
FRIDAY	NOV. 12	8:30 A.M. – 12:00 NOON - PARENT-TEACHER CONFERENCES/NO SCHOOL
THURSDAY	NOV. 18	ACTIVITY AND RETAKE PICTURES
WEDNESDAY	NOV. 24-26	THANKSGIVING BREAK – NO SCHOOL
WEEK OF	NOV. 29	INTERIMS GO HOME THIS WEEK
THURSDAY	DEC. 2	7:00 P.M. – DAN EMMETT SCHOOL 3-5 TH WINTER PROGRAM AT MEMORIAL THEATRE
MONDAY-FRIDAY	DEC. 20-31	WINTER BREAK – NO SCHOOL
MONDAY	JAN. 3	CLASSES RESUME
TUESDAY	JAN. 11	6:30 KINDERGARTEN ROUND-UP
FRIDAY	JAN. 14	END OF FIRST SEMESTER
MONDAY	JAN. 17	HOLIDAY (MARTIN LUTHER KING, JR. DAY) – NO SCHOOL
TUESDAY	JAN. 18	TEACHER WORK DAY – NO SCHOOL
FRIDAY	JAN. 21	GRADE CARDS GO HOME
THURSDAY	JAN. 27	EARLY DISMISSAL (2:30)
MONDAY	FEB. 14	VALENTINES DAY PARTY
WEEK OF	FEB. 14	INTERIMS GO HOME THIS WEEK
MONDAY	FEB. 21	PRESIDENTS DAY – NO SCHOOL
THURSDAY	FEB. 24	EARLY DISMISSAL (School dismissed at 2:30 for teacher in-service)
WEEKS OF	MARCH 7-18 TH	2 ND GRADE DISTRICT TESTING
THURSDAY	MARCH 10	SPRING PICTURES
THURSDAY	MARCH 17	6:30 2 ND GRADE PROGRAM

FRIDAY	MARCH 25	END OF THIRD GRADING PERIOD
MONDAY	MAR.28-APRIL 1	SPRING BREAK – NO SCHOOL
MONDAY	APRIL 4	CLASSES RESUME
FRIDAY	APRIL 8	REPORT CARDS GO HOME
FRIDAY	APRIL 8	8:00 A.M. – MUFFINS FOR MOM
THURSDAY	APRIL 14	DAN EMMETT KINDERGARTEN REGISTRATION
FRIDAY	APRIL 15	KINDERGARTEN MAKE-UP
FRIDAY	APRIL 22	HOLIDAY-NO SCHOOL
WEEKS OF	APRIL 25- MAY 6	ACHIEVEMENT TESTING GRADES 3, 4, & 5
WEEK OF	APRIL 25	INTERIMS GO HOME THIS WEEK
THUR.-FRI.	MAY 26-27	5 TH GRADE @ CAMP OHIO
THURSDAY	MAY 12	2:30 3 RD GRADE-THE LIFE & MUSIC OF DANIEL EMMETT
FRIDAY	MAY 13	DOUGHNUTS FOR DAD
THURSDAY	MAY 19	7:00 1 ST GRADE PROGRAM
THUR. – FRI.	MAY 26-27	5 TH GRADE CAMP OHIO
MONDAY	MAY 30	HOLIDAY (MEMORIAL DAY) – NO SCHOOL
TUESDAY	MAY 31	ALL SCHOOL FIELD DAY
WEDNESDAY	JUNE 1	FIELD DAY RAIN DAY
FRIDAY	JUNE 3	<u>AWARDS ASSEMBLY –LAST DAY FOR STUDENTS</u>
		9:15. –MORNING KINDERGARTEN,
		9:45 1 ST AND 2 ND ,
		10:30 3 RD AND 4 TH .
		1:00 PM AFTERNOON KINDERGARTEN
		2:00 – 5 TH GRADE
MONDAY	JUNE 6	TEACHER WORK DAY

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DAN EMMETT ELEMENTARY SCHOOL STAFF LIST
We invite you to visit our web site at www.mt-vernon.k12.oh.us

Mrs. Margy Arck	Principal
Mrs. Cori Wilt	Secretary
Ms. Kara Graham	Kindergarten Teacher
Mrs. Whitney Joseph	First Grade Teacher
Mrs. LeeAnn Kline	First Grade Teacher
Ms. Christina Pryjda	First Grade Teacher
Mrs. Ashley Overholt	Second Grade Teacher
Mrs. Lynsey Patrick	Second Grade Teacher
Mrs. Lyn Cortez	Third Grade Teacher
Mrs. Janet Jones	Third Grade Teacher
Mrs. Karen Shriver	Third Grade Teacher
Mr. Jim Marth	Fourth Grade Teacher
Mrs. Kim Marth	Fourth Grade Teacher
Ms. Carrie Martin	Fourth Grade Teacher
Mrs. Emily Bradford	Fifth Grade Teacher
Mrs. Patti Goeppinger	Fifth Grade Teacher
Mrs. Julie Seng	Fifth Grade Teacher
Mrs. Diane Dingler	Challenge Teacher
Mrs. Susan Collins	MD Teacher
Mrs. Karen Biggerstaff	Special Education Teacher
Mrs. Andrea Sweeney	Special Education Teacher
Ms. Helen Davis	School Psychologist
Mrs. Jackie Hess	Library Aide
Mrs. Nicole Valot	Speech Therapist
Mrs. Kristina Lanning	Intervention Specialist
Ms. Laura Stenger	Intervention Specialist
Mr. Andy Lane/ Mr. Bruce Jacklin/Ms. Patti Coates	Art Teachers
Mrs. Suzanne Springer/ Mrs. Laura Ackert/Mrs. Pat Eaton	Music Teachers
Mr. Andrew Walsh/ Mr. Brock Evans/Mr. Jerry Clinger	Physical Education Teachers
Mr. Steve Tier	K-5 Literacy Coach
Mrs. Bonnie Brenneman	Reading
Mr. Andrew Sundman	Band
Mr. Tony Springer	Orchestra
Mrs. Kristine Stalis	Orchestra/General Music
Mrs. Bev Small	Cook
Mrs. Liz Walls	Custodian (full time)
Mrs. Linda Robertson	Custodian (part time)
Mr. Kevin Peterson	Custodian (part time)
Mrs. Pat Metcalf	Health Aide
Mrs. Janet Stutzman	School Nurse
Mrs. Vickie Hall	Positive Behavior Support
Mrs. Denise Baker	Special Ed. Aide
Mrs. Sue Byall	Special Ed. Aide
Mrs. Pam Clement	Special Ed. Aide
Mrs. Toni Day	Special Ed. Aide
Mrs. Dana Elswick	Special Ed. Aide
Mrs. Sherry Edwards	Special Ed. Aide
Mrs. Chassidy Faucett	Special Ed. Aide

Mrs. Kim Hinkle
Mrs. Elizabeth Keen
Mrs. Kea Smith
Mrs. April Stoler

Special Ed. Aide
Special Ed. Aide
Special Ed. Aide
Special Ed. Aide

DAILY SCHEDULE

8:00 to 8:45 A.M.	Teacher Preparation and Conference Time
8:30 A.M.	Supervision on Playground
8:55 A.M.	First Bell (students' line-up outside)
9:00 A.M.	Morning Classes Begin
11:45 A.M.	Morning Kindergarten Students Dismissed
11:30 to 12:30 P.M.	Lunch (11:30 Grades 1, 4) (11:50 Grades 3, 2) (12:10 Grade 5)
12:30 P.M.	Afternoon Classes Begin
12:45 P.M.	Afternoon Kindergarten Begins
3:30 P.M.	All Students Dismissed
3:45 P.M.	Teacher Workday Ends

MISSION STATEMENT

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

November 19, 1992

Mount Vernon City Schools 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 schools 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 that all students must master.
- the family is the student's first and most important teacher.

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 are expected to follow teacher directions and follow all school rules.

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 information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their child's teacher to help meet the educational goals.

STATE LAW REQUIRES that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement is fulfilled.

ATTENDANCE

Attending School is both necessary and the law. State law requires school attendance until the age of eighteen. Poor student attendance (including excessive and unexcused absences and tardiness) may result in a loss of privileges, eventual grade level retention, and /or referral to the juvenile court system. Students may be required to attend summer school or be retained if absences exceed 10% of the required school attendance days. A student absent without parent knowledge will be considered truant and state truancy laws will apply.

We ask that parents make every attempt to schedule their child's appointments during non-school hours when possible. Parents are also encouraged to not take their child out of school for vacations. When it is unavoidable, parents should discuss the matter with the principal and the teacher to make arrangements and to obtain possible assignments to be completed.

All building principals in the state of Ohio are required by state law to contact the parent or legal guardian of any student who is absent from school, unless the parent or legal guardian has notified the school of the student's absence. If a student is going to be absent, the parent must contact the school at 393-5950 by 9:30 AM and provide a reason for the absence. When no excuse is provided, the absence will be unexcused. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. The attendance officer shall be notified and administrative guidelines followed.

If your child is absent from school and you have not notified the school office by 9:30 a.m., we will make attempts to contact you by telephone at home or at work to notify you of your child's absence. If after these attempts by telephone we are unable to contact you, your child will be marked down as an unexcused absence. We will expect a parental note upon your child's return with an excuse for the absent day(s). Doctors' excuses are requested in the case of prolonged or repeated absences or when the situation involves a communicable infectious disease.

A student who is not to his/her assigned area by 9:00 AM shall be considered tardy. Any student arriving late is to report to the school office before going to class. If your child is going to be tardy and needs to order a lunch, please call us before 9:15 AM, as all lunches are ordered by 9:30 AM.

LEAVING AND RETURNING TO THE BUILDING DURING THE SCHOOL DAY

If your child needs to leave the building during the school day, you must sign him or her out in the office. You must sign your child back in the school before returning to his or her classroom. We ask that you do not walk your child back to their classroom as this can be disruptive to classrooms in session.

SCHOOL CANCELLATIONS

If school is canceled 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 sometimes earlier.

The Mount Vernon City School District may call a Two-Hour Delay which is a good way to ensure your child's safety on mornings with hazardous weather conditions without accumulating large numbers of calamity days for our attending students. In the event of a Two-Hour Delay, buses will pick up children approximately two hours later than the normal pick up time. For example, if your child is normally picked up at 8:15 a.m., on a two-hour delay day, your child will be picked up at 10:15 a.m. School will begin at 11:00 a.m. and will be dismissed at the regular time of 3:30 p.m. The planned lunch menu usually remains the same. On days with a Two-Hour Delay, kindergarten will go to the Kindergarten Plan B.

Kindergarten Plan B for mornings that require a two hour delay are for morning kindergarteners to come to school from 11:00a.m.-1:00 p.m. and for afternoon kindergarteners to come from 1:30 p.m.-3:30 p.m. Both sessions would still receive a milk break, but lunch would not be served.

Morning kindergarteners would need to have a solid meal before coming to school that day, as there will be NO lunch served.

Please note the change in bus pick up times:

School Time	Bus Pick-Up at Your House
11:00-1:00	Pick up 2 hours later
1:30-3:30	Pick up approximately 1 hour later

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.

SCHOOL RULES

1. Students should try to arrive at school no earlier than 8:45 a.m. unless they are attending Home Work Zone. Afternoon kindergartners should arrive no earlier than 12:35 p.m.
 - a. When children arrive at school, they are expected to come inside if it is raining or unduly cold. They should dress for the weather.
 - b. Pupils are to come directly to school each morning and go directly home each afternoon.
 - c. Lunch students are expected to remain on school property during the lunch hour, unless prior arrangements are made, and the office is notified in writing.
 - d. Pupils are to walk on sidewalks or at the side of the road facing traffic where no sidewalk exists.
2. For safety reasons, it is required that all students must use a hall pass when leaving their classroom, specials or playground. No student should be roaming the halls without a pass.
3. Bicycles
 - a. Bicycles should be walked on and off the playground and parked in the bicycle racks.
 - b. Bicycles should be walked on the school's sidewalk immediately before and after school.
 - c. Always use good bicycle safety rules when coming to and from school.
 - d. Bicycles should be locked during school.
4. Our school, except the gym, is a walking area.
5. Help keep the school building and school grounds neat and clean.
6. Respect the rights of others by controlling your voice and your personal behavior.
7. Permission slips are required for all field trips, picnics and similar events when students leave the school property or the immediate block.
8. Students are not permitted to bring cell phones to school.
9. Toys are not to be brought to school. We will not be responsible for lost or stolen items.
10. Portable radios, CD players, MP3 players, cameras, and electronic equipment are not permitted at school or on the bus.

PLAYGROUND RULES

1. Snowballs are not to be made or thrown at school. The snow stays on the ground.
2. Avoid throwing balls against our building where there are windows.
3. Students must get a pass from the playground teacher or aide to get balls that have gone outside the playground or to go inside.
4. It is dangerous to play around the trash dumpster. Stay away from this area.
5. Students are not to jump from the swings.
6. No tackle football.

Rules for Mulch Area

Use the equipment the way it is meant to be used.

1. Go down slides feet first, one at a time.
2. One person on sliding poles at a time.
3. Stand and walk on platforms and steps, not on top of the equipment.
4. Balls or jump ropes are not permitted in this area.
5. The playing of tag is not permitted in this area.
6. Use all equipment for its intended use.

RECESS OFFENSES

1. Throwing snowballs or rocks.
2. Fighting or pushing.
3. Not lining up right away.
4. Leaving the playground without permission.
5. Swearing.
6. Talking back to the teacher and being disruptive.
7. Using playground equipment inappropriately.
8. Playing tackle-like games.
9. Any other offense that a teacher feels is unsafe and presents a problem.

TROUBLE FREE PLAYGROUND

The Trouble Free Playground program provides Dan Emmett with a practical 6-Step approach to solving the problems associated with recess. Games and activities have been implemented that focus on social skill development to help students learn to become responsible for their own actions. The Trouble Free Program also helps improve overall school motivation and behavior. It helps to reduce occurrences of Bullying, build Character, Respect, and Responsibility among children and helps to create a safe environment on the playground and in the classroom. There are 6-Steps to help make our playground and school trouble free. Step 1- Teaching Social Skills. Step 2 – Change the games students play to make them more developmentally appropriate. Step 3 – Change the perception of recess from free time away from learning to a valuable learning experienced that will teach and help students cope in all social settings and environments. Step 4 – Develop intrinsic motivation & self-responsibility by moving away from threats, punishments, consequences and rewards. Step 5 – Games day was a great way to start the program off on the right foot with regards to changing the playground concerns. Step 6 – Use recess as a topic for writing and discussion in the classroom.

GENERAL RULES FOR STUDENT BEHAVIOR

Students should walk at all times while in the building and on the sidewalks around the building. Keep hands and feet to oneself. Show respect for others and their property. Do not act in any way that will cause injury to one's self or to others. Quiet zones in the hallways and restrooms should be observed at all times. Racial slurs, profanity, or other offensive language, acts, or gestures are forbidden. In general ask yourself, "Is it safe? Is it courteous? Is it respectful"?

COLOR CODE SYSTEM:

Each day all students begin the day on green which can be indicated by a mark in the agenda in grades 2-5. As the day progresses, each student's color can be changed for any accountability infraction.

BEING ACCOUNTABLE includes but is not limited to:

1. act courteously to adults and fellow students;
2. be attentive in class;
3. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. complete assigned tasks on time and as directed;
5. help maintain a school environment that is safe, friendly, and productive;
6. act at all times in a manner that reflects pride in self, family, and in the school
7. being respectful to all

Failure to remain accountable will result in a color change. Progression in color changes=progression in consequences.

Green-Everyone begins here! You are being accountable!

Yellow-Warning

Blue- Note home and Teacher chooses the infraction.

Red-Referred to office and Principal chooses the infraction. Note goes home.

EMERGENCY REMOVAL

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 in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify the principal of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure.

LUNCH RULES

1. Quiet entrance into lunchroom.
2. Lunch packers get their milk from the lunch line before sitting down for lunch.
3. Raise hands for assistance.

4. Do your own cleaning up.
5. Remain seated during lunch period.
6. Students may talk quietly during lunch as time permits (the last 5 minutes of lunch are designated “no talking” so that students may finish their lunch).

ALLERGY POLICY AND “NO BAKE/NUT-FREE” PROCEDURE

As required by law, the Mount Vernon City School District has adopted an Allergy Policy which may be reviewed at the Board Office upon request. Dan Emmett has a “No Bake and a Nut-Free” Procedure in place for the 2010-2011 school year. **All snacks for all classrooms (K-5) must be prepackaged.** No nuts or peanut butter will be allowed in snacks brought in for special occasions such as birthdays or parties. Teachers must be able to read the ingredient description on the prepackaged items. There will be a designated table in the lunchroom that will be nut-free for those students needing this precaution. If your child needs to sit at such a table, please contact the office.

BUS TRANSPORTATION RULES

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten life, limb or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons.
9. Students must not use tobacco.
10. Students must not have alcohol or drugs in their possession on the bus.
11. Students must not throw or pass objects on, from or into the bus.
12. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
13. Students must not put head or arms out of the bus windows.
14. Animals, firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses.
15. As a safety precaution, we would appreciate you putting any items your child may take to school in a bag with his/her name on it. One item, such as a book bag or paper bag is much easier for a child to handle than a number of individual items.
16. Due to safety issues, and children missing the bus, students that ride the bus home will be required to wait inside the school in their appropriate bus line. They are not permitted to play on the playground until their bus arrives.

SCHOOL DRESS

While fashions change, the reason for being at school does not. Students are in school to learn. Student appearance and/or apparel which is disruptive to the educational process, indecent, sexually suggestive, profane, or advocate the use of illegal substances will not be permitted.

Furthermore, items or apparel advocating violence, the use of force, gang identification, or which demean any institution, individual, race, gender, ethnic, or cultural group are prohibited. All articles of clothing should cover shoulders, cleavage, and midriffs. Tops and bottoms must overlap at all times, including when arms are raised.

- Shorts are permitted in warm weather, but please be sure that the length is appropriate.
- Tennis shoes are strongly recommended at all times, and must be worn in gym class.
- Shoes with wheels are not permitted.
- Sandals are only to be worn with socks for safety reasons.
- Absolutely no flip flops in school.
- Students are not to wear make-up, odd colored hair, wide-armed shirts, thin strapped dresses or shirts, or outfits that show the midriff.
- Pants must be worn at the waist and should not be baggy or dragging the ground.
- Messages on clothing should be appropriate for school.
- Students are asked to remove hats and visors when in the building.
- During cold weather, appropriate warm clothing should be worn. Children will be expected to go outside when the temperature is above 20 degrees. If students wore outside apparel to school, staff will also expect students to wear their apparel during outside recess.

Student Dress Code

Student appearance and/or apparel which is disruptive to the educational process, indecent, sexually suggestive, profane, or advocate the use of illegal substances will not be permitted. Furthermore, items or apparel advocating violence, the use of force, gang identification, or which demean any institution, individual, race, gender, ethnic, or cultural group are prohibited. All articles of clothing should cover shoulders, cleavage, and midriffs. Tops and bottoms must overlap at all times, including when arms are raised. In addition, attire normally worn as outdoor apparel (hats, headscarves, coats, jackets, etc.) may not be worn inside during the school day.

If a student does not comply with the dress code the following action(s) may be taken:

- 1.) The Student will be required to wear more appropriate school provided clothing.
- 2.) The student may contact parents or guardians so that dress code compliant clothing items may be brought to school.
- 3.) The student may be held out of assigned classes until dress is appropriate for school. This absence will be unexcused and could lead to further disciplinary action. Further infractions will be considered acts of insubordination and may result in progressive school consequences.

LOST and FOUND

The Lost and Found is located near our playground doors. Unfortunately, it is usually well stocked with articles of clothing, lunch boxes, backpacks, etc. A good way to avoid having your child's belongings end up in the Lost and Found is to label everything with your child's first and last name. Articles not claimed after several months will be donated.

USE OF ELECTRONIC INFORMATION TECHNOLOGY

A Student Agreement/Parent Permission form for Independent Use of Electronic Information Technology will be sent home at the beginning of the school year. Violations of this agreement

could result in limitation or cancellation of user privileges and possible school disciplinary action. Certain violations may constitute a criminal offense.

CELL PHONE POLICY

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

BICYCLING TO SCHOOL

Students may ride bicycles to school. However, for safety reasons, they must be walked on school property. Bicycles must be parked at bicycle racks and locked. Students are not permitted to drive motorized bicycles to school.

TOY POLICY

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

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

VISITORS

Visitors, particularly parents, are welcome at school. For the safety of students and staff, each visitor **must** report to the office to sign in and pick up a visitors pass upon entering the school. If a person wishes to confer with a staff member, he or she must call for an appointment prior to coming to school in order to prevent any inconvenience. All doors will remain locked during the school day with the exception of the front door. Please remember to enter the school by the front door, staff and students are not permitted to open a locked door to allow access to someone outside.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. No visitor may be on the playground unless they have been given permission by the office.

END OF THE DAY PROCEDURE

Parents are to remain in the main lobby until the 3:30 bell rings. If you need to pick up your child prior to that time, you must go directly to the office and sign them out. At that time, your child will be called down to meet you in the office. For safety reasons bus students will remain in the building until their bus arrives.

Students should leave the building and playground immediately after school. If it is necessary for them to come back in the building, they should go to the office first.

Middle School students are asked to wait in the lobby or outside. Coming into the school creates a distraction and a safety issue.

If your child is to do something after school that is different than what he or she usually does, please send a note or call the school office before 2:30 P.M. For your child's safety, we cannot accept your child's verbal statement that he or she is to walk home rather than ride the bus, ride the bus to a friend's house, wait at school, etc.

VOLUNTEER PROGRAM

Volunteers are welcome to help out as we need classroom and library help with the reproduction of materials and to assist with art work, bulletin boards, tutoring, the computer lab, and enrichment programs. If you are willing to help, please call us at 393-5950 or send a note to let us know your interests and times you would be available. A survey is sent home at the beginning of the year.

FIELD TRIPS

A general permission slip is sent home at the beginning of the year for parents to grant their approval for their child to attend field trips for the current school year. Students must have a signed permission slip to participate on field trips. Parents will be informed of each trip away from the school. For safety and liability reasons, all students must return to the school on the school bus at the end of the field trip. If you have any questions or concerns, please call the office.

HOMEWORK

The assignment of homework can be expected. Students' grades will reflect the completion of all work, including outside assignments. Homework will not be used for disciplinary reasons but only to enhance the student's learning. Requests for homework of absent students should be made by 9:00 and picked up by 4:00.

LEARNING ZONE

There will be staff members available from 8:00am to 8:45am in the Computer Lab to help students that require extra assistance with their homework.

PARTIES AND FIELD TRIPS

The classroom teachers independently plan parties and field trips. Students must have signed permission slips if they will be leaving the school property

FIRE AND DISASTER DRILLS

All schools in the state of Ohio are required to have a fire drill each month we are in session. Tornado drills shall be conducted at least once a month whenever school is in session during the tornado season. Specific information is posted in each room for fire and disaster drills. Children are exited from the building according to prearranged plans to get them out of the building as safely and quickly as possible.

Tornado drills and Lock Down drills are different in that the children remain in the building.

STUDENT USE OF TELEPHONES

Students, if approved, may use the telephone within their classroom. Use of the office phone is for emergency use only. Students will not be called out of class for telephone calls unless it is an emergency.

CHILDREN VISITING SCHOOL

Students are not permitted to bring other children to school.

IMMUNIZATION REQUIREMENTS

Students are required to have certain immunizations in order to attend school. This is for the safety of all students and is in accordance with State Law. There are two exceptions to this law. If a student has a medical condition that prohibits him or her from receiving the immunization(s), a physician's signed statement must be on file. If a parent has a philosophical objection to immunizations, including religious objection, a waiver must be filled out and kept on file. Any questions about immunizations or waivers should be directed to the school nurse at 393-5900, extension 5888.

VACCINES	FALL 2008 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
Diphtheria, Tetanus, Pertussis (DTaP/DTP/DT)	5 doses are required*
Polio (OPV, IPV)	4 doses are required*
Measles, Mumps, Rubella (MMR)	2 doses are required
Hepatitis B	3 doses are required
Varicella (Chicken Pox)	1 dose is required for students in grades K-2
These are general guidelines that pertain to most students. *Some students may require different total doses of the DTP and Polio vaccines, depending on the type of vaccine given and/or the age that particular doses were given.	

MEDICATION POLICY

Parents or the legal guardians are responsible for the medication of their children and medicines should be administered by them at home. No prescription or over the counter medications can be dispensed at school without a written authorization on a school approved form from a licensed provider that is kept on file in the clinic. No person employed by the Board of Education in the

course of such employment shall administer any prescribed drug to any student enrolled in the schools of the District, except as otherwise required by federal law or in an emergency as attested by a licensed provider.

In such exceptions, if a licensed provider states in writing on a school approved form that it is vital that, during school hours, a student take prescribed medication in an emergency or to meet legal requirements, it shall be administered or supervised only under the following conditions:

A. Parents bring the medication to school and administer it in the school office, or
B. If the parents and physician or other licensed provider attest in writing on a school approved form that they are unable to administer the medication, then designated, Board approved school employees identified by name and title who volunteer to do so, will administer the medication or supervise the self administration of the medication by the student. The procedure is as follows:

1. The physician or other licensed provider must sign an above mentioned school approved form that indicates as required by Section 3313.713 of the Ohio Revised Code:
 - a. The name and address of the student
 - b. The school and class in which the student is enrolled
 - c. The name and the dosage of the drug to be administered
 - d. The times or intervals at which each dosage is to be administered
 - e. The date the administration of the drug is to begin
 - f. The date the administration of the drug is to end
 - g. Special instructions for administration of the drug, including sterile conditions and storage
 - h. Any severe adverse reactions that should be reported to the physician
 - i. The location of the physician during times of administration of the medication and one or more phone numbers at which the physician can be reached in an emergency
2. The medication, if accepted, should be immediately locked in the medicine cabinet.
3. The medication should be brought to the school, by the parent or guardian, in the container in which it was dispensed.
4. No employee without appropriate training shall administer any drug by injection unless it appears that failure to do so might be life threatening for the student involved.
5. The parent must notify the school of all illnesses, adverse reactions, and related absences that the child has during the period of administration of the medication, and submit a revised statement signed by a physician of any change of information.
6. The persons authorized by the Board to administer drugs shall receive a copy of the physician's and parent's statements by the next school day after each statement is received.
7. The Board shall retain copies of all physicians' and parents' statements received under this policy.

As used in this policy, the word "parents" means the natural or adoptive parents or parent, a guardian, or a person having the care or charge of the student involved.

As used in this policy, "federal law" means federal law as defined by Section 3313.713 of the Ohio Revised Code.

As used in this policy, the word "physician" means Medical Doctors, Doctors of Osteopathy, Dentists, Certified Nurse Practitioners, and other persons licensed by the State of Ohio to prescribe medications.

CONTROL OF COMMUNICABLE DISEASES AND NUISANCES TO PUBLIC HEALTH

The Board directs the Superintendent to assign to building principals and school nurses 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 and State Health Departments.

The Board also directs the Superintendent to assign to building principals and the school nurse responsibility for the identification and control of nuisances to public health, such as head lice. When a child is suspected of having head lice, he or she shall be examined by the school nurse, administrator or a person designated by the administrator. If an active case of head lice is identified, the parent or guardian shall be notified and the child is to be appropriately treated by the parent or guardian. Advice about treatment can be obtained from the child's health care provider, the school nurse or the Health Department. Head lice are not an excuse for excessive absenteeism from school.

PESTICIDE POLICY

The district is providing you with the option to be informed prior to any application of a pesticide made to school property during this school year. In certain emergencies, pesticides may be applied without prior notice to prevent injury to students and staff, but you will be notified following any application. If you would like prior notification please contact your child's school.

CUSTODY PAPERS

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

STAYING INSIDE AT RECESS

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

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.

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill during the school day should request permission to go to the office. All injuries must be reported to a teacher or the office. If the illness or injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will make every attempt to contact you by telephone at home and at work. In the event that we

cannot reach you, we will contact one of the people whom you have listed on your child's emergency card. Please complete and return the emergency card as soon as you receive it.

If the illness or injury is serious, the emergency squad will be contacted.

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 emergency card, which you completed, to the hospital, so that the hospital personnel will have your written permission to treat your child.

STUDENT ACCIDENT INSURANCE

Application forms for student accident insurance are sent home to parents at the beginning of the school year. Participation in the program is optional. The local agent for the program is Gordon Griffin - 397-7488. Please call him regarding program coverage and cost. The Board of Education will not assume responsibility for the payment of any medical expenses.

STUDENT FEES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Mount Vernon City School District charges specific fees for some of the consumable items that your child uses at school.

School Fees are \$20.00 for kindergarten and \$25.00 for students in grades 1-5.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fines, fees, or charges may result in the withholding of grades.

You may pay your child's student fee by cash, check or money order in the school office. All checks and money orders should be made payable to Mount Vernon City Schools. If you have more than one child attending Dan Emmett School, you do not need to send individual checks or money orders for each of your children. Checks are preferred as they are proof of payment.

STUDENT LUNCH AND STUDENT MILK TICKETS

If your child plans to eat lunch at school most of the time, the purchase of a lunch and/or milk account is strongly recommended.

Student lunch and student milk accounts do not have to be used on consecutive days. They are valid until they are used up.

Student lunch and student milk may be purchased in the school office with cash, check or money order. All checks and money orders should be made payable to the Mount Vernon City Schools. If you have more than one child attending Dan Emmett, you do not need to send individual checks or money orders for each of your children. Please list each child's name and grade level when paying for more than one child.

Milk is served daily in Kindergarten at the recess break. You may pay for your child's milk in cash or by check. If you wish to send a drink from home each day rather than purchase milk from school, you are welcome to do so. Please send the drink in an unbreakable container.

FREE AND REDUCED LUNCH PROGRAM

Application forms for participation in the Free and Reduced Price Lunch Program are sent home to parents at the beginning of the school year. Application forms are available in the school office throughout the school year.

CAFETERIA CHARGES

Your child may accumulate **no more than two lunch charges** at any given time during the school year. A cafeteria charge should be paid on the school day following the day that the charge occurred.

REPORTING STUDENT PROGRESS TO PARENTS

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

Progress Indicators for Achievement (used for subject standards) for all grades K-5

Extending (X) – Working beyond state and local grade level standards and is self directed.

Meets (M) – Meets state and local grade level standards.

Progressing (P) – Moving toward state and local grade level standards with some assistance.

Emerging (E) – Moving toward state and local grade level standards with much assistance.

Blank – Not assessed at this time.

Kindergarten

1. Report cards are sent home to parents at the end of each semester (January/June).
2. Interim reports are sent home to parents, as needed, during the weeks of November 27 and April 30.

Kindergarten students are graded by the above named Progress Indicators for Achievement.

Grades 1-5

1. Report cards are sent home to parents at the end of each nine-week grading periods.
2. Interim reports are sent home to parents when a grade drops by one grade level, when the teacher feels it is necessary, or during the middle of each nine-week grading period.
3. Achievement is indicated with letter grades in grades 3-5 only
4. Effort is indicated in all academic areas.
1- Most of the time 2 – Some of the time 3 – Seldom/Not at all

GRADING SCALE

A 90-100 B 80-89 C 70-79 D 60-79 F Below 60

PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational program. Parents are encouraged to keep in close contact with their child's teacher concerning the progress of their child. If you feel that there is a need for a conference with your child's teacher during the school year, do not hesitate to contact the teacher at school to schedule a conference time that is mutually convenient.

Two parent-teacher conference days are scheduled at the end of the first grading period.

IAT

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

CHANGE OF ADDRESS OR TELEPHONE NUMBER

If your telephone number changes during the school year, please notify the school office immediately so that your child's records may be updated.

If you are moving out of our attendance area or your address has changed, please notify the Central Office in advance, so that transfer forms can be complete and changes made.

STUDENT HEALTH SERVICES

Dan Emmett Elementary shares the services of a school nurse, and a health aide. The school nurse serves as a liaison between the school, home, and medical community. The school nurse and health aide maintain the student health records, do periodic screening of various health problems, and provide classroom instruction, upon teacher request.

STUDENT PSYCHOLOGICAL SERVICES

A parent, teacher or principal may initiate a process to evaluate a student who is experiencing learning difficulties through the school's IAT process. A referral must go through the IAT process before any further action is taken. Our school Psychologist is a member of the IAT, along with the building principal, and other designated staff members. Parental permission is required before an evaluation is done. The school psychologist shares the results of the evaluation with the principal, teacher, and the parents during an IAT 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.

SPECIAL EDUCATION SERVICES

Special education services are available for any student qualifying through IDEA and 504 regulations. If you would like to know more about these services, please contact the Mount Vernon City Schools Department of Student Services by calling (740) 393-7422.

STUDENT SPEECH THERAPY SERVICES

Dan Emmett Elementary has the services of a full time speech therapist. A student experiencing difficulty in one or more of the following areas may qualify for speech therapy; articulation, hearing, voice, fluency and receptive and expressive language development.

Selection for participation in the speech therapy program is based on age, 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 speech therapy program.

LIBRARY SERVICES

Each student has a regularly scheduled period a week when his or her class comes to the library. In addition, individuals and small groups visit the library for research work.

New books are added several times during the year. Because of the importance of developing good reading habits throughout a child's life, you should encourage your child to take advantage of the school library and the public library. The desire to read needs to be fostered by both parents and teachers.

The large volume of books circulating from our library makes it necessary to have certain rules. They are as follows:

1. A maximum of two books may be borrowed by your child for one week at a time. Kindergarten students may check out one book.
2. Your child may renew a book two times.
3. A book must be paid for if it is lost or damaged.
4. No overdue charges are collected.
5. Any book overdue for a month is considered lost and a note will be sent home about the charge.

If you would like to visit the library to see what materials are available please feel free to do so. Please remember that it is helpful in the operation of the elementary libraries to have a number of volunteers. Please contact the principal if you would like to participate in this program.

TEXTBOOKS

Textbooks are adopted by the Board of Education. Prior to adoption, textbooks are recommended to the Board and are available for public preview.

All textbooks are the property of the Mount Vernon Board of Education. Your child is responsible for all textbooks that are loaned to him or her. If your child damages or loses a textbook you will be expected to assume the cost of the repair or replacement of the book.

WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the appropriate administrator. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01.

STUDENT CODE OF CONDUCT

Reasons for Suspension or Expulsion (Board Policy G 620)

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.

A student violation of any of the following offenses may result in disciplinary action including a verbal warning, detention, a student conference, a telephone call to parents, a written communication to parents, a parent conference, and assignment of additional work, corporal punishment, in-school suspension, out-of-school suspension, removal or expulsion.

1. Damage or destruction of school property on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district whether on or off school premises.
4. Assault or sexual harassment of a school employee, student or other person on school premises while in the custody of the school, or in the course of a school-related activity.
5. Possession or use of dangerous weapons.
6. Fighting.
7. Chronic misbehavior, which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
9. Any disruption or interference with school activities.

10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher.
11. Leaving school during school hours without permission of the proper school authority.
12. Distribution of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authorities.
13. Demonstrations by individuals or groups causing disruption to the school program.
14. Disrespect to a teacher or other school authority.
15. Skipping detention.
16. Refusing to take detention or other properly administered discipline.
17. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
18. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance.)
19. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance.
20. Possessing, using or being under the influence of any alcoholic beverage or intoxicant of any kind, or smelling of drugs or alcohol, on school premises or at a school-sponsored function.
21. No student shall smoke, use or possess any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco, or use tobacco in any other form. As provided in 3313.751, Ohio Revised code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.
22. Turning in false fire, tornado, bomb, or disaster alarms.
23. Placing of signs and slogans on school property without the permission of school authorities.
24. Extortion of a pupil or school personnel.
25. Forgery of school-related documents.
26. Cursing.
27. Truancy.
28. Cheating or plagiarizing.
29. Hazing.
30. Gambling.
31. Tardiness.
32. Improper or suggestive dress.
33. Engaging in sexual acts or displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex on school premises or at a school-related function.
34. Publication of obscene, pornographic or libelous material.
35. Use of indecent or obscene language in oral or written form.
36. Indecent exposure.
37. Arson or unauthorized fire.
38. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education.
39. Failure to abide by rules and regulations set forth by administration for student parking.
40. Disobedience of driving regulations while on school premises.
41. Willfully aiding another person to violate school regulations.

42. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the Board of Education.
43. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
44. Carrying concealed weapons.
45. Aggravated murder.
46. Murder.
47. Voluntary manslaughter.
48. Involuntary manslaughter.
49. Felonious assault.
50. Aggravated assault.
51. Rape.
52. Gross sexual imposition.
53. Felonious sexual penetration.
54. Theft of private or school property on or off school premises.
55. Any type of prohibited activity listed herein engaged in by a student on school premises, at a school bus stop, on a school bus, or while in control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location, shall be a reason for expulsion, suspension, removal or permanent exclusion from school or extra-curricular activities.
56. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location.
57. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extra-curricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location.

For minor offenses of these rules, your child will be sent home with blue or red behavior slips (depending on the severity of their offense), that are to be signed and returned to school the following day.

VIDEO SURVEILLANCE EQUIPMENT

Dan Emmett Elementary School reserves the right to utilize video surveillance equipment in all common areas on school property, both inside and outside of the building, to help maintain a safe and secure environment for students and staff.

If a student's actions indicate a violation of the Code of Conduct, the administration and possibly the police will view the videotape. The information acquired using this type of technology will remain strictly confidential. Disciplinary and possible police action may follow as a result of the viewing of the tape by the administrative circle or its designee, and law enforcement agencies.

MEMORANDUM TO PARENTS REGARDING SCHOOL POLICY ON DRUG-FREE SCHOOLS

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, in approved

school vehicles, or at any school related event. Drugs include any alcoholic beverages, anabolic steroids, and dangerous controlled substances as defined by State statute or substance that could be considered a “look-alike” controlled substance. Compliance with this 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 the appropriate law enforcement agencies.

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 Educational 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.

ANTI-HAZING POLICY

The Board of Education of the Mount Vernon City Schools forbids hazing. 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.

STUDENT RECORDS

Access to student records are based on the Family education Rights and Privacy Act and Ohio law. This information can only be released with written consent of the parents or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Parents may request to review their child’s records by contacting the principal in writing.

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 act or 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 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.

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, 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:

Title IX Compliance Office
300 Newark Road
Mount Vernon, Ohio 43050
Telephone (740) 393-5944

BOARD OF EDUCATION

Dr. Margie Bennett, Presidentmbennett@mvcasd.us
Jody Goetzman, Vice President... .. jgoetzman@mvcasd.us
Paula Barone.....pbarone@mvcasd.u
Sharon Fair sfair@mvcasd.us
Steve Thompson.....sthompson@mvcasd.us

School Board Meetings – 7:30 p.m. in the Middle School Library

September 13

October 11

November 8

December 13

The 2011 meeting dates will be determined in December and posted on the district’s website.

CENTRAL OFFICE ADMINISTRATION AND SUPPORT STAFF

397-7422

Steve Short.....Superintendent
Barbara DonohueTreasurer
Gary Chapman.....Director of Teaching and Learning
Louise Lutz.....Coordinator of Elementary Libraries
Cindy WeissDirector of Student Services
Dr. Lori Beach.....Coordinator of Gifted Enrichment
and Federal Programs
Dr. Rick Stutzman.....School Psychologist
Helen Davis.....School Psychologist
Nancy BevanCoordinator of Food Service
Todd AllenDir. of Transportation and Maintenance

BUILDING ADMINISTRATION

Columbia Elementary School.....Pam Rose, Principal
Dan Emmett Elementary School.....Margy Arck, Principal
East Elementary SchoolEric Brown, Principal
Pleasant Street Elementary School.....Karen Boylan, Principal
Twin Oak Elementary SchoolSuzanne Miller, Principal
Wiggin Street Elementary SchoolLynn Riggenbach, Principal
Middle SchoolBill White, Principal
Matt Cox, Assistant Principal
High School.....Kathy Kasler, Principal
Samuel Shuman, Assistant Principal