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EAST ELEMENTARY SCHOOL
714 East Vine Street
Mount Vernon, Ohio 43050-3651

Telephone: (740) 393-5985

Fax: (740) 393-5987

DAILY SCHEDULE

8:00- 9:00	Teacher Planning Time
8:57	First Bell (students are not to arrive before 8:50)
10:30-10:45	Morning Recess - Primary (Grades K, 1, & 2)
11:45	Morning Kindergarten Class Dismissal
11:45-12:45	Lunch (11:45 Grades 4, 5 & Mrs. Firebaugh's 3rd) (12:05 Grades 1, 2 & Mrs. Ice's 3rd)
12:45	Afternoon Kindergarten Begins
12:45	Afternoon Bell - Grades 1-5
2:15-2:30	Afternoon Recess - Intermediate (Grades 3, 4 & 5)
2:30-2:45	Afternoon Recess - Primary (Grades K, 1, & 2)
3:30	Dismissal
3:40	Patrol Bell
3:45	Teacher Workday Ends

**EAST ELEMENTARY SCHOOL STAFF LIST
2011-2012**

* Ms. Michelle Boeshart	Kindergarten Teacher
Mr. Mark Bohland	Gifted Intervention Specialist
* Mrs. Wendy Cagle	Intervention Specialist
* Dr. Eric Brown	Principal
Ms. Helen Davis	School Psychologist
* Mrs. Sharon Derr	Intervention Specialist
* Mrs. Cyndi Fannin	Fifth Grade Teacher
* Mrs. Sandra Finnell	Library Aide
* Mrs. Tiffany Firebaugh	Third Grade Teacher
* Miss Hollie Frackman	Fourth Grade Teacher
* Mrs. Heidi Hanna	Second Grade Teacher
Mrs. Hillary Hess	Physical Education Teacher
Mrs. Rochelle Hoar	Speech Therapist
* Mrs. Casey Melton	Third Grade Teacher
* Mrs. Cassie Peterson	First Grade Teacher
Mr. Jeremy Ketterman	ESL Instructor
* Ms. Ginny Kilkenny	Secretary
Mr. Andy Lane	Art Teacher
* Mrs. Lauren Martin	Fourth Grade Teacher
* Mrs. Jenny Merrilees	First Grade Teacher
Mrs. Pat Metcalf	Health Aide
* Mrs. Marilyn Nagy	Second Grade Teacher
* Mr. Charlie Otting	Literacy Coordinator
Ms. Sarah Reyes	Music Teacher
Mrs. Jill Schwartz	Cook
*Ms. Destiny Smith	Title I Aide
Mr. Tony Springer	Orchestra
Mrs. Janet Stutzman	School Nurse
Mr. Andrew Sundman	Band
* Mrs. Kim White	Custodian
* Mrs. Susan White	Fifth Grade Teacher

*DENOTES FULL-TIME AT EAST STAFF

BOARD OF EDUCATION

Dr. Margie Bennett, President
Mrs. Jody Goetzman, Vice President
Mrs. Paula Barone
Mrs. Sharon Slane Fair
Mr. Steve Thompson

CENTRAL OFFICE ADMINISTRATION AND SUPPORT STAFF
(397-7422)

Mr. Steve Short.....Superintendent
Mr. Gary Chapman.....Director of Teaching and Learning
Mrs. Pam RoseDirector of Student Services
Mr. Rick Stutzman.....School Psychologist
Ms. Helen Davis.....School Psychologist
Mrs. Nancy BevanCoordinator of Food Service
TBA.....Dir. of Transportation and Maint

BUILDING ADMINISTRATION

Columbia Elementary School Dr. Eric Brown Principal
Dan Emmett Elementary School..... Mrs. Margy Arck, Principal
East Elementary School Dr. Eric Brown, Principal
Twin Oak Elementary School Mrs. Suzanne Miller, Principal
Pleasant Street Elementary School.....Mrs. Karen Boylan, Principal
Wiggin Street Elementary School Mrs. Lynn Riggensbach, Principal
Middle School..... Mr. Matthew Cox, Principal
Mr. Gary Hankins, Assistant Principal
High School Mrs. Kathy Kasler, Principal
Mr. Sam Shuman, Assistant Principal
Mr. Mark Shively, AD/Bldg. Manager

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.

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.

EAST ELEMENTARY SCHOOL CALENDAR FOR 2011-2012

TUESDAY	AUG. 23	BACK-TO-SCHOOL NIGHT FOR KINDERGARTEN AT 7:00 P.M.
WEDNESDAY	AUG. 24	BEGINNING DAY OF SCHOOL
THURSDAY	AUG. 25	BACK-TO-SCHOOL NIGHT FOR GRADES 1-5 AT 6:30 P.M.
MONDAY	SEPT. 5	HOLIDAY (LABOR DAY) – NO SCHOOL
THURSDAY	SEPT. 8	EAST SCHOOL PTO MEETING - 7:00 P.M.
WEEK OF	SEPT. 12	EAST BOOK FAIR
THURSDAY	SEPT. 15	LITERACY NIGHT AT 6:30 P.M.
WEEK OF	SEPT. 19	INTERIMS GO HOME THIS WEEK
FRIDAY	SEPT. 23	INDIVIDUAL SCHOOL PICTURES (LIFETOUCH)
FRIDAY	SEPT. 23	FUNDRAISER KICK-OFF
THURSDAY	SEPT. 29	EARLY RELEASE DAY (School dismissed at 2:30 for teacher inservice)
WEEKS OF	OCT. 3 & 11	4 TH GRADE IOWA/COGAT TESTING
TUESDAY	OCT. 4	3 RD GRADE OAA
THURSDAY	OCT. 6	EAST SCHOOL PTO MEETING - 7:00 P.M.
FRIDAY	OCT. 7	DONUTS FOR DAD
WED., THURS. & FRI.	OCT. 19 – OCT. 21	NATURE'S CLASSROOM
WEDNESDAY	OCT. 26	END OF FIRST GRADING PERIOD
THURSDAY	OCT. 27	EARLY RELEASE DAY (School dismissed at 2:30 for teacher inservice)
FRIDAY	OCT. 28	COSTUME PARTIES AND PARADES
FRIDAY	NOV. 1	GRADE CARDS GO HOME
FRIDAY	NOV. 4	PICTURE RETAKES/MAKE-UPS
THURSDAY	NOV. 10	PARENT-TEACHER CONFERENCES/NO SCHOOL
FRIDAY	NOV. 11	PARENT-TEACHER CONFERENCES/NO SCHOOL
WEDNESDAY	NOV. 16	ASSEMBLY: THE INVISIBLE WONDER: AIR!
THURSDAY	NOV. 17	EAST SCHOOL PTO MEETING - 7:00 P.M.
WED. - FRI.	NOV. 23 – NOV 25	THANKSGIVING HOLIDAYS – NO SCHOOL
WEEK OF	NOV. 28	INTERIMS GO HOME THIS WEEK
WEDNESDAY	DEC 7	EARLY RELEASE DAY (School dismissed at 2:30 for teacher inservice)
FRIDAY	DEC 9	KIDS GO SHOPPING
WEEKS OF	DEC. 21 – JAN. 2	WINTER BREAK – NO SCHOOL
TUESDAY	JAN. 3	CLASSES RESUME
FRIDAY	JAN. 13	END OF FIRST SEMESTER
MONDAY	JAN. 16	HOLIDAY (MARTIN LUTHER KING, JR. DAY) – NO SCHOOL
TUESDAY	JAN. 17	TEACHER WORK DAY – NO SCHOOL
FRIDAY	JAN. 19	GRADE CARDS GO HOME
TUESDAY	JAN. 31	EARLY RELEASE DAY (School dismissed at 2:30 for teacher inservice)
THURSDAY	FEB. 9	EAST SCHOOL PTO MEETING - 7:00 P.M.
WEEK OF	FEB. 13	INTERIMS GO HOME THIS WEEK
MONDAY	FEB. 20	HOLIDAY (PRESIDENTS' DAY) – NO SCHOOL
WEDNESDAY	FEB. 29	EARLY RELEASE DAY (School dismissed at 2:30 for teacher inservice)
WEEKS OF	MARCH 5 & 12	2 ND GRADE IOWA/COGAT TESTING
THURSDAY	MARCH 8	EAST SCHOOL PTO MEETING - 7:00 P.M.
WEDNESDAY	MARCH 21	END OF THIRD GRADING PERIOD
FRIDAY	MARCH 23	ASSEMBLY: STRONGER THAN A BULLY
THURSDAY	MARCH 29	EARLY RELEASE DAY (School dismissed at 2:30 for teacher inservice)
FRIDAY	MARCH 30	REPORT CARDS GO HOME
WEEK OF	APR. 2	SPRING BREAK – NO SCHOOL
TUESDAY	APRIL 9	CLASSES RESUME
THURSDAY	APRIL 12	EAST KINDERGARTEN REGISTRATION
THURSDAY	APRIL 12	EAST SCHOOL PTO MEETING - 7:00 P.M.
FRIDAY	APRIL 13	SPRING & GROUP PICTURES (LIFETOUCH)
WEEK OF	APRIL 23	INTERIMS GO HOME THIS WEEK
WEEKS OF	APRIL 23 – MAY 4	ACHIEVEMENT TESTING GRADES 3, 4, & 5
FRIDAY	MAY 4	MUFFINS FOR MOM - 8:00 A.M.
THURSDAY	MAY 10	EAST SCHOOL PTO MEETING ELECTION OF OFFICERS - 7:00 P.M.
FRIDAY	MAY 11	EAST SCHOOL PTO FUN FAIR
MONDAY	MAY 21	ALL SCHOOL FIELD DAY (MAKE-UP DAY IS TUES., MAY 24)
MONDAY	MAY 28	HOLIDAY (MEMORIAL DAY) – NO SCHOOL
THURSDAY	MAY 31	END OF THE FOURTH GRADING PERIOD (SECOND SEMESTER)
THURSDAY	MAY 31	AWARDS ASSEMBLY & FIFTH GRADE GRADUATION - 10:00 A.M.
THURSDAY	MAY 31	REPORT CARDS GO HOME
FRIDAY	JUNE 1	TEACHER WORK DAY

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 obey 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 to 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. Students who do not have good attendance may fail, lose certain privileges, and/or have their parents taken to court. House Bill 55 prohibits promotion to the next grade level of a student who has unexcused absences for more than 10% of the required school attendance days.

Parents are encouraged to schedule their child's appointments in non-school hours when possible.

Any student who is absent from school for all or part of a day without parent knowledge are considered truant, and the student and his/her parents shall be subject to the truancy laws of the state.

If a student is going to be absent, the parent must contact the school at 393-5985 by 9:00 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 9:00 a.m., we will make three attempts to contact you by telephone at home or at work to notify you of your child's absence. If after three attempts by telephone we are unable to contact you, a letter will be sent to you indicating that your child was absent from school and requesting that you contact the school office.

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.

Parents are encouraged to not take their child out of school for vacations, but if it must be scheduled, parents should discuss the matter with the principal and the teacher to make

arrangements and possible assignment to be completed. The time missed for vacation shall not be a factor in determining grades unless make-up work is not completed.

RETURNING TO SCHOOL FOLLOWING AN ABSENCE

Following an absence from school, your child should bring a note signed by you explaining the reason for his or her absence. This note should be addressed to your child's classroom teacher and should include:

1. Your child's name
2. The day and date of your child's absence
3. The reason for your child's absence
4. Your signature.

Doctors' excuses are requested in the case of prolonged or repeated absences or when the situation involves a communicable infectious disease.

SCHOOL RULES

1. Students should try to arrive at school no earlier than **8:50 AM**. Afternoon kindergartners should try to arrive no earlier than **12:35 PM**
 - 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, but may walk home for lunch. They are not to go to another student's home 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. 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.
3. Our school, except the gym, is a walking area.
4. Help keep the school building and school grounds neat and clean.
5. Respect the rights of others by controlling your voice and your personal behavior.
6. Permission slips are required for all field trips, picnics and similar events when students leave the school property or the immediate block.

PLAYGROUND RULES

1. 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 first to the office.
2. Snowballs are not to be made or thrown at school. The snow stays on the ground.
3. Do not throw balls against the building.
4. Get permission from the playground teacher or aide to get balls that have gone outside the playground.
5. It is dangerous to play around the trash dumpster and storage barn. Stay away from these areas.
6. Students are not to jump from the swings.

RULES FOR GRAVEL 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 near the swing sets.

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?, and Is it respectful?"

LUNCH RULES

1. Quiet entrance into lunchroom.
2. "Brown baggers" get their milk from the lunch line before sitting down for lunch.
3. Raise hands for teacher assistance.
4. Do your own cleaning up.
5. Remain seated during lunch period.
6. Students may talk quietly during lunch as time permits.
7. If a student is eating at school - he/she is not to leave the playground.
8. Students are not allowed to have pop in the lunchroom during the noon meal.

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 except for prescription medication as required for a student.
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.

SCHOOL DRESS

While fashions change, the reason for being at school does not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety risk will not be permitted. We do not have a dress code per se, but we do not allow clothes that may be too revealing such as mesh shirts, cut off shirts, or bare midriff halters. Please realize that “Flip Flop” sandals and roller shoes may pose a hazard to your child at recess and on the stairs. We discourage them at school. Shoes appropriate for safety and comfort should be worn. During cold weather, appropriate warm clothing should be worn. Children will be expected to go outside.

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 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 but the main door remain locked during the school day.

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 learning lab, and enrichment programs. If you are willing to help, please call us at 393-5985 or send a note to let us know your interests and times you would be available.

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. Students must have a signed permission slip to participate in field trips. Parents are informed of each trip away from the school.

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.

PARTIES AND PICNICS

The classroom teachers independently plan year-end picnics. Students must have signed permission slips if they will be leaving the school property. Students may bring in treats for their birthdays. Please make arrangements with the child's teacher ahead of time. The treats are generally shared shortly before recess or at the end of the school day.

EMERGENCY DRILLS

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

STUDENT USE OF TELEPHONES

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

CHILDREN VISITING SCHOOL

Students are not permitted to bring other children to school.

IMMUNIZATIONS

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 Parents or the legal guardians are responsible for the medication of their children and 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.

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 or contact the school office.

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

STUDENT ILLNESS OR INJURY AT SCHOOL

If your child should become ill or be injured at school, we 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 who 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.

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 if he or she is returning on the same day.

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

Student fees help to underwrite a part of the cost of some of the consumable items that your child uses at school.

School Fees are \$25.00 for kindergarten and \$30.00 for students in grades 1-5.

You may pay your child's student fee in cash in the school office or by 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 East 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 lunch and/or milk tickets is strongly recommended.

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

Student lunch and student milk tickets may be purchased in the school office with cash or by 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 East, 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.

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.

CAFETERIA CHARGES

Your child may accumulate no more than two cafeteria charges at any given time during the school year. Milk may not be charged. A cafeteria charge should be paid on the school day following the day that the charge occurred.

REPORTING STUDENT PROGRESS TO PARENTS

Kindergarten

1. Report cards are sent home to parents on January 20 and May 31.
2. Interim reports are sent home to parents, as needed, during the weeks of November 28 and April 23.

Grades 1-5

1. Report cards are sent home to parents November 4, January 20, March 30, and May 31.
2. Interim reports are sent home to parents, during the fifth week of each grading period
3. Achievement is indicated with letter grades in grades 3-5 only
4. Effort is indicated in all academic areas.

GRADING SCALE

92-100: A	88-89: B+	78-79: C+	68-69: D+	Below 59 -: F
90-91: A-	82-87: B	72-77: C	62-67: D	
	80-81: B-	70-71: C-	60-61: D-	

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.

Parent-teacher conference days are scheduled for November 13 and 14.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

If your address or telephone number changes during the school year, please notify the school office, so that the child's records are updated.

If you are moving out of our attendance area, please notify the school office in advance, so that transfer forms can be completed.

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.

APPLICATIONS OF CHEMICALS

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.

INTERVENTION ASSISTANCE TEAM (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. East School 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.

STUDENT HEALTH SERVICES

East Elementary has the services of a school nurse ½ day every 2 weeks, and a health aide ½ day every week.

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 397-7422 (ext. 6021).

STUDENT SPEECH THERAPY SERVICES

East Elementary has the services of a speech therapist for three half-days per week. A student experiencing difficulty in one or more of the following areas may qualify for speech therapy: articulation, hearing, voice, and language development.

Selection for participation in the speech therapy program is based on maturity, severity of the problem, hearing acuity and prognosis for improvement. Parent permission is required before a student may be tested for and/or enrolled in the 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 for replacing the book.

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.

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.

STUDENT CODE OF CONDUCT

The Student Code of Conduct conforms with 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, assignment of additional work, in-school suspension, alternative center assignment, 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 an 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.

VIDEO SURVEILLANCE

The East School building and grounds are equipped with video surveillance devices. Students and others will be held responsible for any violations of school rules or law recorded by the cameras. The resulting images may be used for prosecution or disciplinary action.

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-HARASSMENT/BULLYING POLICY

The Board of Education of the Mount Vernon City Schools forbids harassment and bullying. Harassment/bullying includes but is not limited to threats, name-calling, intimidation, hazing, inappropriate touching, gestures, symbol display, or any form of communication that makes a student feel uncomfortable or unsafe. This includes harassment/bullying of a racial, sexual, or non-sexual nature. Employees of the school district, students, or any other person must not encourage or condone these abusive acts at any school activity, on or off school premises. All school employees are required to report alleged violation of this policy to the principal or the principal's designee. All other members of the school community, including students, volunteers, parents, guardians, and other community members are encouraged to report any act that may be a violation of this policy.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

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
302 Martinsburg Road
Mount Vernon, Ohio 43050
Telephone (614) 393-5944